

16 February 2024

Enquiries: Rebecca Taranto
Our Ref: OP 2024_5577/1(Doc ID:121077)

Administration Office
64 - 66 Front St Mossman
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Crytoff Pty Limited
C/- Port Douglas Commercial Management
PO Box 167
PORT DOUGLAS QLD 4877

Email: admin@pdc.com.au

Dear Sir/Madam

ACTION NOTICE
(in accordance with Section 3.1 of the Development Assessment Rules)

Reference is made to the development application lodged with Council on 09/02/2024.

The application is not a properly made application in accordance with Section 51(5) of the *Planning Act 2016*.

Applicant Details

Name: Crytoff Pty Limited
Postal Address: C/- Port Douglas Commercial Management
PO Box 167
PORT DOUGLAS QLD 4877
Email: admin@pdc.com.au

Property Details

Street Address: 4/31 Macrossan Street PORT DOUGLAS
Real Property Description: LOT: 4 TYP: SP PLN: 161473
Local Government Area: Douglas Shire Council

Application Details

Application Number: OP 2024_5577/1
Nature of Development Proposed: Operational Works
Description of the Development Proposed: Operational Works (Tree Removal)

Reasons why the application is not properly made

The following is a statement of reasons why the application is not a properly made application:

- The mandatory supporting Planning Report has not been supplied.

Actions to be undertaken

The following actions must be undertaken in order to make the application a properly made application:

- Please provide a Planning Report that addresses the Planning Scheme codes relevant to the application; and
- Please provide photographic images of the tree the subject of the Application.

Due Date

Please note that in accordance with section 3.7 of the *Development Assessment Rules*, the application will be taken to have been not made if the above actions are not complied within 20 business days of this action notice unless otherwise agreed.

If the requirements within this notice are not undertaken within this period, Council will return the application and refund any paid application fee as soon as practicable.

The assessment period for the application will not commence until the application is taken to be properly made.

Other

Please quote Council's application number: OP 2024_5577/1 in all subsequent correspondence relating to this development application.

Should you require any clarification regarding this, please contact Rebecca Taranto on telephone 07 4099 9444.

Yours faithfully



For
Paul Hoyer
Manager Environment & Planning