

18 December 2025

Administration Office
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Enquiries: Rebecca Taranto
Our Ref: SITE 2025_5874/1(Doc ID:1340675)
Your Ref: 202511383

D A Brennan
C/- Buildable Approvals Pty Ltd
Suite 2.7, 2 Chelsea Lane
REDLYNCH QLD 4870

Email: admin@buildable.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 08/12/2025.

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

The cover letter submitted with the application references the *Cairns Plan 2016*. The planning scheme relevant to the application is the *2018 Douglas Shire Planning Scheme*. Under the *2018 Douglas Shire Planning Scheme*, the subject premises lies within the Tourist Accommodation zone. Within this zone, Building Work is self-assessable development if it meets with the requirements of the relevant codes. As the proposed siting of the carport cannot meet with the requirements of the relevant codes, a code assessable application is required to be submitted to Council.

Applicant Details

Name: D A Brennan
Postal Address: C/- Buildable Approvals Pty Ltd
Suite 2.7, 2 Chelsea Lane
REDLYNCH QLD 4870
Email: admin@buildable.com.au

Property Details

Street Address: 29 Barrier Street Port Douglas
Real Property Description: Lot 13 on SP144732
Local Government Area: Douglas Shire Council

Application Details

Application Number: SITE 2025_5874/1
Nature of Development Proposed: Development Application
Description of the Development Proposed: Alternate Siting Request (Carport)

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 application has not been made using the approved form/s;
- The cover letter submitted with the application refers to a patio;
- Mandatory supporting information (Planning Report) has not been supplied; and
- The applicable fee for administering the application has not been provided.

Actions to be undertaken

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

- Submit a duly completed Form 1 Development Application form;
- Submit a new cover letter that correctly describes the proposed development;
- Provide a report that addresses the relevant *2018 Douglas Shire Planning Scheme* codes; and
- The required fee is to be paid.

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 with by **10 February 2026**.

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: SITE 2025_5874/1 in all subsequent correspondence relating to this development application.

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

Yours faithfully



For
Leonard Vogel

