

6 June 2025

Enquiries: Jenny Elphinstone
Our Ref: MCUC 2025_5774/1 (Doc ID 1300604)
Your Ref:

Administration Office
64 - 66 Front St Mossman
P 07 4099 9444
F 07 4098 2902

Mr Leonard Tunsted
6 Banabilla Road
DEGARRA QLD 4895

Email: leonardtunsted@gmail.com

Dear Sir

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

Reference is made to the development application lodged with Council on 27 May 2025.

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

Applicant Details

Name: Leonard Tunsted
Postal Address: 6 Banabilla Road
DEGARRA QLD 4895
Email: leonardtunsted@gmail.com

Property Details

Street Address: Banabilla Road Degarra
Real Property Description: Lot 6 on SP123877
Local Government Area: Douglas Shire Council

Application Details

Application Number: MCUC 2025_5774/1
Nature of Development Proposed: Development Permit for a Material Change of Use for a Dwelling-house and Building Work-Made Assessable Against the Planning Scheme.
Description of the Development Proposed: Development Permit for a Material Change of Use for a Dwelling-house and Building Work-Made Assessable Against the Planning Scheme.

Reasons why the application is not properly made

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

- There is no clear statement that covers the consent of the landowner attached to the application.

Council records identify the land is also owned by another person. The consent of all landowners is required for a material change of use application.

Actions to be undertaken

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

- Written consent of the owner of the premises to the application if required.

A consent form is enclosed for your convenience.

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: MCUC 2025_5774/1 in all subsequent correspondence relating to this development application.

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

Yours faithfully



Neil Beck
A/Manager Environment & Planning

Encl – consent form or see link:

[https://dsdmipprd.blob.core.windows.net/general/Applicanttemplate10.0-Ownersconsenttemplate\(individual\).doc](https://dsdmipprd.blob.core.windows.net/general/Applicanttemplate10.0-Ownersconsenttemplate(individual).doc)

Individual owner's consent for making a development application under the *Planning Act 2016*



I,

[Insert full name.]

as owner of the premises identified as follows:

[Insert street address, lot or plan description or coordinates of the premises the subject of the application.]

consent to the making of a development application under the *Planning Act 2016* by:

[Insert name of applicant.]

on the premises described above for:

[Insert details of the proposed development, e.g. material change of use for four storey apartment building.]

[signature of owner and
date signed]