

Date: May 1st 2026

Submitted via email to enquiries@douglas.qld.gov.au

**Subject: Material Change of Use (MCU) - Caretaker's Accommodation
(Ancillary to Commercial)**

Location: Lot 8 and Lot 0 32 Macrossan Street, Port Douglas (Douglas Manor)

Dear Planning Officer

This application seeks approval for Caretaker's Accommodation (Class 4) use within an existing commercial building. This residency is essential to support the security, infrastructure maintenance, and facility oversight required for the ongoing professional operations of the site.

The proposal ensures zero impact on the historical streetscape of Macrossan Street, utilizing the existing block-work shell while significantly upgrading the internal acoustic and fire-safety performance to meet and exceed National Construction Code (NCC) standards. The application includes Common Property (Lot 0) to formalize the nexus between the unit and its associated outdoor amenity area, ensuring a compliant and integrated residential layout.

We believe this proposal provides a vital 'watchman' function that enhances the security profile of Douglas Manor and the broader Centre Zone precinct. We look forward to working with Council to obtain this approval.

Yours Sincerely,



Adrian Whittaker
Project Manager
Angel Construction

Project: Material Change of Use (Caretaker's Accommodation)
Subject Site: 8/32 Macrossan Street, Port Douglas

1.0 Project Overview & Rationale

This application seeks a Material Change of Use to formalise a Caretaker's Accommodation' use within Unit 8 of Douglas Manor. The residency is defined as an ancillary use, meaning it is subordinate to and physically integrated with the primary commercial activities of the premises. The primary driver for this application is the need to facilitate after business hours on-site management of business infrastructure and premises security.

2.0 Subject Site & Surrounds

The site is situated within the Centre Zone of the Port Douglas locality. Douglas Manor is a multi-tenanted commercial/professional complex. Unit 8 occupies a first-floor position with existing structural integrity consisting of 200mm block walls. There are no changes proposed to the building footprint or external elevations.

3.0 Detailed Statutory Compliance with Douglas Shire Planning Scheme

Planning Code	Performance Outcome (PO)	Response
Caretaker's Accommodation Code (Section 9.3.2)	PO1: Scale and Nature	Use is limited to 1 dwelling. Ancillary to commercial. See operational management plan OMP, sheet A01.
Caretaker's Accommodation Code (Section 9.3.2)	PO2: Amenity and Design	High-spec acoustic (Rw 35) & Fire Separation (FRL 60/60/60). See Sheet A02. Provision of private open space via integrated balcony. Satisfies PO via direct surveillance capability and proximity to Rex Smeal Park.
Caretaker's Accommodation Code (Section 9.3.2)	PO3: Necessity of Use	Essential for active site stewardship. Required for security oversight, emergency access coordination, and facility maintenance response after-hours.
Centre Zone Code (6.2.1)	PO1: Building Form	Internal conversion only. No external work. No impact on character.
Transport & Parking (9.4.4)	PO4: Parking Sufficiency	Uses existing credits. No net increase in demand.

4.0 Technical Compliance

4.1 Internal Amenity & Technical Engineering

To satisfy Performance Outcomes related to residential amenity, the design incorporates professional-grade mitigation as detailed on Architectural Sheet A02:

- Acoustic Glazing: 12.38mm acoustic laminated glass.
- Acoustic Sealing: Category 3 acoustic doors and drop-seals (Rw 35).
- Thermal Performance: High-density wool insulation in ceiling cavities.

4.2 Fire Separation & BCA Class 4 Requirements

The proposal constitutes an internal conversion within an existing building. To comply with the National Construction Code for a Class 4 sole-occupancy unit:

- Structural separation via existing 200mm block work.
- ceiling (upgraded with 16mm Fire-Rated plasterboard (FRL 60/60/60).
- Protection of opening via self-closing solid core door (FRL -/60/30).

OPERATIONAL MANAGEMENT PLAN (OMP)

1.0 Introduction

This document provides the framework to ensure the residency supports site-specific operations without compromising the commercial integrity or visual amenity of the Centre Zone.

2.0 Functional Nexus (The Link between Job and Home) The residency is a functional requirement for the ongoing management of the premises, specifically regarding:

- **After-Hours Access Monitoring:** Ensuring that car park ingress/egress is utilized correctly by authorized personnel only.
- **Facility Coordination:** On-site liaison for the maintenance of common property and coordination of essential services (Fire Safety, Waste, and Cleaning).
- **Infrastructure Security:** Provision of 24-hour on-site monitoring for high-value IT infrastructure housed within the tenancy.
- **Physical Security:** Regular inspections of common hallways and Lot 0 areas to deter vandalism during late hours.
- **Site Safety:** Serving as the on-site emergency contact for occupants utilizing the building after 6:00 PM.

3.0 Management Protocols

3.1 Noise Mitigation and Acoustic Integrity: The resident acknowledges the high-activity nature of the Centre Zone. The unit incorporates 12.38mm acoustic laminated glazing and Category 3 seals (Rw 35) as specified in the Planning Report. The resident shall ensure that no activities within the unit generate noise that exceeds the background levels of the adjacent professional tenancies.

3.2 Use of Common Property (Lot 0): The resident shall maintain this area in a state of high visual amenity. No domestic items (such as laundry, bicycles, or bulk storage) shall be visible from Macrossan Street or the common areas of Douglas Manor.

3.3 Subordination of Use: The residential component shall remain secondary to the commercial office use. No external signage related to the residency is permitted, ensuring the professional character of the building is preserved.

4.0 Compliance and Review

The resident caretaker is required to adhere to these protocols to ensure the ongoing compatibility of the mixed-use environment.

DA Form 1 – Development application details

Approved form (version 1.6 effective 2 August 2024) made under section 282 of the Planning Act 2016.

This form **must** be used to make a development application **involving code assessment or impact assessment**, except when applying for development involving only building work.

For a development application involving **building work only**, use *DA Form 2 – Building work details*.

For a development application involving **building work associated with any other type of assessable development (i.e. material change of use, operational work or reconfiguring a lot)**, use this form (*DA Form 1*) and parts 4 to 6 of *DA Form 2 – Building work details*.

Unless stated otherwise, all parts of this form **must** be completed in full and all required supporting information **must** accompany the development application.

One or more additional pages may be attached as a schedule to this development application if there is insufficient space on the form to include all the necessary information.

This form and any other form relevant to the development application must be used to make a development application relating to strategic port land and Brisbane core port land under the *Transport Infrastructure Act 1994*, and airport land under the *Airport Assets (Restructuring and Disposal) Act 2008*. For the purpose of assessing a development application relating to strategic port land and Brisbane core port land, any reference to a planning scheme is taken to mean a land use plan for the strategic port land, Brisbane port land use plan for Brisbane core port land, or a land use plan for airport land.

Note: All terms used in this form have the meaning given under the *Planning Act 2016*, the *Planning Regulation 2017*, or the *Development Assessment Rules (DA Rules)*.

PART 1 – APPLICANT DETAILS

1) Applicant details	
Applicant name(s) (individual or company full name)	Angela Whittaker
Contact name (only applicable for companies)	Angela Whittaker
Postal address (P.O. Box or street address)	PO BOX 303
Suburb	Port Douglas
State	QLD
Postcode	4877
Country	Australia
Contact number	0401 417 913
Email address (non-mandatory)	admin@angelconstruction.com.au
Mobile number (non-mandatory)	0401 417 913
Fax number (non-mandatory)	
Applicant's reference number(s) (if applicable)	
1.1) Home-based business	
<input type="checkbox"/> Personal details to remain private in accordance with section 264(6) of <i>Planning Act 2016</i>	
2) Owner's consent	
2.1) Is written consent of the owner required for this development application?	
<input checked="" type="checkbox"/> Yes – the written consent of the owner(s) is attached to this development application	

No – proceed to 3)

PART 2 – LOCATION DETAILS

3) Location of the premises (complete 3.1) or 3.2, and 3.3) as applicable)

Note: Provide details below and attach a site plan for any or all premises part of the development application. For further information, see [DA Forms Guide: Relevant plans](#).

3.1) Street address and lot on plan

Street address **AND** lot on plan (all lots must be listed), **or**

Street address **AND** lot on plan for an adjoining or adjacent property of the premises (appropriate for development in water but adjoining or adjacent to land e.g. jetty, pontoon. All lots must be listed).

	Unit No.	Street No.	Street Name and Type	Suburb
a)	8	32	Macrossan Street	Port Douglas
	Postcode	Lot No.	Plan Type and Number (e.g. RP, SP)	Local Government Area(s)
	4877	8	SP182739	Douglas Shire Council
	Unit No.	Street No.	Street Name and Type	Suburb
b)	0	32	Macrossan Street	Port Douglas
	Postcode	Lot No.	Plan Type and Number (e.g. RP, SP)	Local Government Area(s)
	4877	0	BUP70658	Port Douglas

3.2) Coordinates of premises (appropriate for development in remote areas, over part of a lot or in water not adjoining or adjacent to land e.g. channel dredging in Moreton Bay)

Note: Place each set of coordinates in a separate row.

Coordinates of premises by longitude and latitude

Longitude(s)	Latitude(s)	Datum	Local Government Area(s) (if applicable)
145.4653	-16.4836	<input type="checkbox"/> WGS84 <input type="checkbox"/> XGDA94 <input type="checkbox"/> Other: <input type="text"/>	Douglas Shire Council

Coordinates of premises by easting and northing

Easting(s)	Northing(s)	Zone Ref.	Datum	Local Government Area(s) (if applicable)
550600	8176900	<input type="checkbox"/> 54 <input checked="" type="checkbox"/> X 55 <input type="checkbox"/> 56	<input type="checkbox"/> WGS84 <input checked="" type="checkbox"/> GDA94 <input type="checkbox"/> Other: <input type="text"/>	Douglas Shire Council

3.3) Additional premises

Additional premises are relevant to this development application and the details of these premises have been attached in a schedule to this development application
Not required

4) Identify any of the following that apply to the premises and provide any relevant details

In or adjacent to a water body or watercourse or in or above an aquifer

Name of water body, watercourse or aquifer:

On strategic port land under the *Transport Infrastructure Act 1994*

Lot on plan description of strategic port land:

Name of port authority for the lot:

In a tidal area

Name of local government for the tidal area (if applicable):

Name of port authority for tidal area (if applicable):

<input type="checkbox"/> On airport land under the <i>Airport Assets (Restructuring and Disposal) Act 2008</i>
Name of airport: <input type="text"/>
<input type="checkbox"/> Listed on the Environmental Management Register (EMR) under the <i>Environmental Protection Act 1994</i>
EMR site identification: <input type="text"/>
<input type="checkbox"/> Listed on the Contaminated Land Register (CLR) under the <i>Environmental Protection Act 1994</i>
CLR site identification: <input type="text"/>

5) Are there any existing easements over the premises?

Note: Easement uses vary throughout Queensland and are to be identified correctly and accurately. For further information on easements and how they may affect the proposed development, see [DA Forms Guide](#).

- Yes – All easement locations, types and dimensions are included in plans submitted with this development application
- No

PART 3 – DEVELOPMENT DETAILS

Section 1 – Aspects of development

6.1) Provide details about the first development aspect

a) What is the type of development? *(tick only one box)*

- Material change of use Reconfiguring a lot Operational work Building work

b) What is the approval type? *(tick only one box)*

- Development permit Preliminary approval Preliminary approval that includes a variation approval

c) What is the level of assessment?

- Code assessment Impact assessment *(requires public notification)*

d) Provide a brief description of the proposal *(e.g. 6 unit apartment building defined as multi-unit dwelling, reconfiguration of 1 lot into 3 lots):*

Material change of use from an office(class5) to a caretakers residence (class 4)

e) Relevant plans

Note: Relevant plans are required to be submitted for all aspects of this development application. For further information, see [DA Forms guide: Relevant plans](#).

Relevant plans of the proposed development are attached to the development application

6.2) Provide details about the second development aspect

a) What is the type of development? *(tick only one box)*

- Material change of use Reconfiguring a lot Operational work Building work

b) What is the approval type? *(tick only one box)*

- Development permit Preliminary approval Preliminary approval that includes a variation approval

c) What is the level of assessment?

- Code assessment Impact assessment *(requires public notification)*

d) Provide a brief description of the proposal *(e.g. 6 unit apartment building defined as multi-unit dwelling, reconfiguration of 1 lot into 3 lots):*

The proposal involves the internal conversion of Unit 8 to a caretaker's residence. This will provide an essential on-site presence for the daily management, security, and maintenance of the owner's commercial assets.

The proposed Caretaker's Accommodation is strictly ancillary to the established commercial use of the site. The development ensures the ongoing security and maintenance of the premises and is designed to have no negative impact on the existing commercial character of the area. The proposal is consistent with the primary use of the building and is clearly ancillary to the commercial interests held by the owner. There will be no changes made to Lot 0 however Lot 0 is the only point of access for Lot 8 and it's use is essential.

e) Relevant plans

Note: Relevant plans are required to be submitted for all aspects of this development application. For further information, see [DA Forms Guide: Relevant plans](#).



Relevant plans of the proposed development are attached to the development application

6.3) Additional aspects of development

Additional aspects of development are relevant to this development application and the details for these aspects that would be required under Part 3 Section 1 of this form have been attached to this development application
 X Not required

6.4) Is the application for State facilitated development?

Yes - Has a notice of declaration been given by the Minister?
 X No

Section 2 – Further development details**7) Does the proposed development application involve any of the following?**

Material change of use	<input checked="" type="checkbox"/> Yes – complete division 1 if assessable against a local planning instrument
Reconfiguring a lot	<input type="checkbox"/> Yes – complete division 2
Operational work	<input type="checkbox"/> Yes – complete division 3
Building work	Yes – complete <i>DA Form 2 – Building work details</i>

Division 1 – Material change of use

Note: This division is only required to be completed if any part of the development application involves a material change of use assessable against a local planning instrument.

8.1) Describe the proposed material change of use

Provide a general description of the proposed use	Provide the planning scheme definition (include each definition in a new row)	Number of dwelling units (if applicable)	Gross floor area (m ²) (if applicable)
Premises used as accommodation by a person employed to manage or take care of premises on which the accommodation is located. Lot 0 is common property but it is essential to gain access to Unit 8	Caretakers Accommodation	1	65

8.2) Does the proposed use involve the use of existing buildings on the premises?

Yes
 No

8.3) Does the proposed development relate to temporary accepted development under the Planning Regulation?

Yes
 No

Provide a general description of the temporary accepted development	Specify the stated period dates under the Planning Regulation

Division 2 – Reconfiguring a lot

Note: This division is only required to be completed if any part of the development application involves reconfiguring a lot.

9.1) What is the total number of existing lots making up the premises?

--

9.2) What is the nature of the lot reconfiguration? (tick all applicable boxes)

<input type="checkbox"/> Subdivision (complete 10)	<input type="checkbox"/> Dividing land into parts by agreement (complete 11)
<input type="checkbox"/> Boundary realignment (complete 12)	<input type="checkbox"/> Creating or changing an easement giving access to a lot from a constructed road (complete 13)

10) Subdivision

10.1) For this development, how many lots are being created and what is the intended use of those lots:

Intended use of lots created	Residential	Commercial	Industrial	Other, please specify:
Number of lots created				

10.2) Will the subdivision be staged?

Yes – provide additional details below
 No

How many stages will the works include? _____

What stage(s) will this development application apply to? _____

11) Dividing land into parts by agreement – how many parts are being created and what is the intended use of the parts?

Intended use of parts created	Residential	Commercial	Industrial	Other, please specify:
Number of parts created				

12) Boundary realignment

12.1) What are the current and proposed areas for each lot comprising the premises?

Current lot		Proposed lot	
Lot on plan description	Area (m ²)	Lot on plan description	Area (m ²)

12.2) What is the reason for the boundary realignment?

**13) What are the dimensions and nature of any existing easements being changed and/or any proposed easement?
(attach schedule if there are more than two easements)**

Existing or proposed?	Width (m)	Length (m)	Purpose of the easement? (e.g. pedestrian access)	Identify the land/lot(s) benefitted by the easement

Division 3 – Operational work

Note: This division is only required to be completed if any part of the development application involves operational work.

14.1) What is the nature of the operational work?

Road work Stormwater Water infrastructure
 Drainage work Earthworks Sewage infrastructure
 Landscaping Signage Clearing vegetation
 Other – please specify: _____

14.2) Is the operational work necessary to facilitate the creation of new lots? (e.g. subdivision)

Yes – specify number of new lots: _____

No

14.3) What is the monetary value of the proposed operational work? (include GST, materials and labour)

60,000

PART 4 – ASSESSMENT MANAGER DETAILS

15) Identify the assessment manager(s) who will be assessing this development application

Douglas Shire Council

16) Has the local government agreed to apply a superseded planning scheme for this development application?

- Yes – a copy of the decision notice is attached to this development application
- The local government is taken to have agreed to the superseded planning scheme request – relevant documents attached
- X No

PART 5 – REFERRAL DETAILS

17) Does this development application include any aspects that have any referral requirements?

Note: A development application will require referral if prescribed by the Planning Regulation 2017.

X No, there are no referral requirements relevant to any development aspects identified in this development application – proceed to Part 6

Matters requiring referral to the **Chief Executive of the Planning Act 2016:**

- Clearing native vegetation
- Contaminated land (*unexploded ordnance*)
- Environmentally relevant activities (ERA) (*only if the ERA has not been devolved to a local government*)
- Fisheries – aquaculture
- Fisheries – declared fish habitat area
- Fisheries – marine plants
- Fisheries – waterway barrier works
- Hazardous chemical facilities
- Heritage places – Queensland heritage place (*on or near a Queensland heritage place*)
- Infrastructure-related referrals – designated premises
- Infrastructure-related referrals – state transport infrastructure
- Infrastructure-related referrals – State transport corridor and future State transport corridor
- Infrastructure-related referrals – State-controlled transport tunnels and future state-controlled transport tunnels
- Infrastructure-related referrals – near a state-controlled road intersection
- Koala habitat in SEQ region – interfering with koala habitat in koala habitat areas outside koala priority areas
- Koala habitat in SEQ region – key resource areas
- Ports – Brisbane core port land – near a State transport corridor or future State transport corridor
- Ports – Brisbane core port land – environmentally relevant activity (ERA)
- Ports – Brisbane core port land – tidal works or work in a coastal management district
- Ports – Brisbane core port land – hazardous chemical facility
- Ports – Brisbane core port land – taking or interfering with water
- Ports – Brisbane core port land – referable dams
- Ports – Brisbane core port land – fisheries
- Ports – Land within Port of Brisbane's port limits (*below high-water mark*)
- SEQ development area
- SEQ regional landscape and rural production area or SEQ rural living area – tourist activity or sport and recreation activity
- SEQ regional landscape and rural production area or SEQ rural living area – community activity
- SEQ regional landscape and rural production area or SEQ rural living area – indoor recreation
- SEQ regional landscape and rural production area or SEQ rural living area – urban activity
- SEQ regional landscape and rural production area or SEQ rural living area – combined use
- SEQ northern inter-urban break – tourist activity or sport and recreation activity



- SEQ northern inter-urban break – community activity
- SEQ northern inter-urban break – indoor recreation
- SEQ northern inter-urban break – urban activity
- SEQ northern inter-urban break – combined use
- Tidal works or works in a coastal management district
- Reconfiguring a lot in a coastal management district or for a canal
- Erosion prone area in a coastal management district
- Urban design
- Water-related development – taking or interfering with water
- Water-related development – removing quarry material (*from a watercourse or lake*)
- Water-related development – referable dams
- Water-related development – levees (*category 3 levees only*)
- Wetland protection area

Matters requiring referral to the local government:

- Airport land
- Environmentally relevant activities (ERA) (*only if the ERA has been devolved to local government*)
- Heritage places – Local heritage places

Matters requiring referral to the Chief Executive of the distribution entity or transmission entity:

- Infrastructure-related referrals – Electricity infrastructure

Matters requiring referral to:

- The **Chief Executive of the holder of the licence**, if not an individual
- The **holder of the licence**, if the holder of the licence is an individual
- Infrastructure-related referrals – Oil and gas infrastructure

Matters requiring referral to the Brisbane City Council:

- Ports – Brisbane core port land

Matters requiring referral to the Minister responsible for administering the Transport Infrastructure Act 1994:

- Ports – Brisbane core port land (*where inconsistent with the Brisbane port LUP for transport reasons*)
- Ports – Strategic port land

Matters requiring referral to the relevant port operator, if applicant is not port operator:

- Ports – Land within Port of Brisbane’s port limits (*below high-water mark*)

Matters requiring referral to the Chief Executive of the relevant port authority:

- Ports – Land within limits of another port (*below high-water mark*)

Matters requiring referral to the Gold Coast Waterways Authority:

- Tidal works or work in a coastal management district (*in Gold Coast waters*)

Matters requiring referral to the Queensland Fire and Emergency Service:

- Tidal works or work in a coastal management district (*involving a marina (more than six vessel berths)*)

18) Has any referral agency provided a referral response for this development application?

- Yes – referral response(s) received and listed below are attached to this development application
- X No

Referral requirement	Referral agency	Date of referral response

Identify and describe any changes made to the proposed development application that was the subject of the referral response and this development application, or include details in a schedule to this development application (*if applicable*).

PART 6 – INFORMATION REQUEST

19) Information request under the DA Rules

I agree to receive an information request if determined necessary for this development application

I do not agree to accept an information request for this development application

Note: By not agreeing to accept an information request I, the applicant, acknowledge:

- that this development application will be assessed and decided based on the information provided when making this development application and the assessment manager and any referral agencies relevant to the development application are not obligated under the DA Rules to accept any additional information provided by the applicant for the development application unless agreed to by the relevant parties
- Part 3 under Chapter 1 of the DA Rules will still apply if the application is an application listed under section 11.3 of the DA Rules or
- Part 2 under Chapter 2 of the DA Rules will still apply if the application is for state facilitated development

Further advice about information requests is contained in the [DA Forms Guide](#).

PART 7 – FURTHER DETAILS

20) Are there any associated development applications or current approvals? (e.g. a preliminary approval)

Yes – provide details below or include details in a schedule to this development application

No –

List of approval/development application references	Reference number	Date	Assessment manager
<input type="checkbox"/> Approval <input type="checkbox"/> Development application			
<input type="checkbox"/> Approval <input type="checkbox"/> Development application			

21) Has the portable long service leave levy been paid? (only applicable to development applications involving building work or operational work)

Yes – a copy of the receipted QLeave form is attached to this development application

No – I, the applicant will provide evidence that the portable long service leave levy has been paid before the assessment manager decides the development application. I acknowledge that the assessment manager may give a development approval only if I provide evidence that the portable long service leave levy has been paid

Not applicable (e.g. building and construction work is less than \$150,000 excluding GST)

Amount paid	Date paid (dd/mm/yy)	QLeave levy number (A, B or E)
\$		

22) Is this development application in response to a show cause notice or required as a result of an enforcement notice?

Yes – show cause or enforcement notice is attached

No

23) Further legislative requirements

Environmentally relevant activities

23.1) Is this development application also taken to be an application for an environmental authority for an **Environmentally Relevant Activity (ERA)** under section 115 of the *Environmental Protection Act 1994*?

Yes – the required attachment (form ESR/2015/1791) for an application for an environmental authority accompanies this development application, and details are provided in the table below

X No

Note: Application for an environmental authority can be found by searching “ESR/2015/1791” as a search term at www.qld.gov.au. An ERA requires an environmental authority to operate. See www.business.qld.gov.au for further information.

Proposed ERA number:		Proposed ERA threshold:	
Proposed ERA name:			

Multiple ERAs are applicable to this development application and the details have been attached in a schedule to this development application.

Hazardous chemical facilities

23.2) Is this development application for a **hazardous chemical facility**?

Yes – *Form 536: Notification of a facility exceeding 10% of schedule 15 threshold* is attached to this development application

X No

Note: See www.business.qld.gov.au for further information about hazardous chemical notifications.

Clearing native vegetation

23.3) Does this development application involve **clearing native vegetation** that requires written confirmation that the chief executive of the *Vegetation Management Act 1999* is satisfied the clearing is for a relevant purpose under section 22A of the *Vegetation Management Act 1999*?

Yes – this development application includes written confirmation from the chief executive of the *Vegetation Management Act 1999* (s22A determination)

X No

Note: 1. Where a development application for operational work or material change of use requires a s22A determination and this is not included, the development application is prohibited development.
2. See <https://www.qld.gov.au/environment/land/vegetation/applying> for further information on how to obtain a s22A determination.

Environmental offsets

23.4) Is this development application taken to be a prescribed activity that may have a significant residual impact on a **prescribed environmental matter** under the *Environmental Offsets Act 2014*?

Yes – I acknowledge that an environmental offset must be provided for any prescribed activity assessed as having a significant residual impact on a prescribed environmental matter

X No

Note: The environmental offset section of the Queensland Government’s website can be accessed at www.qld.gov.au for further information on environmental offsets.

Koala habitat in SEQ Region

23.5) Does this development application involve a material change of use, reconfiguring a lot or operational work which is assessable development under Schedule 10, Part 10 of the Planning Regulation 2017?

Yes – the development application involves premises in the koala habitat area in the koala priority area

Yes – the development application involves premises in the koala habitat area outside the koala priority area

X No

Note: If a koala habitat area determination has been obtained for this premises and is current over the land, it should be provided as part of this development application. See koala habitat area guidance materials at www.desi.qld.gov.au for further information.



Water resources

23.6) Does this development application involve **taking or interfering with underground water through an artesian or subartesian bore, taking or interfering with water in a watercourse, lake or spring, or taking overland flow water under the *Water Act 2000***?

Yes – the relevant template is completed and attached to this development application and I acknowledge that a relevant authorisation or licence under the *Water Act 2000* may be required prior to commencing development

X No

Note: Contact the Department of Resources at www.resources.qld.gov.au for further information.

DA templates are available from planning.statedevelopment.qld.gov.au. If the development application involves:

- Taking or interfering with underground water through an artesian or subartesian bore: complete DA Form 1 Template 1
- Taking or interfering with water in a watercourse, lake or spring: complete DA Form 1 Template 2
- Taking overland flow water: complete DA Form 1 Template 3.

Waterway barrier works

23.7) Does this application involve **waterway barrier works**?

Yes – the relevant template is completed and attached to this development application

X No

DA templates are available from planning.statedevelopment.qld.gov.au. For a development application involving waterway barrier works, complete DA Form 1 Template 4.

Marine activities

23.8) Does this development application involve **aquaculture, works within a declared fish habitat area or removal, disturbance or destruction of marine plants**?

Yes – an associated resource allocation authority is attached to this development application, if required under the *Fisheries Act 1994*

X No

Note: See guidance materials at www.daf.qld.gov.au for further information.

Quarry materials from a watercourse or lake

23.9) Does this development application involve the **removal of quarry materials from a watercourse or lake under the *Water Act 2000***?

Yes – I acknowledge that a quarry material allocation notice must be obtained prior to commencing development

X No

Note: Contact the Department of Resources at www.resources.qld.gov.au and www.business.qld.gov.au for further information.

Quarry materials from land under tidal waters

23.10) Does this development application involve the **removal of quarry materials from land under tidal water under the *Coastal Protection and Management Act 1995***?

Yes – I acknowledge that a quarry material allocation notice must be obtained prior to commencing development

X No

Note: Contact the Department of Environment, Science and Innovation at www.desi.qld.gov.au for further information.

Referable dams

23.11) Does this development application involve a **referable dam** required to be failure impact assessed under section 343 of the *Water Supply (Safety and Reliability) Act 2008* (the *Water Supply Act*)?

Yes – the 'Notice Accepting a Failure Impact Assessment' from the chief executive administering the *Water Supply Act* is attached to this development application

X No

Note: See guidance materials at www.resources.qld.gov.au for further information.



Tidal work or development within a coastal management district

23.12) Does this development application involve **tidal work or development in a coastal management district**?

- Yes – the following is included with this development application:
- Evidence the proposal meets the code for assessable development that is prescribed tidal work (*only required if application involves prescribed tidal work*)
 - A certificate of title

X No

Note: See guidance materials at www.desi.qld.gov.au for further information.

Queensland and local heritage places

23.13) Does this development application propose development on or adjoining a place entered in the **Queensland heritage register** or on a place entered in a local government's **Local Heritage Register**?

- Yes – details of the heritage place are provided in the table below

X No

Note: See guidance materials at www.desi.qld.gov.au for information requirements regarding development of Queensland heritage places.

For a heritage place that has cultural heritage significance as a local heritage place and a Queensland heritage place, provisions are in place under the Planning Act 2016 that limit a local categorising instrument from including an assessment benchmark about the effect or impact of, development on the stated cultural heritage significance of that place. See guidance materials at www.planning.statedevelopment.qld.gov.au for information regarding assessment of Queensland heritage places.

Name of the heritage place:

Place ID:

Decision under section 62 of the Transport Infrastructure Act 1994

23.14) Does this development application involve new or changed access to a state-controlled road?

- Yes – this application will be taken to be an application for a decision under section 62 of the *Transport Infrastructure Act 1994* (subject to the conditions in section 75 of the *Transport Infrastructure Act 1994* being satisfied)

X No

Walkable neighbourhoods assessment benchmarks under Schedule 12A of the Planning Regulation

23.15) Does this development application involve reconfiguring a lot into 2 or more lots in certain residential zones (except rural residential zones), where at least one road is created or extended?

- Yes – Schedule 12A is applicable to the development application and the assessment benchmarks contained in schedule 12A have been considered

X No

Note: See guidance materials at www.planning.statedevelopment.qld.gov.au for further information.

PART 8 – CHECKLIST AND APPLICANT DECLARATION

24) Development application checklist

I have identified the assessment manager in question 15 and all relevant referral requirement(s) in question 17

X Yes

Note: See the *Planning Regulation 2017* for referral requirements

If building work is associated with the proposed development, Parts 4 to 6 of [DA Form 2 – Building work details](#) have been completed and attached to this development application

Yes
X Not applicable

Supporting information addressing any applicable assessment benchmarks is with the development application

Note: This is a mandatory requirement and includes any relevant templates under question 23, a planning report and any technical reports required by the relevant categorising instruments (e.g. local government planning schemes, State Planning Policy, State Development Assessment Provisions). For further information, see [DA Forms Guide: Planning Report Template](#).

X Yes

Relevant plans of the development are attached to this development application

Note: Relevant plans are required to be submitted for all aspects of this development application. For further information, see [DA Forms Guide: Relevant plans](#).

X Yes

The portable long service leave levy for QLeave has been paid, or will be paid before a development permit is issued (see 21)

Yes
X Not applicable



25) Applicant declaration

X By making this development application, I declare that all information in this development application is true and correct

X Where an email address is provided in Part 1 of this form, I consent to receive future electronic communications from the assessment manager and any referral agency for the development application where written information is required or permitted pursuant to sections 11 and 12 of the *Electronic Transactions Act 2001*

Note: It is unlawful to intentionally provide false or misleading information.

Privacy – Personal information collected in this form will be used by the assessment manager and/or chosen assessment manager, any relevant referral agency and/or building certifier (including any professional advisers which may be engaged by those entities) while processing, assessing and deciding the development application. All information relating to this development application may be available for inspection and purchase, and/or published on the assessment manager’s and/or referral agency’s website.

Personal information will not be disclosed for a purpose unrelated to the *Planning Act 2016*, Planning Regulation 2017 and the DA Rules except where:

- such disclosure is in accordance with the provisions about public access to documents contained in the *Planning Act 2016* and the Planning Regulation 2017, and the access rules made under the *Planning Act 2016* and Planning Regulation 2017; or
- required by other legislation (including the *Right to Information Act 2009*); or
- otherwise required by law.

This information may be stored in relevant databases. The information collected will be retained as required by the *Public Records Act 2002*.

PART 9 – FOR COMPLETION OF THE ASSESSMENT MANAGER – FOR OFFICE USE ONLY

Date received: Reference number(s):

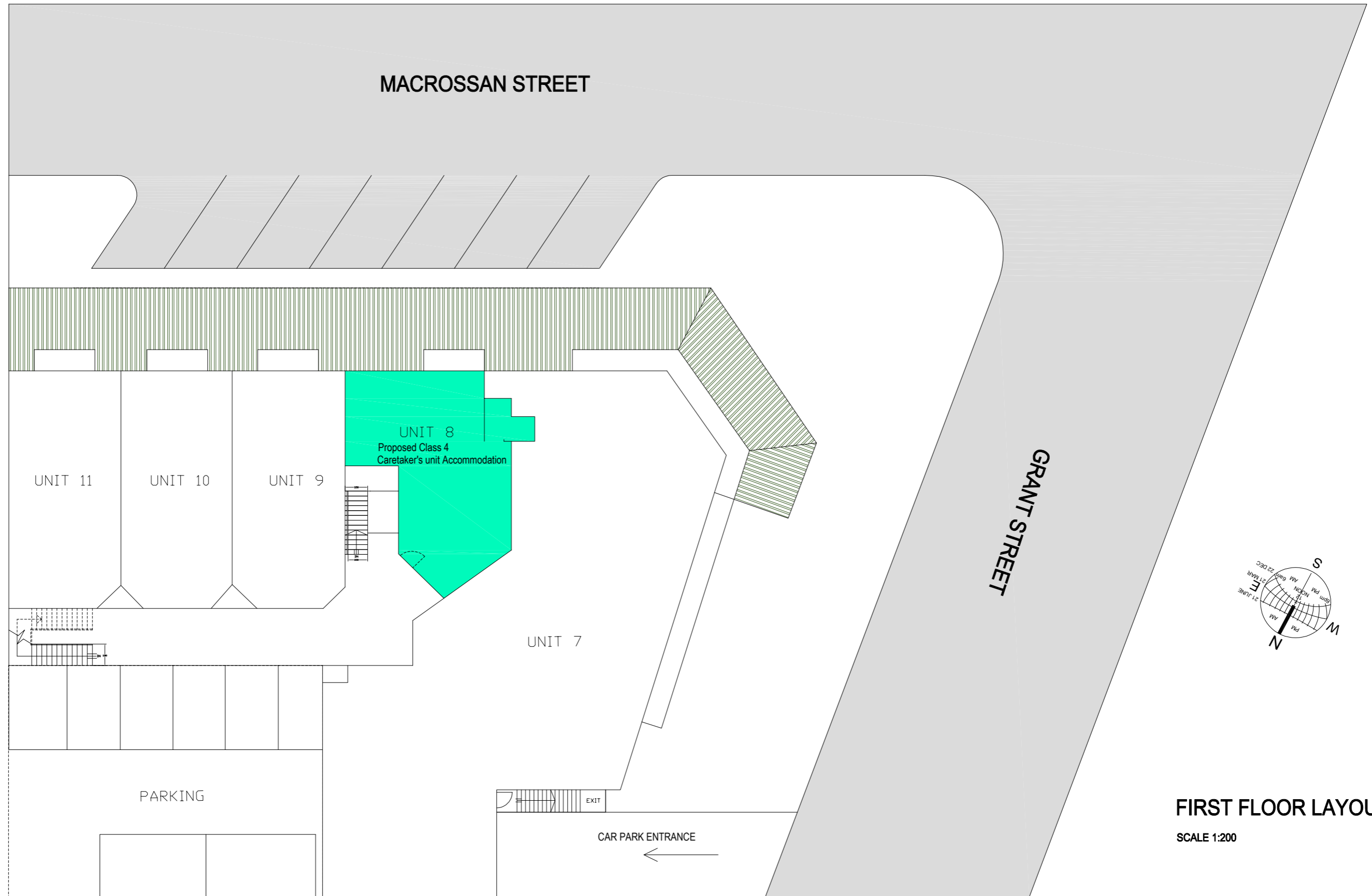
Notification of engagement of alternative assessment manager

Prescribed assessment manager	
Name of chosen assessment manager	
Date chosen assessment manager engaged	
Contact number of chosen assessment manager	
Relevant licence number(s) of chosen assessment manager	

QLeave notification and payment

Note: For completion by assessment manager if applicable

Description of the work	
QLeave project number	
Amount paid (\$)	Date paid (dd/mm/yy)
Date receipted form sighted by assessment manager	
Name of officer who sighted the form	



FIRST FLOOR LAYOUT

SCALE 1:200

Angel Construction
 PO Box 303 Port Douglas 4877 Qld Australia
 Ph: 07 4099 4516
 www.angelconstruction.com.au
 designs@angelconstruction.com.au
 Over 25 years of Construction Experience
 © All designs are protected by copyright Act 1968
 Angel Construction QBCC LIC NO. 15128072
 licenced builders



**TO BE CERTIFIED AS
 STRUCTURALLY ADEQUATE**

**TO BE CERTIFIED BY THE
 BUILDING APPROVAL
 COMPANY**

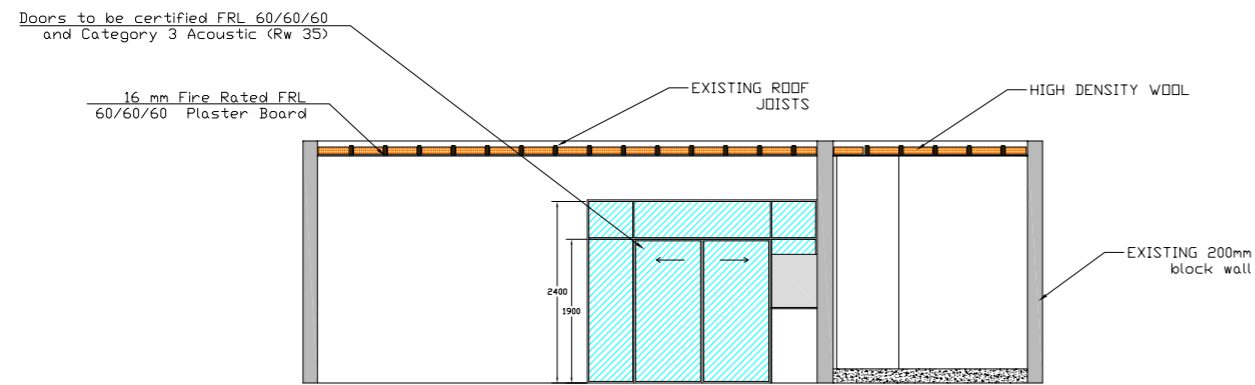
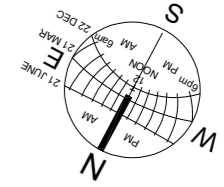
PLAN ISSUE: 1/05/2026

**CONCEPT DESIGN
 NOT FOR CONSTRUCTION**

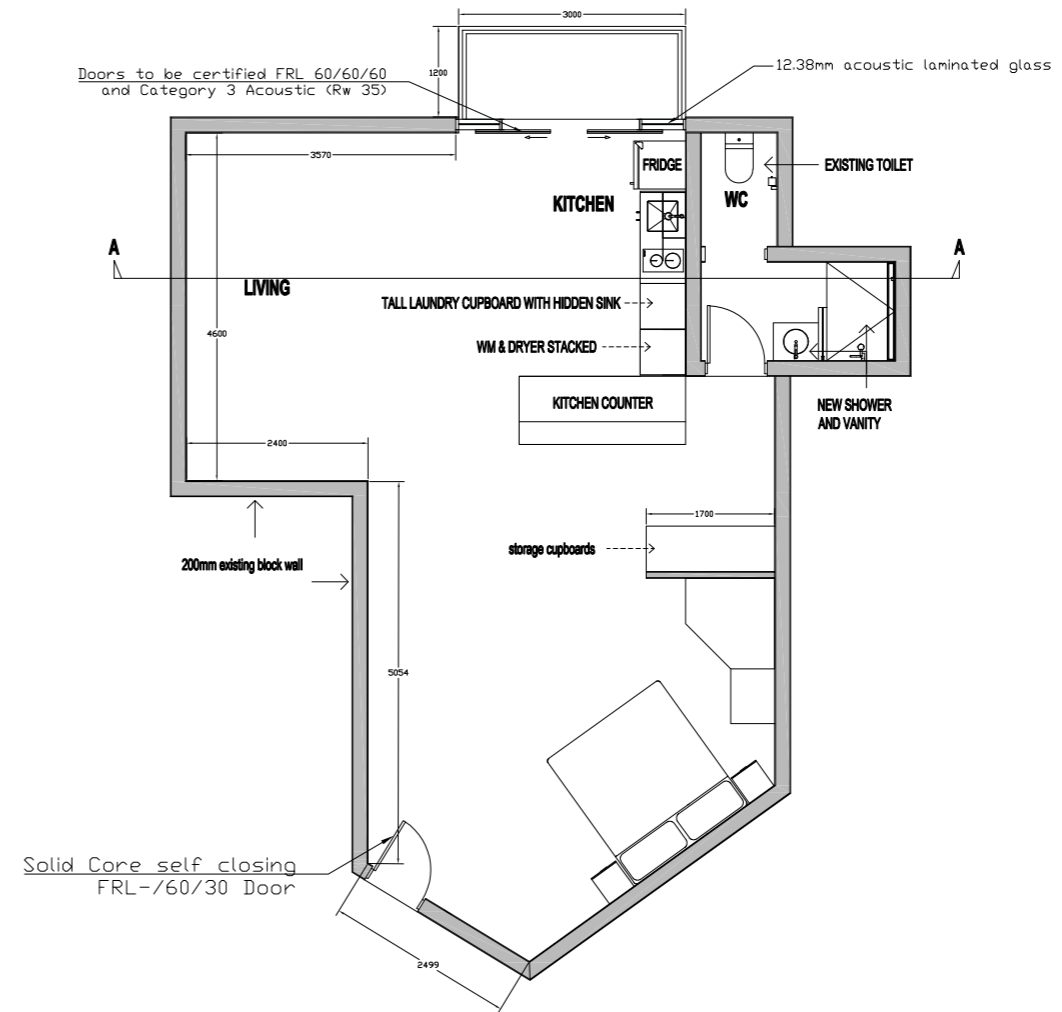
PROJECT: Unit 8 Douglas Manor
 PROJECT ADDRESS: 8/32 Macrossan street, port douglas, QLD 4877

SHEET: FIRST FLOOR LAYOUT
 DESIGNED BY: ANGEL CONSTRUCTION
 DRAWN BY: Ammar Al-Sharaa
 PROJECT NUMBER:

SCALE: AS SPECIFIED
 @A3
 SHEET: A01 REV: c



SECTION A-A
SCALE 1:100



U8 FLOOR PLAN
SCALE 1:100

Angel Construction
PO Box 303 Port Douglas 4877 Qld Australia
Ph: 07 4099 4516
www.angelconstruction.com.au
designs@angelconstruction.com.au
Over 25 years of Construction Experience
© All designs are protected by copyright Act 1968
Angel Construction QBCC LIC NO. 15128072
licenced builders



**TO BE CERTIFIED AS
STRUCTURALLY ADEQUATE**

**TO BE CERTIFIED BY THE
BUILDING APPROVAL
COMPANY**

PLAN ISSUE: 1/05/2026

**CONCEPT DESIGN
NOT FOR CONSTRUCTION**

PROJECT: Unit 8 Douglas Manor
PROJECT ADDRESS: 8/32 Macrossan street, port douglas, QLD 4877

SHEET: FLOOR PLAN PROPOSAL
DESIGNED BY: ANGEL CONSTRUCTION
DRAWN BY: Ammar Al-Sharaa
PROJECT NUMBER:

SCALE: AS SPECIFIED
@A3
SHEET: A02 REV: C

MINUTES - Vote Outside Committee Meeting

**BODY CORPORATE FOR DOUGLAS MANOR
COMMUNITY TITLES SCHEME 968**
32 Macrossan Street, PORT DOUGLAS, QLD, 4877

This is a record / minute of motions considered and voted on by the Committee outside of a committee meeting in accordance Section 54 of the Body Corporate and Community Management (Standard Module) Regulation 2020.

Date of Resolutions: 27 August 2025

The motions described below were distributed on 30 July 2025 to the committee members and were resolved as follows:

Motions

1 Statement of Accounts

MOTION That the Statement of Accounts as at 30/06/2025, which shows balances as follows, be accepted and presented to Owners for adoption at the upcoming annual general meeting:

Administrative Fund	\$2,534.40
Sinking Fund	<u>\$32,003.57</u>
Total Owners' funds	<u>\$34,537.97</u>

Motion CARRIED. Yes 5 No 0 Abstain 0 Invalid 1

2 Administrative Fund Budget and Contributions

MOTION That the administrative fund budget and contributions for the period ending 30/06/2026 be presented to owners for approval at the forthcoming annual general meeting as follows:

- \$74,894.95 including GST, levied in accordance with the contribution entitlements schedule.
- Interim levies be issued for the following financial year.
- *Subject to 20% settlement discount for payment on or before the due date.*

Motion CARRIED. Yes 5 No 0 Abstain 0 Invalid 1

3 Sinking Fund Budget and Contributions

MOTION That the sinking fund budget and contributions for the period ending 30/06/2026 be presented to owners for approval at the forthcoming annual general meeting as follows:

- \$15,000.00 including GST, levied in accordance with the contribution entitlements schedule.
- Interim levies be issued for the following financial year.
- *Subject to 20% settlement discount for payment on or before the due date.*

Motion CARRIED. Yes 4 No 1 Abstain 0 Invalid 1



4 Annual General Meeting Date

MOTION That the annual general meeting be held on 18th of September 2025 at 09:00AM at BCS Port Douglas.

Motion CARRIED. Yes 5 No 0 Abstain 0 Invalid 1

5 Annual General Meeting Motions

MOTION That the following motions be included on the agenda at the forthcoming annual general meeting:

1. Confirmation of Minutes
2. Approval of Statement of Accounts
3. No Audit
4. Appointment of Auditor
5. Adoption of Administrative Fund Budget Totalling \$74,894.95 (budget attached).
6. Adoption of Sinking Fund Budget Totalling \$15,000.00 (budget attached).
7. Confirmation of Insurance
8. Engagement of Contractors
9. Debt Management - Reminder Notices
10. Debt Management - Recovery Activity
11. Appointment of Body Corporate Manager
12. Election of Committee

AND that Body Corporate Services Pty Ltd be authorised to formulate the wording of the motions and explanatory wording to be included on the agenda for the forthcoming annual general meeting, both statutory and from the committee, to comply with the requirements of the BCCM Act 1997 and the relevant regulations.

Motion CARRIED. Yes 4 No 1 Abstain 0 Invalid 1

6 Roof Repairs above lot 7

MOTION That the Body Corporate Committee engage Bugzy Roofing to repair the roof above lot 7. Refer to the attached quotation from Bugzy Roofing for details, and authorise the expenditure of no more than \$10,000 including GST with the expenditure to be drawn from the sinking fund.

Motion CARRIED. Yes 3 No 1 Abstain 1 Invalid 1

7 Change Of Use for Lot 8

MOTION That the Body Corporate Committee approve and endorse the change of use proposal for lot 8 only from commercial to residential.

Motion CARRIED. Yes 4 No 2 Abstain 0 Invalid 0



Voting

The above motions were voted on by:

Suzanne French, Patrick Kenny, Adrian Whittaker, Angela Whittaker, Giuseppe Gumina and Maitrayee Pathak

Secretary

Please forward correspondence to:

Post: The Secretary
C/- Body Corporate Services Pty Ltd
Reply Paid 1
Port Douglas QLD 4877

Email: bcs_ptdouglas@bcsm.com.au

Phone: 1300889227