Date: 25 July 2019
Contact: Kirby Alexander
Location: City Development
Telephone: 07 5582 8866
Your reference:
Our reference: OPW/2019/1023
Payment Ref: 524646106

CITY OF GOLDCOAST.

Just Plan Design PTY LTD
149 Rose Farm
Logan Village QLD 4207

Dear Sir/Madam

Action Notice - Not Properly Made Application - Assessment Manager
(Given under section 3.1 of the Development Assessment Rules)

The development application described below was received by the Council of the City of Gold Coast (Council) on 18 July 2019.

The application was lodged by:

Applicant name:	JP Design
Applicant contact details:	149 Rose Farm Logan Village QLD 4207

in relation to development of land/premises described as:

Street address:	2 Karingal Drive, Pimpama Qld 4209
Real property description:	Lot 19 RP152380
Application number:	OPW/2019/1023
Approval(s) sought:	Development permit for operational works
Nature of development proposed:	Change to Ground Level

This development application is not a properly made application under section 51 of the *Planning Act 2016*.

The reasons why the Council as assessment manager is not satisfied that the application is properly made is/are:

1 The required fee to accompany the submission of the application has not been paid.

Advisory Notes – State Government DA Forms Guide series
For assistance with the requirements, refer to the DA Forms Guide series available through the State Government website (https://planning.dsdmip.qld.gov.au/), which include:

- *DA Forms Guide*
- *DA Forms Guide: Relevant plans*
- *DA Forms Guide: Planning Report Template*
- *Applicant template: Owners consent (individual or company)*

The following action/s must be taken to make the application comply with section 51 of the *Planning Act 2016*:

Approved form - required

- The approved form for making the application is required to be completed and submitted (*DA Form 1*).

Supporting Material - documents required

- Additional checklists are required with your submission *Appendix A - Engineering drawings application checklist* and *Appendix B – Application for approval of engineering drawings*

Site Plans

- RPEQ certified engineering drawings are required to be provided with submission of your application.

Required fee – payable

- Could we please confirm the extent of works to be undertaken;
    - Minor works - 1000m2 or less cut/fill
    - Medium works 1001m2 to 5000m2
    - Major works 5001m2 or more

  Upon confirmation the above the required fee for this application can be ascertained. An additional notice to pay can be issued to you or alternatively please refer to the payment options at the end of this correspondence to organise payment.

Response Due Date

The above action/s must be completed and a notice given to Council as assessment manager advising that the action notice has been complied with.

If we do not receive instructions from you within 20 business days being **22 August 2019,** or a further period agreed with Council – otherwise the application will be taken to have not been made in accordance with section 3.7 of the Development Assessment Rules.

Response Format

As an electronically lodged application, please email all responses in PDF attachments (titled: 1 forms, 2 supporting documents, 3 plans and 4 specialist reports) to: mail@goldcoast.qld.gov.au. Do not password protect the PDF.

Contacting us

Should you wish to clarify any issues contained in this letter, please do not hesitate to contact Planning Assessment on 07 5582 8866.

Yours faithfully

ABuckland

Amanda Buckland
A/Team Leader Development Assessment Review Team
For the Chief Executive Officer
Council of the City of Gold Coast

How to pay methods

Pay online

Visit **cityofgoldcoast.com.au/payments** and follow the links to pay with MasterCard or Visa.
Payments by credit card will incur a surcharge.
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Customer Service Centre in person

Pay at any Customer Service Centre with cash, cheque, **debit card (no surcharge)**, money order, bank draft (in Australian currency) made payable to the Gold Coast City Council, MasterCard or Visa.

Payments by credit card will incur a surcharge.

Monday to Friday 8.15am – 4.30pm

Broadbeach	61 Sunshine Boulevard Mermaid Waters
Bundall	8 Karp Court, Bundall
Burleigh Heads	Park Avenue, Burleigh Heads
Coolangatta	Level 1, The Strand Corner Marine Parade and Dutton Street Coolangatta
Helensvale	Corner Lindfield Road and Sir John Overall Drive, Helensvale
Nerang	833 Southport Nerang Road, Nerang
Palm Beach	22 Eleventh Avenue, Palm Beach
Southport	47 Nerang Street, Southport
Upper Coomera	90 Reserve Road, Upper Coomera

How to contact us

cityofgoldcoast.com.au

Council of the City of Gold Coast
PO Box 5042 GOLD COAST MC QLD 9726