

Date: 4 September 2019
Contact: DART Team
Location: City Development
Telephone: 07 5582 8866
Your reference:
Our reference: OPW/2019/1217
Payment Ref: 525363784

Ms Projects Pty Ltd
C/- Icubed Consulting
PO BOX 878
TOOWONG QLD 4066

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 23 August 2019.

The application was lodged by:

Applicant name: Ms Projects Pty Ltd
Applicant contact details: C/- Icubed Consulting, PO BOX 878, TOOWONG QLD 4066

In relation to development of land/premises described as:

Street address: 84-160 Christensen Road South, Stapylton Qld 4207
Real property description: Lot 334 SP193431
Application number: OPW/2019/1217
Approval(s) sought: Development permit to carry out operational work

Nature of development proposed: Landscaping Private, Public and Tree Works Development

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*:

Required fee – payable

- The required fee for making the application is to be paid. The standard fee for this request is \$2,721.00. Council received \$0.00, therefore \$2,721.00 is outstanding. 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 **2 October 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.

Please note: in accordance with section 3.7 of the Development Assessment Rules 2017. Payment of the applicable fees does not satisfy the requirements of the Action Notice, an email notice is still required to be provided to Council (dart@goldcoast.qld.gov.au) advising the fees have been paid and the action notice has been complied with.

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: dart@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



Olivia Wohler

A/Team Leader Development Assessment Review Team

For the Chief Executive Officer

Council of the City of Gold Coast

How to pay methods



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Payments by credit card will incur a surcharge.

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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