

Date: 20 September 2022  
Contact: DART  
Location: City Development  
Telephone: 07 5582 8866  
Your reference: 6098-VXO  
Our reference: COM/2022/289  
Payment Ref: 543891113

Hca Queensland Pty Ltd  
C/- Gassman Development Perspectives  
PO BOX 392  
BEENLEIGH 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 lodged with the Council of the City of Gold Coast (Council) on 13 September 2022.

The application was lodged by:

Applicant name: Hca Queensland Pty Ltd  
Applicant contact details: C/- Gassman Development Perspectives, PO BOX 392,  
BEENLEIGH QLD 4207

in relation to development of land/premises described as:

Street address: 24 Homestead Drive, Stapylton Qld 4207  
Real property description: Lot 121 SP316137  
Application number: COM/2022/289  
Approval(s) sought: Development permit for carrying out operational works  
Nature of development proposed: Minor Civil Works and Non-Standard VXO x5

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

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

- The documents required under the approved form, to be attached to or given with the application have not been provided.
- The required fee to accompany 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.statedevelopment.qld.gov.au>), which include:

- *DA Forms Guide*
- *DA Forms Guide: Relevant plans*

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*).

**Approved form – DA Form 1 - documents required**

- Specify the number of Non-Standard VXOs for approval (*DA Form 1, Part 3, section 14.1*).

**Site plan**

A site plan for any and all premises that are part of the development application is required to be provided.

Provide a site plan that includes critical details that allow the proposed development to be conceptualised in the context of the site. The following information should be included in all site plans, where applicable:

- A longitudinal sectional plan for each of the proposed VXOs is required
- Specify which 5 of the 6 VXOs are to be assessed as part of this application.

**Required fee – payable**

- The required fee for making the application is to be paid. The required fee is \$2,329.50. Council received \$0.00, therefore \$2,329.50 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 Council does not receive notice confirming you have complied with the action notice within 20 business days being **19<sup>th</sup> of October 2022**, or a further period agreed with Council – the application will be taken to have not been made, pursuant to section 3.7 of the Development Assessment Rules.

**Please note:** Payment of the required fee does not satisfy the requirements of the action notice with respect to the required fee. An email notice is also required to be provided to Council ([dart@goldcoast.qld.gov.au](mailto:dart@goldcoast.qld.gov.au)) advising the fee has 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](mailto: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



Nicholas Cudicio  
**Acting Supervisor**  
**Development Assessment Review Team**  
*For the Chief Executive Officer*  
Council of the City of Gold Coast

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**Ref:**543891113

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**Payment Reference Number:** 543891113



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**Payment Reference Number:** 543891113



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### How to contact us



[cityofgoldcoast.com.au](http://cityofgoldcoast.com.au)



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