



Our Ref: LM:LMIL:DA/4874:AD2025/0001218  
Your Ref: 25-013

12 March 2025

JB Design  
PO Box 869  
BUNGALOW QLD 4870  
E-mail: [mark@jbdesign.com.au](mailto:mark@jbdesign.com.au)

Attention: Mark Cameron

Dear Mr Cameron

**Confirmation Notice**

Given under Section 2 of the Development Assessment Rules

The development application described below was lodged with Cook Shire Council on 26 February 2025 and accepted as properly made on **11 March 2025**.

**Applicant Details**

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Applicant Name:	L G Seccombe
Applicant Contact Details:	Mark Cameron JB Design PO Box 869 BUNGALOW QLD 4870 E-mail: mark@jbdesign.com.au

**Location Details**

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Street Address:	70 Charlotte Street COOKTOWN 4895
Real Property Description:	Lot 505 on C17912
Local Government Area:	Cook Shire

**Application Details**

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Application Number:	DA/4874
Approval Sought:	Development Permit for a Material Change of Use

Description of the Development: Multiple Dwelling – 4 Units

Category of Development: Assessable Development

Category of Assessment: Code Assessment

### Public Notification Details

Part 4 of the Development Assessment Rules is not applicable to this development application.

### Referral Details

Part 2 of the Development Assessment Rules is applicable to the development application.

The development application must be referred to all relevant referral agency(s) within **10 business days** starting the day after receiving this notice, or a further period agreed with the assessment manager; otherwise, the application will lapse under section 31 of the Development Assessment Rules.

SARA prefers that referrals are made online at MyDAS2 online referrals:

- <https://prod2.dev-assess.qld.gov.au/suite/>

Alternatively, referrals can be posted or emailed as follows:

State Assessment and Referrals Agency  
Far North Queensland Regional Office  
PO Box 2358  
CAIRNS QLD 4870  
E-mail: [CairnsSARA@dsdmip.qld.gov.au](mailto:CairnsSARA@dsdmip.qld.gov.au)

The development application must be referred to the following referral agencies:

For an Application Involving Referral Agency	Development Type	Relevant Provision of the Regulation	Name of Agency
Development adjoining a Queensland heritage place	Material change of use	Schedule 10, Part 8, Division 2, Subdivision 3, Table 2 - Material change of use adjoining a Queensland heritage place	SARA

It is the Applicant's responsibility to give each Referral Agency a copy of:

- The application;
- This confirmation notice;
- Any required fee.



The Applicant must, within **5 business days** after giving the application to the Referral Agency, give Cook Shire Council a notice of the day the application was referred.

### **Other Details**

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Cook Shire Council may make an information request under Part 3 of the Development Assessment Rules.

For further information, if you have a query, or to seek clarification about any of these details, please contact Council's Planning and Environment Department on (07) 4082 0500 or E-mail: [mail@cook.qld.gov.au](mailto:mail@cook.qld.gov.au).

Yours sincerely

Lisa Miller

Manager Planning and Environment