

Our Ref: LM: DA/4874:AD2025/0001219

Your Ref: 25-013

26 March 2025

L G Seccombe  
c/- Mark Cameron of 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

### Information Request

Given under section 12 of the Development Assessment Rules

Cook Shire Council has carried out a further review of your development application for the following premises.

In relation

#### 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 Material Change of Use

Description of Proposal: Multiple Dwelling – 4 Units

Category of Development: Assessable Development

Category of Assessment: Code Assessment

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### **Information Requested**

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Cook Shire Council has determined that the following additional information is needed to assess the application:

#### *Planning and Environment*

#### **Private Open Space**

1. The acceptable outcome for private open space for a two (2) bedroom multiple dwelling unit is 40sqm according to the Residential Use Code of the *Cook Shire Planning Scheme 2017 (V2.0)*. According to the Site Plan drawings prepared by JB Design, the nominated Private Open Space for each dwelling is 21sqm for units B and C, and 22sqm for unit D.

The applicant is requested to address the shortfall in Private Open Space to units B, C and D.

#### *Engineering*

#### **Access and Car Parking**

2. The proposed access crossover appears to conflict with the existing on-street parking on Charlotte Street as shown on the submitted Site Plan, Drawing No. WD01 Rev C.

The Applicant is requested to assess the impact of the proposed access crossover on the existing on-street parking along Charlotte Street and Council's local road network giving the necessary consideration to safety. This may include identifying any on-street car parking spaces for removal. The assessment must be undertaken by a Registered Professional Engineer Queensland (RPEQ).

3. The Applicant is requested to provide a vehicle swept path analysis, prepared by a Registered Professional Engineer Queensland (RPEQ), demonstrating that there is sufficient space on-site for vehicles to enter the site, turn around and exit in a forward gear in accordance with the AS 2890.1:2004 Parking facilities – Off-street car parking. The analysis must assess both the vertical and horizontal geometry of the subject site.
4. Officers have identified discrepancies between the proposed access crossover width detailed in the submitted Planning Report and the Site Plan prepared by JB Design. Specifically, a 6.0 metre wide access crossover is nominated under Section S3.2 of the Planning Report which appears to conflict with the approximately 3.5 metre wide access crossover shown on the Site Plan, Drawing No. WD01 Rev C.

The Applicant is requested to confirm the width of the proposed access crossover.

## Waste Collection

5. The submitted Site Plan indicates that the development proposes two (2) wheelie bins per unit, resulting in a total of eight (8) wheelie bins. Given the potential conflict with existing on-street parking on Charlotte Street, Officers raise concerns that sufficient area is not available in the road verge and beside the driveway access for unobstructed access to the proposed eight (8) wheelie bins.

The Applicant is requested to provide further information demonstrating provision is made for the proposed eight (8) wheelie bins to be accommodated by Council's kerbside collection service. This may include a plan showing the locations of the wheelie bins within the road reserve, in relation to other infrastructure and on-street parking.

## Fill and Excavation

6. Queensland Globe surface elevations appear to range from approximately RL 17.8m at the south-eastern corner of the subject lot to approximately RL 14.8m at the north-western corner of the lot. This indicates a fall of approximate 3.0m across the site and an approximate gradient of 6 % (over a lot length of approximate 50m).

The Applicant indicates that "the development does not require any excavation or fill" under Section S3.2 of the submitted Planning Report. Considering the approximate 3.0m fall over the site, the Applicant is requested to demonstrate that the proposed development does not involve filling or excavation exceeding 10m<sup>3</sup> of material, in accordance with the Cook Shire Council Planning Scheme 2017.

*Note: Officers consider that the requirement for a separate Operational Work Application will be triggered for any filling or excavation involving more than 10m<sup>3</sup> of material in accordance with the Cook Shire Council Planning Scheme 2017.*

## Further details

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The due date for providing the requested information is **three (3) months** from the date of this request, therefore you are required to respond no later than **26 June 2025**.

In accordance with section 13.2 of the Development Assessment Rules, you may respond by giving:

- (a) all of the information requested; or
- (b) part of the information requested; or
- (c) a notice that none of the information will be provided.

As Cook Shire Council's assessment of your application will be based on the information provided, it is recommended that you provide all the information requested. In accordance with section 14.2 of the Development Assessment Rules, if you do not provide a response before the above due date (or a further agreed period), it will be taken as if you have decided not to respond to the information request and the Cook Shire Council will continue the assessment of your application without the information requested.

Please note that Council may request further advice any time before the application is decided if other matters arise as a result of public notification or further assessment of the application.

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