

Our Ref: LM:DA/4894:AD2025/0002543
Your Ref:35277-001-01

28 April 2025

John Hay c/- Brazier Motti Pty Ltd
PO Box 1185
Cairns QLD 4870
E-mail: cns.planning@braziermotti.com.au

Attention: Michael Tessaro

Dear Mr Tessaro

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

The development application was lodged with Cook Shire Council on **11 April 2025**.

Location Details

Street Address: 97 Oaky Creek Road, Cooktown 4895

Real Property Description: Lot 1 on SP172676

Local Government Area: Cook Shire

Application Details

Application Number: DA/4894

Approval Sought: Development Permit - Reconfiguring a Lot

Description of Development: Reconfiguration of a Lot (1 into 2 lots)

Category of Development: Assessable Development

Category of Assessment: Code Assessment

Council considers this development application is not properly made under section 51(5) of the *Planning Act 2016*.

The reasons why Cook Shire Council is not satisfied the application is properly made are:

1. The application fee has not been paid.

The following action must be taken to make the development application comply with section 51(5) of the *Planning Act 2016*:

- Please pay the application fee of \$818.00 as per Council's invoice issued on 11 April 2025.

The above actions must be completed and a notice given to Cook Shire Council advising that the action notice has been complied with, **within 20 business days** starting the day after receiving this notice, or a further period agreed with, otherwise the application will be taken to have not been made in accordance with section 3.7 of the Development Assessment Rules.

For further information, or have query, or seek clarification about any of these details, please contact Council's Planning and Environment Administration staff, on (07) 4082 0500 – or via E-mail: mail@cook.qld.gov.au .

Yours sincerely



Lisa Miller
Manager Planning and Environment
Cook Shire Council