

Our Ref: LM: :DA/4995:AD2025/0007306

Your Ref: 2229

25 November 2025

AW Koebrugge and KE Paton
C/- MD Land Surveys
228 Draper Street
PARRAMATTA PARK QLD 4870
E-mail: erin@mdlandsurveys.com.au

Attention: Erin Berthelson

Dear Ms Berthelson

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 **19 November 2025**.

Location Details

Street Address:	325 Endeavour Valley Road, COOKTOWN 4895
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Real Property Description:	Lot 81 on BS193
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Local Government Area:	Cook Shire
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Application Details

Application Number:	DA/4995
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Approval Sought:	Development Permit for Reconfiguring a Lot
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Description of Development:	Reconfiguration of a Lot - 1 into 2 and access easement
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Category of Development:	Assessable Development
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Category of Assessment:	Code Assessment
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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. Non-payment of the applicable development application fee.

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 **\$1,225.00** as per the 2025/26 Cook Shire Council Fees and Charges Schedule.

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