

16 November 2020

Estate of R Straguszi
C/- Gilvear Planning Pty Ltd
PO Box 228
BABINDA QLD 4861

By Email: kristy@gilvearplanning.com.au

Dear Sir/Madam

CONFIRMATION NOTICE

Pursuant to Section 2 of the Development Assessment Rules (DA Rules)

Development Application:	8/30/327
Online Reference:	10556 / 2020
Property Address:	Draper Road, Gordonvale
Property Description:	Lot 2 on SP287503 Lot 3 on RP704103 Lot 1 on SP109475 Lot 3 on RP708592
Application Proposal:	Development Permit for Reconfiguring a Lot (4 Lots into 51 Residential Lots, 3 Future Use Lots, Park and Balance Lots) and Material Change of Use for Retirement Facility

This application for a Development Permit for Reconfiguring a Lot (4 Lots into 51 Residential Lots, 3 Future Use Lots, Park and Balance Lots) and Material Change of Use for Retirement Facility is confirmed as being properly made on 13 November 2020.

The following details are confirmed.

DETAILS OF THE APPLICATION

The application seeks:

- A Development Permit for Reconfiguring a Lot (4 Lots into 51 Residential Lots, 3 Future Lots, Park and Balance Lots) and Material Change of Use for Retirement Facility on the land, under CairnsPlan 2016 v2.1.

CATEGORY OF ASSESSMENT

The development application is subject to Impact Assessment.



STATUS OF INFORMATION REQUEST

The applicant has advised that they do not agree to accept an Information Request.

REFERRAL AGENCIES

Based on the information provided in the application, in accordance with Part 2 of the DA Rules referral is required to the State Assessment and Referral Agency (SARA).

SARA prefers that referrals are made online at <https://prod2.dev-assess.qld.gov.au/>

Alternatively, referrals can be posted or emailed as follows:

State Assessment and Referral Agency
Far North Queensland Regional Office
PO Box 2358
CAIRNS QLD 4870

CairnsSARA@dsdmip.qld.gov.au

The triggers for the referral are listed in the following table:

FOR AN APPLICATION INVOLVING	DEVELOPMENT TYPE	RELEVANT PROVISION OF THE REGULATION	NAME OF AGENCY
State Transport Corridors	Reconfiguring a Lot	Schedule 10, part 9, div 4, sub 2, table 2	SARA
	Material Change of Use	Schedule 10, part 9, div 4, sub 2, table 4	

This application will lapse 10 business days from receipt of this Confirmation Notice, or such further period as agreed with the assessment manager, unless the applicant gives each referral agency the following:

- a copy of the application (including application form and supporting material);
- a copy of this Confirmation Notice; and
- any applicable Referral Agency application fee.

Please note: Within 5 business days of complying with the above requirements the applicant must give the Assessment Manager written notice of the date the above material was submitted to each referral agency.

PUBLIC NOTIFICATION

Part 4 (Public Notification) of the Development Assessment Rules is applicable to the development application.

Public Notification is to be carried out for this development application in accordance with the requirements set out in Part 4 of the Development Assessment Rules.

In accordance with the public notification requirements of the Development Assessment Rules, public notice must be given by:

- Publishing a notice at least once in a newspaper circulating generally in the locality of the premises;
- Placing a notice on the premises that must remain on the premises for the period of 15 business days up to and including the stated day; and
- Giving notice to the adjoining owners of all lots adjoining the premises.

Schedule 3 of the Development Assessment Rules prescribes the way in which public notice must be given, as attached.

Please use our online reference number of **10556 / 2020** in your public notification material and email submissions@cairns.qld.gov.au.

Should you require any further information or assistance, please contact Keanu Johnston of Council's Planning Approvals Team on telephone number (07) 4044 3600.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Keanu', written in a cursive style.

Keanu Johnston
Planning Officer - Strategic Planning & Approvals

Attachment 1 – DA Rules, Schedule 3: Public notice requirements

Development Assessment Rules

Schedule 3: Public notice requirements

1. The applicant or assessment manager must comply with the public notice requirements in this schedule when giving public notice in accordance with part 4 of the DA Rules.
2. For development applications, part 1 of this schedule provides the requirements and information that must be included on all notices, as well as the font style and sizing.
3. For change applications,³⁰ part 2 of this schedule provides the requirements and information that must be included on all notices, as well as the font style and sizing.

Requirements for placing a public notice on the premises

4. For placing a public notice on the premises, a public notice must be:
 - (a) placed on, or within a reasonable distance of, the road frontage for the premises, ensuring that it is clearly visible from the road;
 - (b) mounted at least 300 millimetres above ground level;
 - (c) made of weatherproof material; and
 - (d) at least A0 size.
5. If the premises has more than one road frontage, a public notice must be placed on each publicly accessible road frontage for the premises.
6. The applicant must maintain the public notice from the day it is placed on the premises until the end of the notification period.
7. For placing a public notice on the premises, road frontage for the premises, means—
 - (a) the boundary between the premises and any **road adjoining** the premises; or
 - (b) if the only access to the premises is across other land, the boundary between the other land and any road adjoining the other land at the point of access.

Requirements for placing a public notice in the newspaper

8. A public notice must be published at least once in a newspaper circulating generally in the locality of the premises.
9. The notice may vary in size depending on the information and medium being used.

Requirements for giving notice to owners of lots adjoining the premises

10. A notice must be given to the owners of all lots adjoining the premises the subject of the application.
11. For giving notice to owners of lots adjoining the premises, the **adjoining owner** of a lot adjoining the premises the subject of the application, is any of the following—
 - (a) if the adjoining lot is subject to the *Integrated Resort Development Act 1987* or the *Sanctuary Cove Resort Act 1985* – the primary thoroughfare body corporate;
 - (b) if the adjoining lot is subject to the *Mixed Use Development Act 1993* – the community body corporate;
 - (c) subject to paragraphs (a) and (b), if the adjoining lot is subject to the *Building Units and Group Titles Act 1980* – the body corporate;
 - (d) if the adjoining lot is, under the *Body Corporate and Community Management Act 1997*, scheme land for a community titles scheme—
 - (i) the body corporate for the scheme;
 - (ii) if the adjoining lot is scheme land for more than one community titles scheme – the body corporate for the community titles scheme that is a principal scheme;

³⁰ For change applications under section 82 of the Act that require public notification to be undertaken.

Development Assessment Rules

- (e) if there is a time share scheme, as defined under the *Local Government Act 2009*, for a structure on the adjoining lot – the person notified to the local government concerned as the person responsible for the administration of the scheme as between the participants in the scheme;
 - (f) if the adjoining lot is land being bought from the state for an estate in fee simple under the *Land Act 1994* – the buyer;
 - (g) if the adjoining lot is land granted in trust or reserved and set apart and placed under the control of trustees under the *Land Act 1994* – the trustees of the land;
 - (h) if paragraphs (a) to (g) do not apply – the person for the time being entitled to receive the rent for the land or who would be entitled to receive the rent if the land were let to a tenant at a rent.
12. For giving notice to adjoining owners, roads, premises below high-water mark and the beds and banks of rivers are taken not to be adjoining premises.

Pt 1: Application

Pt 2: Referral

Pt 3: Information request

Pt 4: Public notification

Pt 5: Decision

Pt 6: Changes to app & referral agency responses

Pt 7: Miscellaneous

Schedule

INVESTED IN QUEENSLAND

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Part 1 – Public notice requirements for development applications

1A - Specifications for public notice on the premises

- Figure 1 in this part³¹ —
 - shows the general layout for a public notice on the premises; and
 - identifies the breakdown of sections as they appear in table 1, which identifies the information that is to be included on – and the minimum specifications for – the public notice on the premises.
- If additional text lines are required to accommodate the required information, then the notice is to be increased in size from the minimum requirements to accommodate the additional text.
- Font size must not fall below the minimum size specified in table 1.
- Unless stated otherwise, all sections and specifications for the public notice are mandatory minimum requirements.

Proposed Development

(Insert QR code here if applicable. QR code must be at least 3000mm² and at least 100dpi at 100%.)

Section 1 Make a submission from [Insert the start and end dates using Arial, bold, no less than 75pt.]

Section 3 [Insert the proposed use(s) of the land as defined in the planning scheme using Arial, bold, no less than 75pt.]

(Insert indicative development plan image showing relevant details of the proposal (e.g. the location of proposal and a plan of subdivision or site layout plan and elevations etc.) must be at least a minimum of 210mm wide or at least a minimum of 250mm high, and must be 300dpi at 100 percent)

Section 4

Where
[Insert the street address of the site that the application relates to using Arial, regular, no less than 48pt.]

On
[Insert the real property (e.g. lot on plan) using Arial, regular, no less than 48pt.]

Approval sought
[Insert the types of approval sought (i.e. preliminary approval, development permit, or both) using Arial, bold, no less than 48pt.]

Section 5

Minimum Lot Size and Frontage
[Insert minimum area using Arial, regular, at least 32pt.]

Building height
[Insert maximum building height using Arial, regular, at least 32pt.]

Setbacks
[Insert setback regulations using Arial, regular, at least 32pt.]

Site cover
[Insert maximum site coverage using Arial, regular, at least 32pt.]

Section 6

Section 7

Section 8 (Insert Public notice to requirements using Arial, regular no less than 27pt.)

> For further information & submissions to
 > [Insert assessment manager]
 > [Insert assessment manager contact number]
 > [Insert assessment manager contact email]
 > [Insert assessment manager postal address]
 > [Insert assessment manager web address]
 All using Arial, regular, no less than 38pt with line spacing of 1.2.]

> View the Application
 > Application reference: [application ref number]
 (Using Arial, bold, no less than 38pt with line spacing of 1.2.)
 > A copy of the application can be obtained from [Insert assessment manager]
 > [Insert link to council's website/PCOnline]
 > Or by scanning QR code
 (Using Arial, regular, no less than 38pt with line spacing of 1.2.)

Figure 1 – Design layout of public notices to be placed on the premises

³¹ A downloadable template of this notice, including the symbols, is available on the department's website at <https://planning.dsdmp.qld.gov.au/planning/better-development/application-forms-and-templates>.

Table 1 – Information that must be included on a public notice on the premises

Section	Information that must be included and specification
Section 1 	'Proposed Development' - Heading lettering must be at least 51 mm in height and in a bold style (approximately Arial, bold, no less than 200 pt). 'Make a submission from [date] to [date]' - Heading lettering must be at least 17 mm in height (approximately Arial, regular, no less than 75 pt). Date fields - Lettering must be at least 17mm in height and in a bold style (approximately Arial, bold, no less than 75 pt). - Long date format (day, month, year) – if the year is the same for both dates it is only required to be included on the later date.
Section 2 	QR code - Optional inclusion; not mandatory. - If used, the QR code must: - be at least 3600 mm² (6 cm x 6 cm) and at least 100 dpi at 100%; and - link to information about the application on the assessment manager's website.
Section 3 	Description of proposed development - Insert the proposed use (if a new or changed use is proposed) or the proposed development, including an indication of the scale or density of the development (e.g. number of lots, gross floor area) using the use defined in the planning scheme. - Lettering in this section must be at least 17 mm in height and in a bold style (approximately Arial, bold, no less than 75 pt). - Use a bullet point character before text on each new line, where items are listed.
Section 4 	Development image - Image to show relevant details of the proposal (e.g. photomontage, location map, plan of subdivision, site layout plan, elevations). - Must give the public a general indication of what is being proposed. - Image must be 300 dpi at 100% and must be at least a minimum of 310 mm wide or at least a minimum of 250 mm high. - Multiple images may be used. - Images may be in colour.
Section 5 	'Where' - Use the symbol provided. - Symbol to be adjacent to the left of the heading and information. - Street address that the application relates to. 'Where' heading: lettering must be at least 15 mm in height and in a bold style (approximately Arial, bold, no less than 53 pt). - Information under heading: lettering must be at least 12 mm in height (approximately Arial, regular, no less than 48 pt). 'On' - Use the symbol provided. - Symbol to be adjacent to the left of the heading and information.

	- Real property description (i.e. lot on plan). 'On' heading: lettering must be at least 15 mm in height and in a bold style (approximately Arial, bold, no less than 48 pt). - Information under heading: lettering must be at least 12 mm in height (approximately Arial, regular, no less than 48 pt). 'Approval Sought' - Use the symbol provided. - Symbol to be adjacent to the left of the heading and information. - Type(s) of approval sought (i.e. preliminary approval, development permit or both). 'Approval Sought' heading: lettering must be at least 15 mm and in a bold style (approximately Arial, bold, no less than 48 pt). - Information under heading: lettering must be at least 12 mm in height (approximately Arial, regular, no less than 48 pt).
Section 6 	For this section— - Any applicable symbols described below must be used. - Symbols to be adjacent to the left of the heading and information. - Headings: lettering must be at least 8 mm in height and in a bold style (approximately Arial, bold, no less than 34 pt). - Information under headings: lettering must be at least 8 mm in height (approximately Arial, regular, no less than 32 pt). 'Minimum Lot Size and frontage' - Use the symbol provided if applicable to the development. - Use a bullet point character before text on each new line for both heading and information below. - Describe the proposed minimum lot size and minimum frontage in m². 'Building height' - Use the symbol provided if applicable to the development. - Use a bullet point character before text on each new line for both heading and information below. - Describe the proposed height of the building in meters or storeys at its upper most projection. 'Setbacks' - Use the symbol provided, if proposed development is contained on a single lot. - Use a bullet point character before text on each new line for both heading and information below. - Describe the side, rear and front setback for the proposed development. 'Site cover' - Use the symbol provided if applicable to the development. - Use a bullet point character before text on each new line, where items are listed. - Describe the site cover of the proposed development.
Section 7 	'For further information & submissions to' - Include the name of the assessment manager, phone number, email address, mail address and website. - Use a bullet point character before text on each new line, where items are listed. - For 'further information & submissions' heading: lettering must be at least 11 mm in height and in a bold style (approximately Arial, bold, no less than 39 pt).

	- Information under heading: lettering must be at least 9 mm in height (approximately Arial, regular, no less than 39 pt). - Line spacing of 1.2 in this section. 'View the Application' - Line spacing of 1.2 in this section. - Use a bullet point character before text on each new line, where items are listed. 'Application reference:' and application reference lettering must be at least 11 mm in height and in a bold style (approximately Arial, bold, no less than 39 pt). 'A copy of the application can be obtained from [insert the assessment manager]' lettering must be at least 11 mm in height (approximately Arial, regular, no less than 39 pt). - If the assessment manager has an online facility for viewing applications this section must also include— - a link to the assessment manager's web address for viewing applications must be included in lettering which must be at least 11 mm in height (approximately Arial, regular, no less than 39 pt); and - if QR code is included – 'Or by Scanning QR Code' must be included in lettering which must be at least 11 mm in height (approximately Arial, regular, no less than 39 pt).
Section 8 	'Public notification requirements are in accordance with the <i>Planning Act 2016</i>' Lettering must be at least 6 mm in height (approximately Arial, regular, no less than 27 pt) and the Act's title and year to be in italics.

Pt 1: Application

Pt 2: Referral

Pt 3: Information request

Pt 4: Public notification

Pt 5: Decision

Pt 6: Changes to app & referral agency responses

Pt 7: Miscellaneous

Schedule

1B - Specifications for public notice in a newspaper and notice to owners of lots adjoining the premises

- Figure 2 in this part—
 - shows the general layout for the public notice in a newspaper and to be given to owners of lots adjoining the premises; and
 - identifies the breakdown of sections as they appear in table 2, which identifies the information that is to be included on - and the minimum specifications for - the public notice in a newspaper and to be given to owners of lots adjoining the premises.
- If additional text lines are required to accommodate the required information, then the notice is to be increased in size from the minimum requirements to accommodate the additional text.
- Font size must not fall below the minimum size specified in table 2.
- Unless stated otherwise, all sections and specifications for the public notice are mandatory minimum requirements.

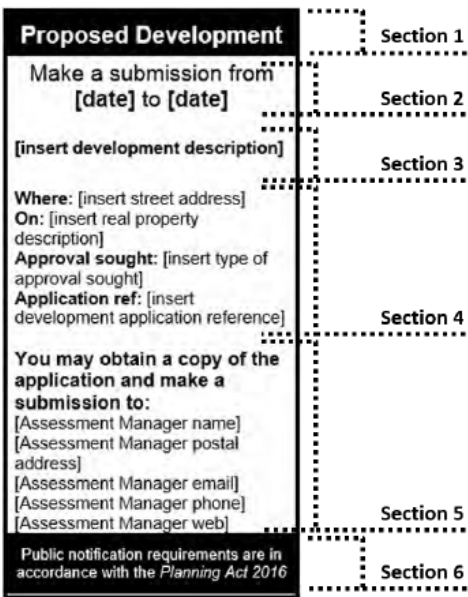


Figure 2 – Design layout of public notice for newspaper and to owners of lots adjoining the premises

Table 2 – Information and specifications that must be included in a public notice in a newspaper and given to owners of lots adjoining the premises

Section	Information that must be included and specifications
Section 1	• 'Proposed Development' heading – lettering must be a minimum of 2 mm in height and bold text.
Section 2	• 'Make a submission from [date] to [date]' – lettering must be a minimum of 2 mm in height. • Dates – lettering must be a minimum of 2 mm in height and bold text. • Long date format (day, month, year) – if the year is the same for both dates it is only required to be included on the later date.
Section 3	• Development description response text – lettering must be a minimum of 1 mm in height and bold text.
Section 4	• 'Where', 'On', 'Approval sought' and 'Application ref' headings – lettering must be at least 1 mm in height and bold text. • 'Where', 'On', 'Approval sought' and 'Application ref' response text – lettering must be at least 1 mm in height.
Section 5	• 'You may obtain a copy of the application and make a submission to:' – lettering must be at least 1 mm in height and bold text. • Assessment manager name including contact details – lettering must be at least 1 mm in height.
Section 6	• 'Public notification requirement...etc.' text – lettering must be at least 1 mm in height.

Pt 1: Application

Pt 2: Referral

Pt 3: Information request

Pt 4: Public notification

Pt 5: Decision

Pt 6: Changes to app & referral agency responses

Pt 7: Miscellaneous

Schedule

Part 2 – Public notice requirements for change applications³²

2A - Specifications for public notice on the premises

- Figure 3 in this part³³—
 - shows the general layout for a public notice on the premises for a change application; and
 - identifies the breakdown of sections as they appear in table 3, which identifies the information that is to be included on and the minimum specifications for the public notice on the premises.
- If additional text lines are required to accommodate the required information, then the notice is to be increased in size from the minimum requirements to accommodate the additional text.
- Font size must not fall below the minimum size specified in table 3.
- Unless stated otherwise, all sections and specifications for the public notice are mandatory minimum requirements.

Proposed change to approval [Insert QR code here if applicable. Must be at least 3000mm² and at least 1000dpi at 100%.]

Section 1 **Section 2**

Make a submission from [Insert the start and end dates using Arial, bold, no less than 75pt.]

Section 3

Change proposed: [Insert description of change proposed to the existing development approval using Arial, bold, no less than 75pt.]

[Insert indicative development plan image showing relevant details of the proposal (e.g. the location of proposal and a plan of subdivision or site layout plan and elevations etc.) must be at least a minimum of 319mm wide or at least a minimum of 250mm high, and must be 300dpi at 100 per cent.]

Where
[Insert the street address of the site that the application relates to using Arial, regular, no less than 48pt.]

On
[Insert the real property (e.g. lot on plan) using Arial, regular, no less than 48pt.]

Existing approval
[Insert the types of approval sought (i.e. preliminary approval, development permit, or both) using Arial, regular, no less than 48pt.]

Section 4 **Section 5**

Section 6

Section 7

[Insert Public notification result details using Arial, regular, no less than 27pt.]

> For further information & submissions to
 > [Insert assessment manager]
 > [Insert assessment manager contact number]
 > [Insert assessment manager contact email]
 > [Insert assessment manager postal address]
 > [Insert assessment manager web address]
 (All using Arial, regular, no less than 36pt with line spacing of 1.2.)

> View the Application
 > Application reference: [application ref number]
 (Using Arial, bold, no less than 36pt with line spacing of 1.2.)
 > A copy of the application can be obtained from [Insert assessment manager]
 > [Insert link to council's website/PDFonline]
 > Or by scanning QR code
 (Using Arial, regular, no less than 36pt with line spacing of 1.2.)

Figure 3 – Design layout of public notice for a change application to be placed on the premises

³² For change applications under section 82 of the Act that require public notification to be undertaken.

³³ A downloadable template of this notice, including the symbols, is available on the department's website at <https://planning.dsdmip.qld.gov.au/planning/better-development/application-forms-and-templates>.

Table 3 – Information that must be included on a public notice on the premises for a change application

Section	Information that must be included and specification
Section 1 	'Proposed change to approval' - Heading lettering must be at least 51 mm in height and in a bold style (approximately Arial, bold, no less than 200 pt). 'Make a submission from [date] to [date]' - Heading lettering must be at least 17 mm in height (approximately Arial, regular, no less than 75 pt). Date fields - Lettering must be at least 17 mm in height and in a bold style (approximately Arial, bold, no less than 75 pt). - Long date format (day, month, year) – if the year is the same for both dates it is only required to be included on the later date.
Section 2 	QR code - Optional inclusion; not mandatory. - If used, the QR code must: - be at least 3600 mm² (6 cm x 6 cm) and at least 100 dpi at 100%; - link to information about the application on the assessment manager's website.
Section 3 	'Change proposed' - Insert the change(s) proposed to the existing development approval (e.g. additional level to a unit complex, or increased building height or new use proposed). - Lettering in this section must be at least 17 mm in height and in a bold style (approximately Arial, bold, no less than 75 pt). - Use a bullet point character before text on each new line, where items are listed.
Section 4 	Development image - Image to show relevant details of the proposal (e.g. photomontage, location map, plan of subdivision, site layout plan, elevations). - Must give the public a general indication of what is being proposed. - Image must be 300 dpi at 100% and must be at least a minimum of 310 mm wide or at least a minimum of 250 mm high. - Multiple images may be used. - Images may be in colour.
Section 5 	'Where' - Use the symbol provided. - Symbol to be adjacent to the left of the heading and information. - Street address that the application relates to. 'Where' heading: lettering must be at least 15mm in height and in a bold style (approximately Arial, bold, no less than 53 pt). - Information under heading: lettering must be at least 12 mm in height (approximately Arial, regular, no less than 48 pt). 'On' - Use the symbol provided. - Symbol to be adjacent to the left of the heading and information. - Real property description (i.e. lot on plan).

	• 'On' heading: lettering must be at least 15 mm in height and in a bold style (approximately Arial, bold, no less than 48 pt). • Information under heading: lettering must be at least 12 mm in height (approximately Arial, regular, no less than 48 pt). 'Existing approval' • Use the symbol provided. • Symbol to be adjacent to the left of the heading and information. • Describe the existing development approval subject to this change application, must include the original application reference number for the approval. • 'Existing approval' heading: lettering must be at least 15 mm and in a bold style (approximately Arial, bold, no less than 48 pt). • Information under heading: lettering must be at least 12 mm in height (approximately Arial, regular, no less than 48 pt).
Section 6 	'For further information & submissions to' • Include the name of the assessment manager, phone number, email address, mail address and website. • Use a bullet point character before text on each new line, where items are listed. • 'For further information & submissions' heading: lettering must be at least 11 mm in height and in a bold style (approximately Arial, bold, no less than 39 pt). • Information under heading: lettering must be at least 9 mm in height (approximately Arial, regular, no less than 39 pt). • Line spacing of 1.2 in this section. 'View the Application' • Line spacing of 1.2 in this section. • Use a bullet point character before text on each new line, where items are listed. • 'Application reference' and application reference lettering must be at least 11 mm in height and in a bold style (approximately Arial, bold, no less than 39 pt). • 'A copy of the application can be obtained from [insert the assessment manager]' lettering must be at least 11 mm in height (approximately Arial, regular, no less than 39 pt). • If the assessment manager has an online facility for viewing applications this section must also include— - a link to the assessment manager's web address for viewing applications must be included in lettering which must be at least 11 mm in height (approximately Arial, regular, no less than 39 pt); - if QR code is included - 'Or by Scanning QR Code' must be included in lettering which must be at least 11 mm in height (approximately Arial, regular, no less than 39 pt).
Section 7 	'Public notification requirements are in accordance with the <i>Planning Act 2016</i>' • Lettering must be at least 6 mm in height (approximately Arial, regular, no less than 27 pt) Act's title and year to be in italics.

2B - Specifications for public notice in a newspaper and notice to owners of lots adjoining the premises

1. Figure 4 in this part—
 - (a) shows the general layout for the public notice in a newspaper and to be given to owners of lots adjoining the premises for a change application; and
 - (b) identifies the breakdown of sections as they appear in table 4, which identifies the information that is to be included on - and the minimum specifications for - the public notice in a newspaper and to be given to owners of lots adjoining the premises.
2. If additional text lines are required to accommodate the required information, then the notice is to be increased in size to accommodate the additional text.
3. Font size must not fall below the minimum size specified in table 4.
4. Unless stated otherwise, all sections and specifications for the public notice are mandatory minimum requirements.

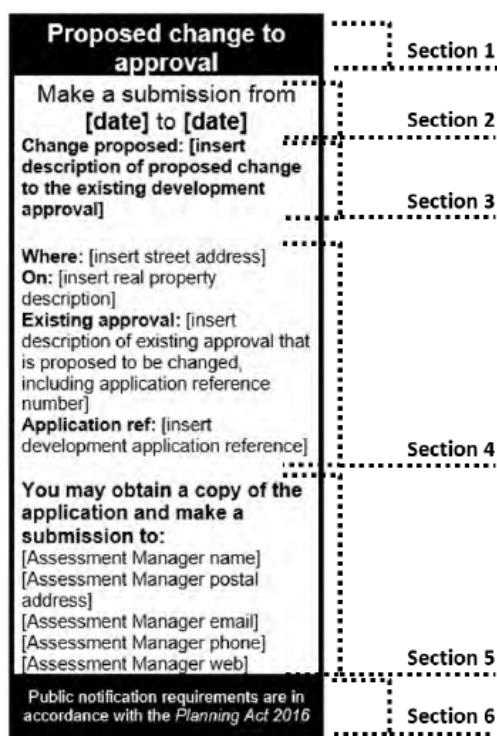


Figure 4 – Design layout of public notice for newspaper and to owners of lots adjoining the premises for a change application

Table 4 – Information and specifications that must be included in a public notice in a newspaper and given to owners of lots adjoining the premises for a change application

Section	Information that must be included and specifications
Section 1	• 'Proposed change to approval' heading – lettering must be a minimum of 2 mm in height and bold text.
Section 2	• 'Make a submission from [date] to [date]' – lettering must be a minimum of 2 mm in height text. • Dates – lettering must be a minimum of 2 mm in height and bold text. • Long date format (day, month, year) – if the year is the same for both dates it is only required to be included on the later date.
Section 3	• 'Change proposed:' heading – lettering must be a minimum of 1 mm in height and bold text. • 'Change proposed:' response text – lettering must be a minimum of 1 mm in height and bold text.
Section 4	• 'Where', 'On', 'Existing approval' and 'Application ref' headings – lettering must be at least 1 mm in height and bold text. • 'Where', 'On', 'Existing approval', and 'Application ref' response text – lettering must be at least 1 mm in height.
Section 5	• 'You may obtain a copy of the application and make a submission to:' – lettering must be at least 1 mm in height and bold text. • Assessment manager name including contact details – lettering must be at least 1 mm in height.
Section 6	• 'Public notification requirement...etc.' text – lettering must be at least 1 mm in height.

Pt 1: Application

Pt 2: Referral

Pt 3: Information request

Pt 4: Public notification

Pt 5: Decision

changes to app &
agency responses

Pt 7: Miscellaneous

Schedule