

Officer: [REDACTED]
Telephone: (07) 4189 9100
Reference: MCU26/0024

13 July 2026

Dear [REDACTED]

Action Notice

Planning Act 2016

I refer to your application received on 29 June 2026 and advise that the application is not properly made pursuant to the *Planning Act 2016*.

APPLICATION DETAILS

APPLICATION NO: **MCU26/0024**
PROPOSAL: **MATERIAL CHANGE OF USE - MULTIPLE DWELLINGS**
STREET ADDRESS: **103 KINGAROY STREET KINGAROY QLD 4610**
PROPERTY DESCRIPTION: **LOT 11 ON RP127952**
PLANNING SCHEME: **SOUTH BURNETT REGIONAL COUNCIL PLANNING SCHEME**

ACTIONS REQUIRED

A development application is properly made when it has satisfied the requirements under section 51(5) of the *Planning Act 2016* (Planning Act).

The reasons why the application is not properly made and the actions required to make the application properly made are provided below:

Issue:

The application identifies the proposed Material Change of Use – Multiple Dwelling as code assessable. However, the submitted plans show the development at ground-floor level and, if the use is correctly defined as a Multiple dwelling, it is impact assessable under the Principal Centre Zone Table of Assessment.

Advisory Note: You may consider a Community Residence as opposed to Multiple Dwelling units. Under the *Planning Regulation 2017*, Council's planning scheme cannot require a development application for a Community Residence where the use satisfies the applicable definition and prescribed requirements.

Actions required:

1. Confirm whether the application is to proceed as Multiple Dwelling (Impact Assessable) or whether the proposed use is intended to operate and can meet the definition of a Community Residence in accordance with Schedule 24 of the *Planning Regulation 2017*.
2. If the application is to proceed as a Multiple dwelling:
 - a. Council will issue an invoice for an outstanding application fee of \$837.50, being the balance between the fee already paid of \$1,680.00 and the applicable impact-

assessable fee of \$2,517.50. A tax invoice for the outstanding balance will be issued on the next business day.

- b. Submit an amended DA Form 1 identifying the proposed development as impact assessable.
- c. Submit amended application material addressing the relevant assessment benchmarks for impact assessment, including the Strategic Framework and all applicable zone, overlay and development codes.

Advisory Note: *The attached Consideration of Fees and Charges Reduction Form may be submitted by an eligible community or not-for-profit organisation seeking Council's consideration of a fee reduction, subject to the applicable policy criteria and available budget.*

Pursuant to the *Development Assessment Rules – Version 3*, the applicant must take the actions identified above within 20 business days of this notice or otherwise, the application will be taken to have not been made.

If you have any further queries in relation to the above, please do not hesitate to contact Council's Senior Planner on the above number.

Yours faithfully



Consideration of Fees & Charges Reduction Form

PRIVACY COLLECTION NOTICE: South Burnett Regional Council collects your personal information for the purpose of processing this form and for use in any Council matters. Your personal information is handled in accordance with the *Information Privacy Act 2009* and will only be disclosed to a third party as per the South Burnett Regional Council Information Privacy Policy. **A hard copy of this electronic document is considered uncontrolled when printed.**

This form is designed to assist applicants in preparing a request to Council for consideration of a reduction in fees. The provision of accurate details and payment of the relevant Council fee will ensure timely processing of the request. Applicants must be able to demonstrate that they meet the eligibility criteria of Councils' policy regarding reduction in Council's fees and charges. Council may grant up to a 50% reduction subject to meeting the eligibility criteria and availability of funds provided in the budget.

Organisation details

Organisation name			
Organisation address			
ABN number (if applicable)		GST Registered	☐ Yes ☐ No
Contact person			
Contact phone			
Details of membership			

Project details

Name of project, event, or activity	
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Benefit of project

Provide details of community or 'not for profit' status?	
Detail the extent of local membership in your organisation?	
Detail the tangible benefits to the residents of the South Burnett?	

Please Note: Attach additional information if available

Office Use Only

Fees paid	Date of payment		Amount: \$		Receipt #	
Approval	Does the application meet the eligibility criteria			☐ Yes	☐ No	
Council officer Given/Surname						
Council officer Signature			Date			

Please return your completed form to the following address, or email info@sbrc.qld.gov.au
 for enquiries, please contact (07) 4189 9100
 South Burnett Regional Council
 PO Box 336 Kingaroy, Qld 4610