

Enquiries: Senior Planner - Vanessa
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Reference: MCU25/0017



SOUTH BURNETT
REGIONAL COUNCIL

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13 August 2025

Plans In Motion Pty Ltd
Po Box 95
BALWYN VIC 3103

Dear Sir/Madam

Confirmation Notice

Planning Act 2016

Council acknowledges receipt of your application, which was properly made on 5 August 2025.

This Confirmation Notice has been prepared in accordance with the Development Assessment Rules and contains information relevant to the processing and assessment of the application. The following details are confirmed:

APPLICATION DETAILS

Application No:	MCU25/0017
Proposal:	MATERIAL CHANGE OF USE - EXTENSION TO EXISTING SERVICE STATION
Street Address:	17 HENRY STREET NANANGO QLD 4615
Real Property Description:	LOT 704 ON N231
Planning Scheme:	SOUTH BURNETT REGIONAL COUNCIL PLANNING SCHEME

TYPE OF DEVELOPMENT

The application seeks development approval for Material Change of Use - Extension to Existing Service Station.

SUPERSEDED PLANNING SCHEME

Is the application for development under the Superseded Planning Scheme?	No
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CODE ASSESSMENT

Will Code Assessment be required?	No
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IMPACT ASSESSMENT

Will Impact Assessment be required?	Yes
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PUBLIC NOTIFICATION DETAILS

Is Public Notification Required?	Yes
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Refer to the enclosed Explanatory Note for Public Notification Procedures. Please ensure all public notices published in the newspaper, placed on the land, and given to adjoining land owners clearly state:

- (a) written submissions may be made electronically; and
- (b) electronic submissions are to be sent to info@sbrc.qld.gov.au, and
- (c) all submissions, including individual submitter's particulars, will be published on Council's website and therefore will be accessible to internet search engines.

Council will supply the names and addresses of adjoining land owners upon request.

REFERRAL AGENCIES

Based on the information accompanying the lodged application, referral is required to the following referral agencies. Accordingly, you are required to forward a copy of the application, this Confirmation Notice and any applicable referral agency application fee, to the referral agency **within ten (10) business days**. You are also required to give the assessment manager written notice of the day the applicant referred the application to each referral agency **within five (5) days** of each referral. Please note that the application will **automatically lapse** if you do not meet these timeframes.

Note: Council officers will carry out the internal referral of the application for any Environmentally Relevant Activity (ERA) that has been devolved to Council.

Referral Status	Referral Agency and Address	Referral Trigger
Concurrence	State Assessment & Referral Agency PO Box 979 BUNDABERG QLD 4670	Schedule 10, Part 9, Division 4, Subdivision 2, Table 4 – Material change of use of premises near a State transport corridor or that is a future State transport corridor

INFORMATION REQUEST

Has the applicant agreed to receive an Information Request if determined necessary for this development application? Yes

Note: Regardless of this advice, any referral agency for the application may make an Information Request.

Should the assessment manager not make an Information Request within the timeframes specified in the Development Assessment Rules, the applicant can proceed to the next part of the development assessment process.

Please do not hesitate to contact our office on the above number if further information is required.

Yours faithfully



Simon Ginn
MANAGER PLANNING & DEVELOPMENT



INTRODUCTION

The purpose of this Explanatory Note is to provide guidance to applicants on the public notification requirements under Section 53 of the *Planning Act 2016* (the Act) and under the Development Assessment Rules (the Rules). The Act and the Rules, set out the requirements for the giving of public notice. These guidelines quote much of the material contained within the Act and the Rules.

If there is doubt about a particular public notification aspect, the applicant should refer to the Act and the Rules or have the public notice procedures undertaken by a consultant who is familiar with the public notice requirements.

Whilst every care has been taken in preparation of this explanatory note, ultimately it is the applicant's responsibility to ensure that the procedures are correctly followed. Council will not accept any responsibility for incorrect giving of public notice.

OVERVIEW OF PUBLIC NOTIFICATION PROCEDURES (PUBLIC NOTICE)

There are three distinct tasks to be undertaken when carrying out public notice:

1. Publishing a notice in a local newspaper.
2. Placing a notice or notices on the premises.
3. Giving notice to adjoining owners.

After the notification period has ended, the applicant must give the assessment manager notice of compliance with the public notice requirements.

One key aspect to note is that an application **automatically lapses** if public notification does not start within 20 business days of the completion of the relevant preceding part. Furthermore, the application also **automatically lapses** if applicant does not give the assessment manager the notice of compliance with the public notice requirements within 10 business days from the day after the last day on which a submission may be made.

WHEN NOTIFICATION PART STARTS

Part 4 of the Rules states when the public notification part starts. The following is an extract from Part 4.

16. When this part starts

16.1. *If there are no referral agencies for the application and part 3 does not apply because:*

- (a) *the applicant has advised that it does not wish to receive an information request and it is not an application mentioned in section 11.3; or*
- (b) *the assessment manager states in the confirmation notice that it does not intend to make an information request; public notification must start within 20 days of the day after the confirmation notice is given to the applicant.*

16.2. If—

- (a) *the applicant has advised that it does not wish to receive an information request; and*
- (b) *it is not an application mentioned in section 11.3; and*
- (c) *there are referral agencies; public notification must start within 20 days after the day the last referral assessment period for any referral agency has started.*

16.3. *If sections 16.1 and 16.2 do not apply, public notification must start within 20 days of the day after part 3 has ended.*

16.4. *For a changed application, where public notification is required to be undertaken again from its beginning, public notification must commence within 20 days—*

- (a) *if both part 2 and part 4 are relevant to the application as a result of the changed application, the day after part 3 has ended;*
- (b) *otherwise, the day after the day notice is given under section 26.2(a) or 26.2(c).*

WHAT IS PUBLIC NOTICE

The following is extracted from Part 4 of the Rules.

17. Public notice requirements

17.1. *The applicant, or the assessment manager acting under section 53(10) of the Act, must give public notice by—*

- (a) *publishing a notice at least once in a newspaper circulating generally in the locality of the premises the subject of the application; and*
- (b) *placing notice on the premises the subject of the application*

that must remain on the premises for the period of time up to and including the stated day; and

- (c) *giving notice to the adjoining owners of all lots adjoining the premises the subject of the application.*

17.2. *The applicant must give notice to the assessment manager of the intended start date of public notification.*

17.3. *Schedule 3 prescribes the way in which public notice must be given.*

17.4. *All public notice requirements under section 17.1 and 17.2 must be undertaken within the period prescribed under section 16.*

18. Notice of compliance

18.1. *If the applicant gives public notice, it must, within 10 days from the day after the last day on which a submission may be made, or a further period agreed between the applicant and the assessment manager, give the assessment manager notice of compliance with the public notice requirements.*

PUBLIC NOTIFICATION PERIOD

Section 53 of the Act states the required public notification period. The following is an extract from Section 53.

53(4) *The notice must state that—*

- (a) *a person may make a submission about the application to the assessment manager; and*
- (b) *any submission must be made by a stated day that is at least—*
 - (i) *for an application that includes a variation request—30 business days after the notice is given; or*
 - (ii) *for an application of a type prescribed by regulation—the period, of more than 15 business days after the notice is given, prescribed for the application; or*
 - (iii) *for any other application—15 business days after the notice is given.*

53(5) *However, if the development assessment rules require the notice to be given in more than 1 way, the period mentioned in subsection (4)(b) starts on the day after the day when the last notice is given.*

Please ensure that all public notices that are published in the newspaper, placed on the land, and given to adjoining land owners clearly state that:

- (a) **written submissions may be made electronically; and**
- (b) **electronic submissions are to be sent to info@sbrc.qld.gov.au**
- (c) **all submissions, including individual submitter's particulars, will be published on Council's website and therefore will be accessible to internet search engines.**