

# Confirmation Notice

Planning Act 2016



**Address all communications to  
The Chief Executive Officer**

PO Box 974, Ayr Qld 4807  
**T** (07) 4783 9800 | **F** (07) 4783 9999  
planning@burdekin.qld.gov.au  
[www.burdekin.qld.gov.au](http://www.burdekin.qld.gov.au)

Enquiries to: Planning Department  
Our Reference: RAL25/0015  
Your Reference: DA117-25

18 September 2025

CJ. & CA. Christofides  
c/- BNC Planning  
PO Box 5493  
Townsville City QLD 4810  
Via email: [enquire@bncplanning.com.au](mailto:enquire@bncplanning.com.au)

Dear Applicant,

Council acknowledges receipt of your application, which has been determined as properly made on 5 September 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

<b>Application No:</b>	<b>RAL25/0015</b>
<b>Proposal:</b>	<b>Reconfiguring a Lot (2 Lots into 4 Lots)</b>
<b>Street Address:</b>	<b>397 and 407 Rita Island Road, Jarvisfield</b>
<b>Real Property Description:</b>	<b>Lot 1 on RP709413 and Lot 6 on SP240074</b>
<b>Planning Scheme:</b>	<b><i>Burdekin Shire Council Planning Scheme 2022</i></b>

## Type of Development

The application seeks development approval for: Reconfiguring a Lot (2 Lots into 4 Lots).

## Superseded Planning Scheme

Is the application for development under the Superseded Planning Scheme?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

### Referral Agencies

This development application does not trigger any referrals.

### Public Notification Details

Will Public Notification be required?

Yes

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 landowners clearly state:

- (a) written submissions may be made electronically; and
- (b) electronic submissions are to be sent to [planning@burdekin.qld.gov.au](mailto:planning@burdekin.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.

### Information Request

Has the applicant advised on the approved form that the applicant does not agree to accept an Information Request?

No

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.

### Other Details

You can follow the progress of this application online at:

<https://www.burdekin.qld.gov.au/current-development-applications>

Should you have any further queries in relation to the above, please do not hesitate to contact Council's Town Planning Section.

Yours sincerely,



Kellie Galletta

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 [planning@burdekin.qld.gov.au](mailto:planning@burdekin.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.