

## **TORRES SHIRE COUNCIL**

To lead, provide and facilitate a sustainable, safe and culturally vibrant community P.O Box 171 THURSDAY ISLAND 4875

Telephone (07) 4069 1336 Facsimile (07) 4069 1845

Email: admin@torres.gld.gov.au ABN 34 108 162 398

DATE: 17 April 2025

Our Ref: IDAS25/04 Enquire to: Ed Kulpa Telephone: (07) 4069 1336

Michael Guise c/ RPSAAP Consulting Pty Ltd PO Box 1949 CAIRNS QLD 4870

Email: patrick.clifton@rpsconsulting.com

Dear Sir/Madam

## **Decision Notice – Approval**

Given under section 63 of the Planning Act 2016

I wish to advise that Council has approved the development application in full.

Details of the decision are as follows:

## DATE OF DECISION

Council approved the Development Application at the Council meeting on 15 April 2025.

APPLICATION DETAILS	
Application No:	IDAS25/04
Approval Sought:	Development Permit for a Material Change of Use
Description of the Development	Dual Occupancy
Planning Scheme:	Torres Shire Council Planning Scheme 2022 (Version 1)
LOCATION DETAILS	
Street Address:	3 Savage Street, Horn Island
Real Property Description:	Lot 26 W11075
DECISION DETAILS	

The following type of approval has been issued:

Development Permit for Material Change of Use for Dual Occupancy

### **CURRENCY PERIOD**

The use of the subject land must be commenced within a period of is six (6) years from the date, unless otherwise stated, the approval takes effect in accordance with section 71 of the *Planning Act 2016*. Should the subject use not be commenced prior to the expiry of such period, this approval will lapse.

### **ASSESSMENT MANAGER CONDITIONS**

This approval is subject to the conditions in Attachment 1.

### PROPERLY MADE SUBMISSIONS

Not applicable - no part of the application required public notification.

#### **REFERRAL AGENCIES**

There were no referral agencies as part of this application.

#### FURTHER DEVELOPMENT PERMITS REQUIRED

- Development Permit for Plumbing and Drainage Work
- Development Permit for Building Work.

### OTHER REQUIREMENTS UNDER SECTION 43 OF THE PLANNING REGULATION 2017

Not Applicable

### APPROVED PLANS AND SPECIFICATIONS

The approved plans are attached to this Decision Notice (Attachment 2).

#### **RIGHTS OF APPEAL**

You are entitled to appeal against this decision. A copy of the relevant appeal provisions from the Planning Act 2016 is attached (Attachment 4).

### **OTHER DETAILS**

You are further advised that the truth and accuracy of the information provided in the application form and accompanying information is relied on when assessing and deciding this application. If you find an inaccuracy in any of the information provided above or have a query or need to seek clarification about any of these details, please contact Torres Shire Council on (07) 4069 1336.

#### DELEGATED PERSON

Name: Dalassa Yorkston

Signature: A Jakot

Enc. Attachment 1 – Conditions imposed by the Assessment Manager
 Attachment 2 – Approved Plans
 Attachment 3 – Notice about a Decision Notice
 Attachment 4 – Extract of Appeal Provisions (Chapter 6, Part 1 and Schedule 1 of the *Planning Act* 2016).

## CONDITIONS IMPOSED BY THE ASSESSMENT MANAGER

NO.	CONDITIONS	CONDITION TIMING
1.0	Parameters of Approval	
1.1	The Developer is responsible for ensuring compliance with this development approval and the conditions of the approval by an employee, agent, contractor, or invitee of the Developer at all times unless otherwise stated.	At all times.
1.2	Where these conditions refer to "TSC" in relation to requiring Torres Shire Council to approve or be satisfied as to any matter, or conferring on the TSC a function, power or discretion, that role of the TSC may be fulfilled in whole or in part by a delegate appointed for that purpose by TSC.	At all times.
1.3	The cost of all works associated with the development and construction of the development including services, facilities and/or public utility alterations required are met at no cost to the Council or relevant utility provider, unless otherwise stated in a development condition.	At all times.
1.4	The developer is required to have repaired any damage to existing infrastructure that may have occurred during any works carried out associated with the development. To the extent the damage is deemed to create a hazard to the community, it must be repaired immediately.	At all times.
1.5	Unless otherwise stated, all works must be designed, constructed, and maintained in accordance with the relevant Council policies, guidelines, and standards, and the FNQROC Development Manual.	At all times.
1.6	All engineering drawings/specifications, design and construction works must comply with the requirements of the relevant Australian Standards and must be approved, supervised, and certified by a Registered Professional Engineer of Queensland (RPEQ).	At all times.
1.7	All development conditions contained in this development approval about infrastructure under Chapter 4 of the Planning Act 2016 (the Act), should be read as being non-trunk infrastructure conditioned under section 145 of the Act, unless otherwise stated.	At all times.

2.0	Approved	Plans and Do	cuments			
2.1	generally i	•	with the app	proved plans	nd maintained and documents, permit.	At all times
	Drawing	Document	Revision	Date	Drawn by	
	No.	Name				
	1942-SK-	Coverpage	А	2025.03.14	humacgroup	
	00					
	1942-SK-	Site Plan	А	2025.03.14	humacgroup	
	01					
	1942-SK-	Dwelling 1 –	А	2025.03.14	humacgroup	
	02	Floor Plans				
	1942-SK-	Dwelling 1 -	А	2025.03.14	humacgroup	
	03	Elevations				
	1942-SK-	Dwelling 2 –	А	2025.03.14	humacgroup	
	04	Floor Plans				

	1942-SK-	Dwelling 2 –	А	2025.03.14	humacgroup	
	05	Elevations				
2.2	Where the	At all times.				
	and the de					
	conditions of approval must prevail.					

3.0	Parking and Access	
3.1	A minimum of four (4) car parking spaces must be provided on site in accordance with the approved plan of development.	At all times.
3.2	Design and construct all car parking and vehicle access and vehicle manoeuvring area generally in accordance with the approved plans, FNQROC Development Manual, AS2890-5:- 1993 Parking facilities – On-street car parking, Manual of Uniform Traffic Control Devices (Queensland).	At all times
3.3	Design and construct the vehicle access crossover in accordance with the relevant <i>FNQROC Development Manual</i> standard.	Prior to the commencement of use and at all times thereafter.
3.4	The parking spaces must be kept available for use and must not be used for the storage of goods at any time.	At all times.

4.0	Stormwater	
4.1	Stormwater drainage must be directed to a lawful point of	At all times.
	discharge being Savage Street.	
4.2	Site works must not adversely affect flooding or drainage	At all times.
	characterises of properties that are upstream, downstream, or	
	adjacent to the development site.	
4.3	All stormwater infrastructure must be designed, constructed, and	At all times.
	maintained in accordance with the FNQROC Development Manual	
	and the Queensland Urban Drainage Manual.	

5.0	Water and Sewerage	
5.1	Connect the development to Council's reticulated water network.	Prior to the
	Sufficient reticulated water capacity must be provided for domestic	commencement of
	and firefighting purposes. The developer will be responsible for	use and at all times
	sub-metering.	thereafter.
5.2	Connect the development to Council's reticulated sewerage	Prior to the
	network.	commencement of
		use and at all times
		thereafter.

6.0	Landscaping and Fencing	
6.1	Landscaped gardens a minimum width of 1 metre must be provided along the Savage Street frontage, excluding access driveway. The landscaping must include suitable native tree and plant species. The landscaping must be subject to ongoing maintenance and replanting programme (if necessary).	Prior to the commencement of use and maintained at all times.

7.0	Waste Storage		
7.1	Store all waste within designated waste storage area. The waste	At all times	
	storage area must be:		

(a)	Designed and located to not cause nuisance to neighbouring	
	properties;	
(1.)		

(b) Screened from any road frontage or adjoining property; and(c) Of a sufficient size to accommodate required number and

type of bins.	
---------------	--

8.0	Electricity & Telecommunications	
8.1	Connect the development to reticulated electricity supply and	Prior to the
	telecommunications to the standard of the relevant service	commencement of
	provider.	use and at all times
		thereafter.

9.0	Amenity – General	
9.1	Install and maintain suitable screening to all air conditioning and	At all times.
	plant and service facilities located on the top or external face of the	
	building. The screening structures must be constructed from	
	materials that are consistent with materials used elsewhere on the	
	façade of the building.	

10.0	Amenity and Environmental Health	
10.1	Undertake the approved development so there is no environmental	At all times.
	nuisance or detrimental effect on any surrounding land uses and	
	activities by reason of the emission of noise, vibration, odour,	
	fumes, smoke, vapour, steam soot, ash, wastewater, waste	
	products, oil or otherwise.	

11.0	Site Works and Erosion and Sediment control	
11.1	Site works must be constructed such that they do not, at any time, in any way restrict, impair, or change the natural flow of runoff water, or cause a nuisance or worsening to adjoining properties or infrastructure	Prior to the commencement of any construction works required by this development.
11.2	Prepare and implement an Erosion and Sediment Control Strategy (ESCS) in accordance with the FNQROC Development Manual as it relates to the construction phase. The ESCS must consider erosion control and slope stability measures to be implemented during all stages of construction including during the clearing of vegetation and the construction of the dual occupancy. The ESCS must be available for inspection by TSC officers during the construction phase.	Prior to the commencement of any construction works required by this development.
11.3	Implement the ESCS for the duration of the construction phase and until such time all exposed soils areas are permanently stabilised (for example, turfed, hydro mulched, concreted, or landscaped).	Prior to the commencement of any construction works required by this development.

## B. ASSESSMENT MANAGER (COUNCIL) ADVISORY NOTES – MATERIAL CHANGE OF USE

- 1. This approval, granted under the provisions of *the Planning Act 2016*, shall lapse six (6) years from the day the approval takes effect in accordance with the relevant provisions of s85 of the *Planning Act 2016*.
- 2. Prior to commencing any construction activities, the applicant/developer will be required to obtain further development permits for building work, and plumbing and drainage work, as required under relevant legislation for this work.

- 3. Infrastructure Charges must be paid to Council as indicated on the Infrastructure Charges Notice at the rate applicable at the time of payment.
- 4. This approval does not negate the requirement for compliance with all other relevant Local Laws and other statutory requirements.
- 5. No building materials or the like are to be stored on the footpath unless an appropriate approval from Council is obtained, including the payment of associated fees.
- 6. All building site managers must take all action necessary to ensure building materials and/or machinery on construction sites are secured immediately following the first potential cyclone warning and that relevant emergency telephone contacts are provided to Council Officers, prior to Commencement of Works.
- 7. The *Environmental Protection Act 1994* states a person must not carry out any activity that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm. Environmental harm includes environmental nuisance. In this regard, persons and entities, involved in civil, earthworks and construction phases of this development, are to adhere to their 'general environmental duty' to minimise the risk of causing environmental harm.
- 8. Environmental harm is defined by the Act as any adverse effect, or potential adverse effect whether temporary or permanent and of whatever magnitude, duration or frequency on an environmental value and includes environmental nuisance. Therefore, no person should cause any interference with the environment or amenity of the area by reason of the emission of noise, vibration, smell, fumes, smoke vapour, steam, soot, ash, dust, wastewater, waste products, grit, sediment, oil or otherwise, or cause hazards likely in the opinion of the Council.
- 9. This development approval does not authorise any activity that may harm Aboriginal and Torres Strait Islander cultural heritage. It is also advised that any land use activities must comply with the *Aboriginal Cultural Heritage Act 2003* or the *Torres Strait Islander Heritage Act 2003*.
- 10. The Commonwealth *Environment Protection and Biodiversity Conservation Act 1999* applies to action that has, will have or is likely to have a significant impact on matters of national environmental significance. Further information on the EPBC Act can be obtained from the Department of Agricultural, Water and the Environment website https://www.environment.gov.au/epbc/about

ATTACHMENT 2

## **APPROVED PLANS**

Attached under separate cover (this page has been intentionally left blank)

## **NOTICE ABOUT DECISION – STATEMENT OF REASONS**

This Notice is prepared in accordance with s63(5) and s83(9) of the Planning Act 2016 to provide information about a decision that has been made in relation to a development application. The purpose of the Notice is to enable a public understanding of the reasons for the planning decision, specifically having regard to:

- the relevant parts of the Planning Scheme and Assessment Benchmarks against which the application was assessed; and
- any other information, documents or other material Council was either required to, or able to, consider in its assessment.

All terms used in this Notice have the meanings given them in the Planning Act 2016 or otherwise their ordinary meaning.

## **APPLICATION DETAILS**

Application No:	IDAS 24/04
Applicant:	Michael Guise
	c/ RPSAAP Consulting Pty Ltd
Proposal:	Development Permit for Material Change of Use
Description of the Development:	Dual Occupancy
Street Address:	3 Savage Street, Horn Island
Real Property Description:	Lot 26 W11075
Planning Scheme:	Torres Shire Council Planning Scheme 2022 (Version 1)
Land Zoning:	Low Density Residential Zone
Assessment Type:	Code
DECISION DETAILS	
Type of Decision:	Approval with Conditions
Type of Approval:	Development Permit for Material Change of Use for Dual Occupancy
Date of Decision:	15 April 2025

### **ASSESSMENT BENCHMARKS**

The following Assessment Benchmarks applied to the development from the following Categorising Instruments:

### Categorising Instrument (Planning Regulation 2017)

This application did not trigger any matters prescribed by the regulation

Categorising Instrument (State Planning Policy - July 2017)

### Local Categorising Instrument (Torres Shire Council Planning Scheme 2022):

Standard Outcomes

- Low Density Residential Zone
- Accommodation Activities
- Landscaping
- Parking, Access and Transport
- Works, Services and Infrastructure
- Airport Environs Overlay
- Bushfire Hazard Overlay
- Potential and Actual Acid Sulfate Soils Overlay

## Merit Outcomes

- General
- Built Form and Development Design
- Natural Hazards including Climate Change
- Parking, Access and Transport

## Local Categorising Instrument (Variation Approval)

• Not applicable.

## Local Categorising Instrument (Temporary Local Planning Instrument)

• Not applicable.

## **PUBLIC NOTIFICATION**

Not applicable - no part of the application required public notification.

## **REASONS FOR THE DECISION**

The application is **approved** on the following grounds:

- (a) The proposal achieves compliance with the relevant assessment benchmarks in the Torres Shire Council Planning Scheme 2022.
- (b) The proposed lot is adequate size and dimension to accommodate the proposed Dual Occupancy development.
- (c) The proposed units are appropriately designed and responsive to the character of Horn Island.
- (d) The proposed development is consistent with the purpose of the Low Density Residential zone.
- (e) The proposed development is unlikely to have an adverse impact on the amenity of the surrounding area.

# REASONS FOR APPROVAL DESPITE NON-COMPLIANCE WITH ASSESSMENT BENCHMARKS

Not applicable.

## ADDITIONAL RELEVANT MATTERS FOR IMPACT ASSESSMENT

Not applicable.

## OTHER MATTERS PRESCRIBED BY THE PLANNING REGULATION 2017

Not applicable.

## **OTHER DETAILS**

If you wish to obtain more information about Council's decision, please refer to Council's webpage at <a href="https://www.torres.qld.gov.au/development-applications-1">https://www.torres.qld.gov.au/development-applications-1</a>

## **APPEAL RIGHTS**

(Planning Act 2016 & Planning Regulation 2017)

Attached under separate cover (this page has been intentionally left blank)

# **PROPOSED DWELLINGS**

# **TORRES STRAIT ISLAND HOMES**

# 3 SAVAGE STREET, HORN ISLAND QLD 4875

#### **TORRES SHIRE COUNCIL**

#### DIGITALLY STAMPED APPROVED PLAN

Development Application: Development Permit for Material Change of Use — Dual Occupancy

Lot details: Lot 26 W11075

Referred to in Council's Decision Notice 15 April 2025

IDAS 25/04

Approval Date: oplication Number:







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PRELIMINARY ONLY

## **PROPOSED DWELLINGS**

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PROPERTY ADDRESS:	3 SAVAGE STREET, HORN ISLAND QLD 4075
RP DESCRIPTION:	LOT 26 on W11075
SITE AREA:	910m²
LOCAL AUTHORITY:	TSC
PROPOSED:	2 x TWO-STOREY DWELLINGS
SITE COVER:	289m <sup>2</sup> (31.8%)

11.5 m<sup>2</sup>

266.4 m<sup>2</sup>

EXTERNAL	117.4 m <sup>2</sup>
GROUND FLOOR	128.9 m²
PORCH	4.9 m <sup>2</sup>
DECK	19.5 m <sup>2</sup>
LIVING	117.3 m <sup>2</sup>
LEVEL 1	141.7 m²
TOTAL AREA	270.5 m²
FLOOR AREA - D	WELLING 2
INTERNAL	12.1 m <sup>2</sup>
INTERNAL	12.1 m <sup>2</sup> 107.2 m <sup>2</sup>
INTERNAL EXTERNAL GROUND FLOOR	12.1 m <sup>2</sup> 107.2 m <sup>2</sup> 119.3 m <sup>2</sup>
INTERNAL EXTERNAL GROUND FLOOR DECK	12.1 m² 107.2 m² <b>119.3 m</b> ² 27.8 m²

FLOOR AREA - DWELLING 1

INTERNAL

TOTAL AREA

#### TORRES SHIRE COUNCIL

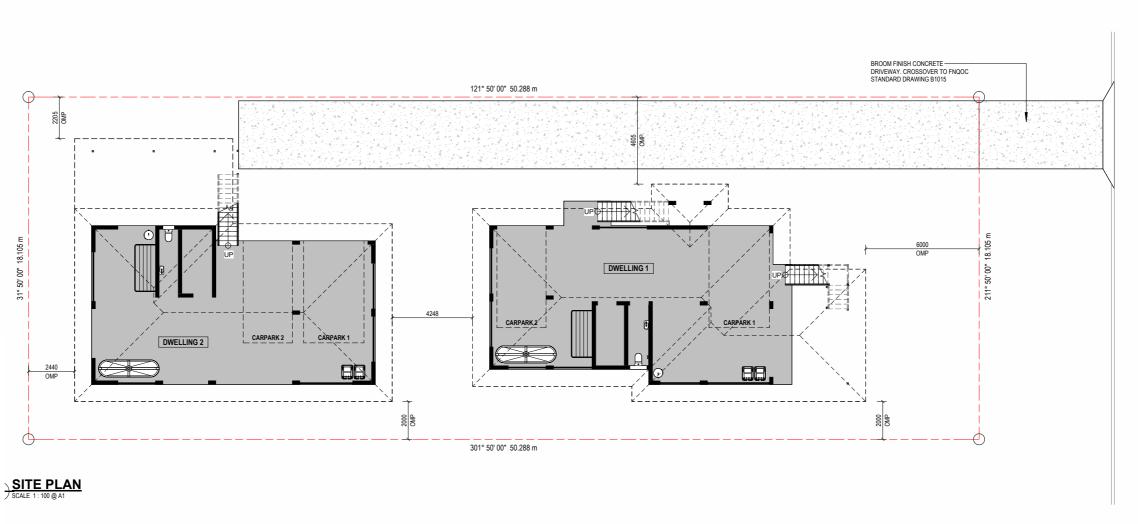
#### DIGITALLY STAMPED APPROVED PLAN

ent Application: Development Permit for Material Change of Use - Dual Occupancy

Lot details: Lot 26 W11075

Referred to in Council's Decision Notice

Approval Date: 15 April 2025 IDAS 25/04 Application Number:





## OVERALL ELEVATION (SIDE BOUNDARY)



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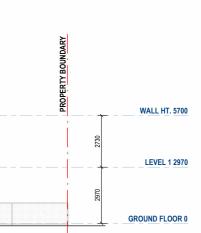
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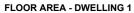
# **PROPOSED DWELLINGS**

PRELIMINARY ONLY

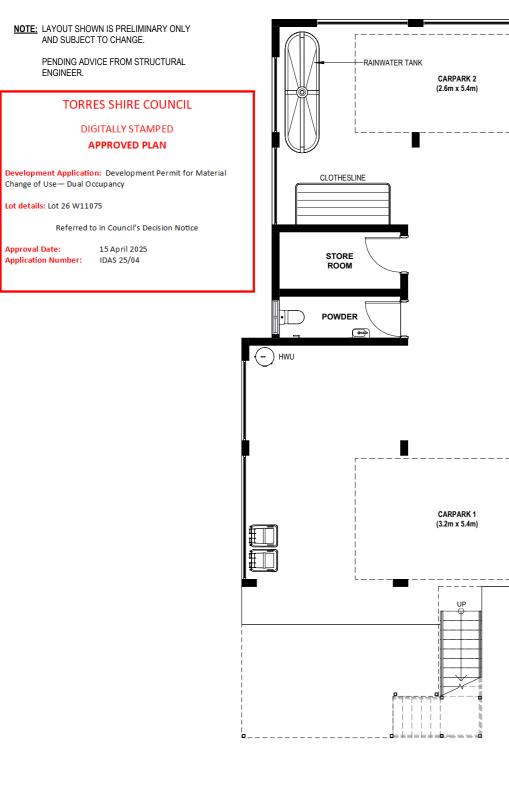


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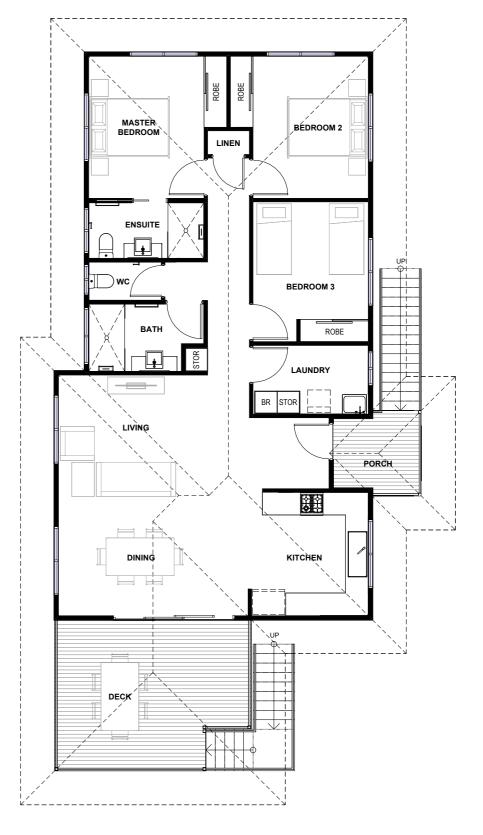
SAVAGE STREET



INTERNAL	11.5 m²
EXTERNAL	117.4 m <sup>2</sup>
GROUND FLOOR	128.9 m²
PORCH	4.9 m <sup>2</sup>
DECK	19.5 m²
LIVING	117.3 m <sup>2</sup>
LEVEL 1	141.7 m²
TOTAL AREA	270.5 m²











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**PROPOSED DWELLINGS DWELLING 1 - FLOOR PLANS** 1942-SK-02 | A | 2025.03.14

PRELIMINARY ONLY





**ELEVATION 1** 

**ELEVATION 2** 



### **ELEVATION 3**

### **ELEVATION 4**



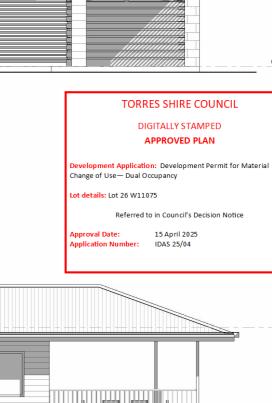
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**PROPOSED DWELLINGS** 



**GROUND FLOOR 0** 

LEVEL 1 2970

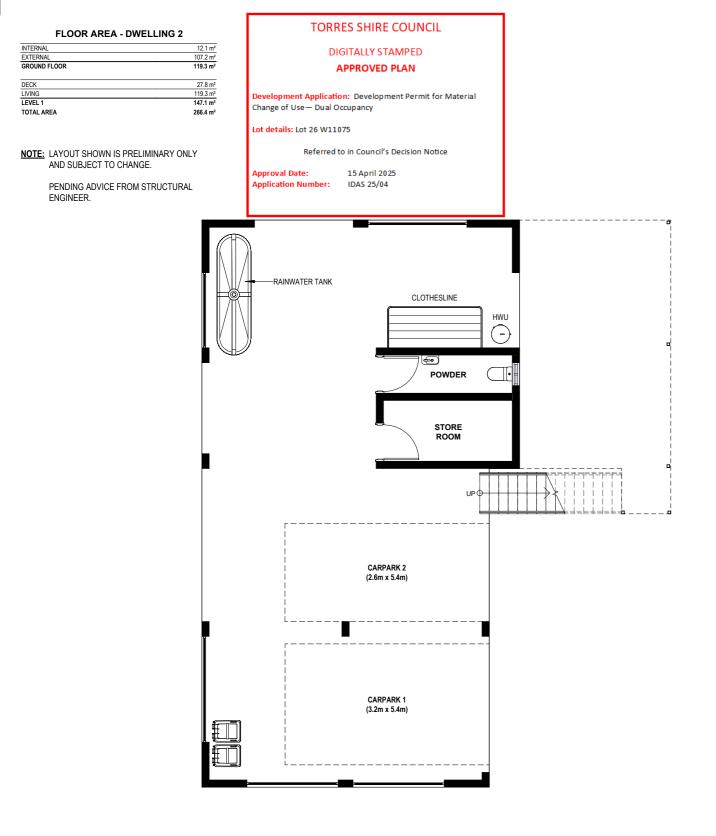
WALL HT. 5700

LEVEL 1 2970

**GROUND FLOOR 0** 

WALL HT. 5700

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PRELIMINARY ONLY

## **PROPOSED DWELLINGS**

**DWELLING 2 - FLOOR PLANS** 1942-SK-04 | A | 2025.03.14



**ELEVATION 6** 

#### **ELEVATION 5**



#### **ELEVATION 7**

**ELEVATION 8** 



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PRELIMINARY ONLY

**PROPOSED DWELLINGS** 



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## INFRASTRUCTURE CHARGES NOTICE

(section 52 and schedule 16 of Planning Act 2016)

DATE:	17 April 2025		
ADDU IOANIT	Michael Guise		
APPLICANT:	c/ RPSAAP Consulting Pty Ltd		
APPLICATION:	Development Permit for Material Change of Use -		
	Dual Occupancy		
FILE REFERENCE:	IDAS25/04		
DATE OF APPROVAL:	15 April 2025		
AMOUNT OF THE LEVIED CHARGE:			
(Details of how these charges	Development Adopted Credits Total		
were calculated are shown overleaf)	Type Infrastructure Charge Charge		
	Residential \$61,355.30 \$30,677.65 \$30,677.65		
AUTOMATIC INCREASE OF LEVIED CHARGE:	The amount of the levied charge is subject to an		
	automatic increase. Refer to the General Information		
	attached to this notice for more information on how		
	the increase is worked out.		
LAND TO WHICH CHARGE APPLIES:	Lot 26 W11075		
SITE ADDRESS	3 Savage Street, Horn Island		
PAYABLE TO:	Torres Shire Council		
WHEN PAYABLE:	Material Change of Use - When the change of use		
	occurs as stated in the Planning Act 2016.		
OFFSETS OR REFUNDS	Nil		

This charge is made in accordance with *Council's Charges Resolution (No.1)* 2022 and section 52 and *Schedule 16 of the Planning Regulation 2017.* 

Name: Dalassa Yorkston

Signature: Ayoukot .

## ADOPTED CHARGES

## Material Change of Use (Dual Occupancy)

Adopted Charges Development Description	Water Supply	Sewerage	Transport	Community Facilities & Parks	Stormwater	Total
Residential (for each dwelling with 3 or more bedrooms))	\$9,203.30	\$7,669.41	\$4,601.65	\$3,067.77	\$6,135.52	\$30,677.65

#### TOTAL ADOPTED CHARGE (x2 dwelling)

\$61,355.30

## CREDIT CALCULATION Vacant land - Refer Clause 6.1(d)

Adopted Develo Descri	oment	Water Supply	Sewerage	Transport	Community Facilities & Parks	Stormwater	Total
Reside	ential	\$9,203.30	\$7,669.41	\$4,601.65	\$3,067.77	\$6,135.52	\$30,677.65

TOTAL CREDIT

\$30,677.65

## NET ADOPTED INFRASTRUCTURE CHARGES SUMMARY:

Total Adopted Charge	Total Credit	Total Infrastructure Charge
\$61,355.30	\$30,677.65	\$30,677.65

(Note: The Total Infrastructure Charge = Total Charges – Total Credit for Vacant land)

## **INFORMATION NOTICE**

- Authority and Reasons for Charge This Infrastructure Charges Notice has been given in accordance with section 119-123 of the *Planning Act 2016* to support the Local government's long-term infrastructure planning and financial sustainability.
- AppealsPursuant to section Chapter 6 of the Planning Act 2016 a person<br/>may appeal an Infrastructure Charges Notice. Attached is an<br/>extract from the Planning Act 2016 that details your appeal rights.
- Automatic Increase Provision of charge rate (\$) An infrastructure charge levied by Council is to be increased by the difference between the Producer Price Index (PPI) applicable at the time the infrastructure charge was levied, and PPI Index applicable at the time of payment of the levied charge, adjusted by reference to the 3-yearly PPI Index average<sup>1</sup>. If the levied charge is increased using the method described above, the charge payable is the amount equal to the sum of the charge as levied and the amount of the increase.

However, the sum of the charge as levied and the amount of the increase is not to exceed the maximum adopted charge the Council could have levied for the development at the time the charge is paid.

**GST** The Federal Government has determined that contributions made by developers to Government for infrastructure and services under the *Planning Act 2016* are GST exempt.

To whom the chargePayment of the Charge must be made payable to TORRESmust be paidSHIRE COUNCIL, PO Box 171, Thursday Island, Qld 4875.

The Infrastructure Charge has been calculated in accordance with the charges stated in Council's Charges Resolution. This notice will be escalated to time of payment to the extent permitted under legislation in force at that time.

It is requested that you contact Council's Planning and Development Department to confirm that amount payable prior to making payment.

 Payment
 This notice is due and payable by the due time shown. Cheques, money orders or postal notes should be made payable to TORRES

 SHIRE COUNCIL and crossed "Not Negotiable". Change cannot be given on cheque payments. Property owners will be liable for any dishonour fees.

<sup>&</sup>lt;sup>1</sup> 3-yearly PPI average is defined in section 114 of the *Planning Act 2016* and means the PPI adjusted according to the 3-year moving average quarterly percentage change between financial quarters. PPI is the producer price index for construction 6427.0 (ABS PPI) index number 3101 – Road and Bridge construction index for Queensland published by the Australian Bureau of Statistics.

Please forward your infrastructure charges payment by way of a bank draft for the required amount in Australian dollars.
PAYMENT BY MAIL
Confirm the current Infrastructure Charge applicable and obtain an updated payment notice from Council's Planning and Development Department.
Mail this updated payment notice immediately with your payment to: TORRES SHIRE COUNCIL, PO Box 171, Thursday Island, Qld 4875.
NOTE: Cheques must be made payable to TORRES SHIRE COUNCIL
PAYMENT AT COUNCIL OFFICES
Confirm the current Infrastructure Charge applicable.
Present written confirmation of charges with your payment to Torres Shire Council Chambers, 68 Douglas Street, Thursday Island.
NOTE: Cheques must be made payable to TORRES SHIRE COUNCIL
PAYMENT MADE BY CREDIT CARD
Credit Cards accepted: Mastercard or Visa
Enquiries regarding this Infrastructure Charges Notice should be directed to the TORRES SHIRE COUNCIL, Planning and Development Department, during office hours 9am to 4pm Monday to Friday by phoning (07) 4069 1336 or email at admin@torres.qld.gov.au