

From: "Elizabeth Dixon" <edixon@milfordplanning.com.au>
Sent: Mon, 22 Dec 2025 10:03:41 +1000
To: "Luke Acreman" <lacreman@charterstowers.qld.gov.au>; "Development" <Development@charterstowers.qld.gov.au>
Cc: "Timna Green" <tgreen@charterstowers.qld.gov.au>; "George Milford" <gmilford@milfordplanning.com.au>
Subject: M1669 - Minor Change Lodgement - RAL - 1-21 Towers Street, Grand Secret
Attachments: OM1669-RAL-3 - Change Application package.pdf
Categories: Luke

Good morning Luke,

Please refer to the attached correspondence for your action regarding the above mentioned application (Council ref: RAL2025/0009).

If you have any questions regarding this correspondence, please contact the undersigned.

Thanks very much.

Kind regards,

Libby Dixon | GRADUATE TOWN PLANNER



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283 Flinders Street, Townsville City Q 4810



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MP ref: M1669-RAL-3
QA: mm.ed.gm

22 December 2025

Assessment Manager
Charters Towers Regional Council
PO Box 189
CHARTERS TOWERS QLD 4820
Via: development@charterstowers.qld.gov.au

Attention: Planning and Development

Dear Sir/ Madam,

Re: Change Application (Minor) to Development Application (RAL25/0009) for Reconfiguring a Lot – One Lot into Seven Lots (Six Rural Residential Lots and One Balance Lot) and Access Easement on land described as Lot 145 on SP327488 and located at 1-21 Towers Street, Grand Secret

On behalf of the Applicant, Milford Planning hereby make change representations to the Assessment Manager in accordance with Section 78 of the *Planning Act 2016* for the abovementioned development approval for which Charters Tower Regional Council (Council)

Background

The subject site is currently in the process of a development application for a seven lot subdivision, comprising of six rural residential lots and one balance lot, and an Easement for access which benefits lots 18 to 22 (Council ref: RAL25/0009).

Proposed Change

The proposed change involves the reduction of proposed lots from seven to six lots to be delivered as the second stage of the Grand Secret Subdivision. Proposed lots 18 to 22 will be retained at a slightly reduced size to accommodate a new 16 m wide road reserve which is to replace the previously proposed easement. The provision of a dedicated road delivers a formalised, all-weather access. Unlike an easement, the road reserve will be constructed to council standards, of appropriate tenure, and provide clear ownership and maintenance responsibility to the relevant authority. This approach is in direct response to Councils feedback about the easement and is

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understood to be Councils preferred arrangement for access. The road has been designed to allow for the development of additional lots, subject to further development applications.

In particular, the proposed change involves the following:

- removal of the current proposed Lot 23, to be included in the proposed balance lot;
- construction of a 16 m wide road ending in a cul-de-sac to support the proposed lots; and
- a reduction in lot sizes to facilitate the proposed road.

Details of the revised lot sizes are provided in the table below and are shown in the updated development plans included as **Attachment 2**.

Lot	Lot Size
18	6,090 m² 5,045 m ²
19	5,075 m² 5,045 m ²
20	5,075 m² 5,050 m ²
21	5,075 m² 5,050 m ²
22	5,075 m² 5,050 m ²
23	1.10 ha
Balance - 1001 (Part Lot)	28.74 ha 29.37 ha

Development Plans

The proposed change is detailed in the development plans provided at **Attachment 3** and listed below.

Title	Number	Issue	Date
RAL Proposal Plan	148689	16B	8.12.25

Minor Change Criteria

The changes requested within this correspondence are considered to accord with the legislative definitions of a 'minor change', as specified in Schedule 2 of the Act, as the change to the development approval:

- (i) would not result in substantially different development; and
- (ii) if a development application for the development (including the change) were made at the time this change application is made, it would not cause:
 - (A) *the inclusion of prohibited development in the application;*



- (B) referral to a Referral Agency, other than the Chief Executive, if there were no Referral Agencies for the original development application;
- (C) referral to extra Referral Agencies, other than the Chief Executive;
- (D) a Referral Agency to assess the application, or have regard to, any other matter other than matters that were assessed or regarded for the original application; or
- (E) public notification if public notification was not required for the original development application.

Assessment Against Minor Change Criteria

The proposed change clearly complies with item (ii) given the nature of the proposed change which does not introduce any new components that would be prohibited, result in additional referral assessment, or introduce the requirement for public notification.

The proposed change complies with item (i) as it does not result in substantially different development, as prescribed by Schedule 1 of the Development Assessment Rules, given:

- the change does not involve a new use;
- the change does not result in the application applying to a new parcel of land;
- the change does not dramatically change the intended built form in terms of scale, bulk, and appearance in the context of the development as a whole;
- the change does not affect the ability of the development to operate as intended;
- the change does not remove a component of the development that is integral to its operation;
- the change does not result in significant impacts to traffic flow and the transport network;
- the change does not introduce new impacts or increase the severity of known impacts;
- the change does not remove an incentive or offset component that would have balanced a negative impact of the development; or
- the change does not impact on the provision of infrastructure.

Assessment Fee

The relevant assessment fee for the proposed development has been calculated below in accordance with Council’s Schedule of Fees and Charges 2025/26.

Component	Calculation	Fee
Change Application (minor)	\$625 per application	\$625
TOTAL ASSESSMENT FEE:		\$625.00

We kindly ask that Council provide payment details to Milford Planning for the Applicant’s action immediately upon receipt of the change request.



Proceeding

In accordance with the provisions under Section 32 of the Development Assessment Rules, the current period has been stopped. The Applicant withdraws this notice, and the decision period may recommence upon receipt of this change request.

We trust the above information is sufficient to allow Council to assess the change requested against the provisions relevant to the assessment of the development application. If Council is of the view that additional information is required to make a favourable decision on the change, we request the opportunity to meet to discuss further.

If you have any questions regarding this correspondence, please contact the undersigned on TEL: (07) 4724 0095.

Yours sincerely,

MILFORD PLANNING



Electronic

George Milford

DIRECTOR

Encl: Attachment 1 - Planning Act Form 5 & Land Owner's Consent
Attachment 2 - Amended Layout Plans

Attachment 1

Change application form

Planning Act Form 5 (version 1.2 effective 7 February 2020) made under Section 282 of the Planning Act 2016.

This form is to be used for a change application made under section 78 of the *Planning Act 2016*. It is important when making a change application to be aware of whether the application is for a minor change that will be assessed under section 81 of the *Planning Act 2016* or for an other change that will be assessed under section 82 of the *Planning Act 2016*.

An applicant must complete all parts of this form, and provide any supporting information that the form identifies as being required to accompany the change application, unless stated otherwise. Additional pages may be attached if there is insufficient space on the form to complete any part.

Note: All terms used in this form have the meaning given under the *Planning Act 2016*, the *Planning Regulation 2017*, or the *Development Assessment Rules (DA Rules)*.

PART 1 – APPLICANT DETAILS

1) Applicant details	
Applicant name(s) (individual or company full name)	Grand Secret Pty Ltd c/- Milford Planning
Contact name (only applicable for companies)	George Milford
Postal address (P.O. Box or street address)	PO Box 5463
Suburb	Townsville City
State	Queensland
Postcode	4810
Country	Australia
Email address (non-mandatory)	info@milfordplanning.com.au
Mobile number (non-mandatory)	
Applicant's reference number(s) (if applicable)	M1669-RAL-3

2) Owner's consent - Is written consent of the owner required for this change application?

Note: Section 79(1A) of the *Planning Act 2016* states the requirements in relation to owner's consent.

- Yes – the written consent of the owner(s) is attached to this change application
 No

PART 2 – LOCATION DETAILS

3) Location of the premises (complete 3.1) or 3.2), and 3.3) as applicable)

3.1) Street address and lot on plan

- Street address **AND** lot on plan (all lots must be listed), **or**
 Street address **AND** lot on plan for an adjoining or adjacent property of the premises (appropriate for development in water but adjoining or adjacent to land e.g. jetty, pontoon. All lots must be listed).

a)	Unit No.	Street No.	Street Name and Type	Suburb
		1-21	Towers Street	Grand Secret
	Postcode	Lot No.	Plan Type and Number (e.g. RP, SP)	Local Government Area(s)
	4820	145	SP327488	Charters Towers Regional Council
b)	Unit No.	Street No.	Street Name and Type	Suburb
	Postcode	Lot No.	Plan Type and Number (e.g. RP, SP)	Local Government Area(s)



**Queensland
Government**

3.2) Coordinates of premises (appropriate for development in remote areas, over part of a lot or in water not adjoining or adjacent to land e.g. channel dredging in Moreton Bay)

Note: Place each set of coordinates in a separate row.

<input type="checkbox"/> Coordinates of premises by longitude and latitude				
Longitude(s)	Latitude(s)	Datum		Local Government Area(s) (if applicable)
		<input type="checkbox"/> WGS84 <input type="checkbox"/> GDA94 <input type="checkbox"/> Other: <input type="text"/>		
<input type="checkbox"/> Coordinates of premises by easting and northing				
Easting(s)	Northing(s)	Zone Ref.	Datum	Local Government Area(s) (if applicable)
		<input type="checkbox"/> 54 <input type="checkbox"/> 55 <input type="checkbox"/> 56	<input type="checkbox"/> WGS84 <input type="checkbox"/> GDA94 <input type="checkbox"/> Other: <input type="text"/>	

3.3) Additional premises

Additional premises are relevant to the original development approval and the details of these premises have been attached in a schedule to this application

Not required

PART 3 – RESPONSIBLE ENTITY DETAILS

4) Identify the responsible entity that will be assessing this change application

Note: see section 78(3) of the Planning Act 2016

Charters Towers Regional Council

PART 4 – CHANGE DETAILS

5) Provide details of the existing development approval subject to this change application

Approval type	Reference number	Date issued	Assessment manager/approval entity
<input type="checkbox"/> Development permit <input type="checkbox"/> Preliminary approval			
<input type="checkbox"/> Development permit <input type="checkbox"/> Preliminary approval			

6) Type of change proposed

6.1) Provide a brief description of the changes proposed to the development approval (e.g. changing a development approval for a five unit apartment building to provide for a six unit apartment building):

Change to development application to reduce number of lots and the inclusion of a road reserve

6.2) What type of change does this application propose?

Minor change application – proceed to Part 5

Other change application – proceed to Part 6

PART 5 – MINOR CHANGE APPLICATION REQUIREMENTS

7) Are there any affected entities for this change application		
<input checked="" type="checkbox"/> No – proceed to Part 7 <input type="checkbox"/> Yes – list all affected entities below and proceed to Part 7 Note: section 80(1) of the Planning Act 2016 states that the person making the change application must give notice of the proposal and the details of the change to each affected entity as identified in section 80(2) of the Planning Act 2016.		
Affected entity	Pre-request response provided? (where a pre-request response notice for the application has been given, a copy of the notice must accompany this change application)	Date notice given (where no pre-request response provided)
	<input type="checkbox"/> No <input type="checkbox"/> Yes – pre-request response is attached to this change application	
	<input type="checkbox"/> No <input type="checkbox"/> Yes – pre-request response is attached to this change application	
	<input type="checkbox"/> No <input type="checkbox"/> Yes – pre-request response is attached to this change application	

PART 6 – OTHER CHANGE APPLICATION REQUIREMENTS

Note: To complete this part it will be necessary for you to complete parts of DA Form 1 – Development application details and in some instances parts of DA Form 2 – Building work details, as mentioned below. These forms are available at <https://planning.dsdmip.qld.gov.au>.

8) Location details - Are there any additional premises included in this change application that were not part of the original development approval?
<input type="checkbox"/> No <input type="checkbox"/> Yes

9) Development details
9.1) Is there any change to the type of development, approval type, or level of assessment in this change application? <input type="checkbox"/> No <input type="checkbox"/> Yes – the completed Sections 1 and 2 of Part 3 (Development details) of DA Form 1 – Development application details as these sections relate to the new or changed aspects of development are provided with this application.
9.2) Does the change application involve building work? <input type="checkbox"/> No <input type="checkbox"/> Yes – the completed Part 5 (Building work details) of DA Form 2 – Building work details as it relates to the change application is provided with this application.

10) Referral details – Does the change application require referral for any referral requirements?
Note: The application must be referred to each referral agency triggered by the change application as if the change application was the original development application including the proposed change. <input type="checkbox"/> No <input type="checkbox"/> Yes – the completed Part 5 (Referral details) of DA Form 1 – Development application details as it relates to the change application is provided with this application. Where referral is required for matters relating to building work the Referral checklist for building work is also completed.

11) Information request under Part 3 of the DA Rules
<input type="checkbox"/> I agree to receive an information request if determined necessary for this change application <input type="checkbox"/> I do not agree to accept an information request for this change application Note: By not agreeing to accept an information request I, the applicant, acknowledge:

- that this change application will be assessed and decided based on the information provided when making this change application and the assessment manager and any referral agencies relevant to the change application are not obligated under the DA Rules to accept any additional information provided by the applicant for the change application unless agreed to by the relevant parties
 - Part 3 of the DA Rules will still apply if the application is an application listed under section 11.3 of the DA Rules.
- Further advice about information requests is contained in the [DA Forms Guide: Forms 1 and 2](#).

12) Further details

- Part 7 of *DA Form 1 – Development application details* is completed as if the change application was a development application and is provided with this application.

PART 7 – CHECKLIST AND APPLICANT DECLARATION

13) Change application checklist

I have identified the:

- responsible entity in 4); and
- for a minor change, any affected entities; and Yes
- for an other change all relevant referral requirement(s) in 10)

Note: See the *Planning Regulation 2017* for referral requirements

- For an other change application, the relevant sections of [DA Form 1 – Development application details](#) have been completed and is attached to this application Yes Not applicable

- For an other change application, where building work is associated with the change application, the relevant sections of [DA Form 2 – Building work details](#) have been completed and is attached to this application Yes Not applicable

- Supporting information addressing any applicable assessment benchmarks is attached to this application Yes
- Note:** This includes any templates provided under 23.6 and 23.7 of *DA Form 1 – Development application details* that are relevant as a result of the change application, a planning report and any technical reports required by the relevant categorising instrument(s) (e.g. the local government planning scheme, State Planning Policy, State Development Assessment Provisions). For further information, see [DA Forms Guide: Planning report template](#).

- Relevant plans of the development are attached to this development application Yes
- Note:** Relevant plans are required to be submitted for all relevant aspects of this change application. For further information, see [DA Forms Guide: Relevant plans](#).

14) Applicant declaration

- By making this change application, I declare that all information in this change application is true and correct.
- Where an email address is provided in Part 1 of this form, I consent to receive future electronic communications from the responsible entity and any relevant affected entity or referral agency for the change application where written information is required or permitted pursuant to sections 11 and 12 of the *Electronic Transactions Act 2001*.

Note: It is unlawful to intentionally provide false or misleading information.

Privacy – Personal information collected in this form will be used by the responsible entity and/or chosen assessment manager, any relevant affected entity or referral agency and/or building certifier (including any professional advisers which may be engaged by those entities) while processing, assessing and deciding the change application.

All information relating to this change application may be available for inspection and purchase, and/or published on the assessment manager's and/or referral agency's website.

Personal information will not be disclosed for a purpose unrelated to the *Planning Act 2016*, *Planning Regulation 2017* and the DA Rules except where:

- such disclosure is in accordance with the provisions about public access to documents contained in the *Planning Act 2016* and the *Planning Regulation 2017*, and the access rules made under the *Planning Act 2016* and *Planning Regulation 2017*; or
- required by other legislation (including the *Right to Information Act 2009*); or
- otherwise required by law.

This information may be stored in relevant databases. The information collected will be retained as required by the *Public Records Act 2002*.

PART 8 – FOR COMPLETION OF THE ASSESSMENT MANAGER – FOR OFFICE USE ONLY

Date received: Reference number(s):

QLeave notification and payment			
<i>Note: For completion by assessment manager if applicable</i>			
Description of the work			
QLeave project number			
Amount paid (\$)		Date paid (dd/mm/yy)	
Date received form sighted by assessment manager			
Name of officer who sighted the form			

MP ref: M1669-RAL-3
QA: as.gm

28 August 2025

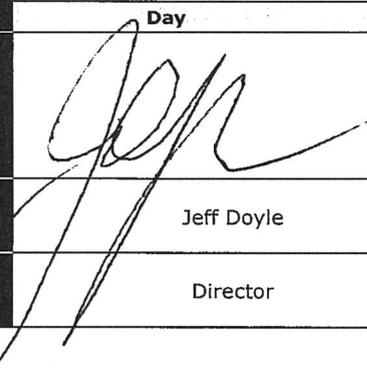
Assessment Manager
Charters Towers Regional Council
PO Box 189
CHARTERS TOWERS QLD 4820

Attention: Planning and Development

Dear Sir/ Madam,

Re: Land Owner Consent

Under the provisions of the *Planning Act 2016*, we **Grand Secret Pty Ltd**, being the registered owner of land described as **LOT 145 ON SP327488** and located at **1-21 Towers Street, Grand Secret**, do hereby authorise and confirm the engagement and appointment of Milford Planning to act on our behalf with respect to the procurement of all development approvals for the aforementioned land.

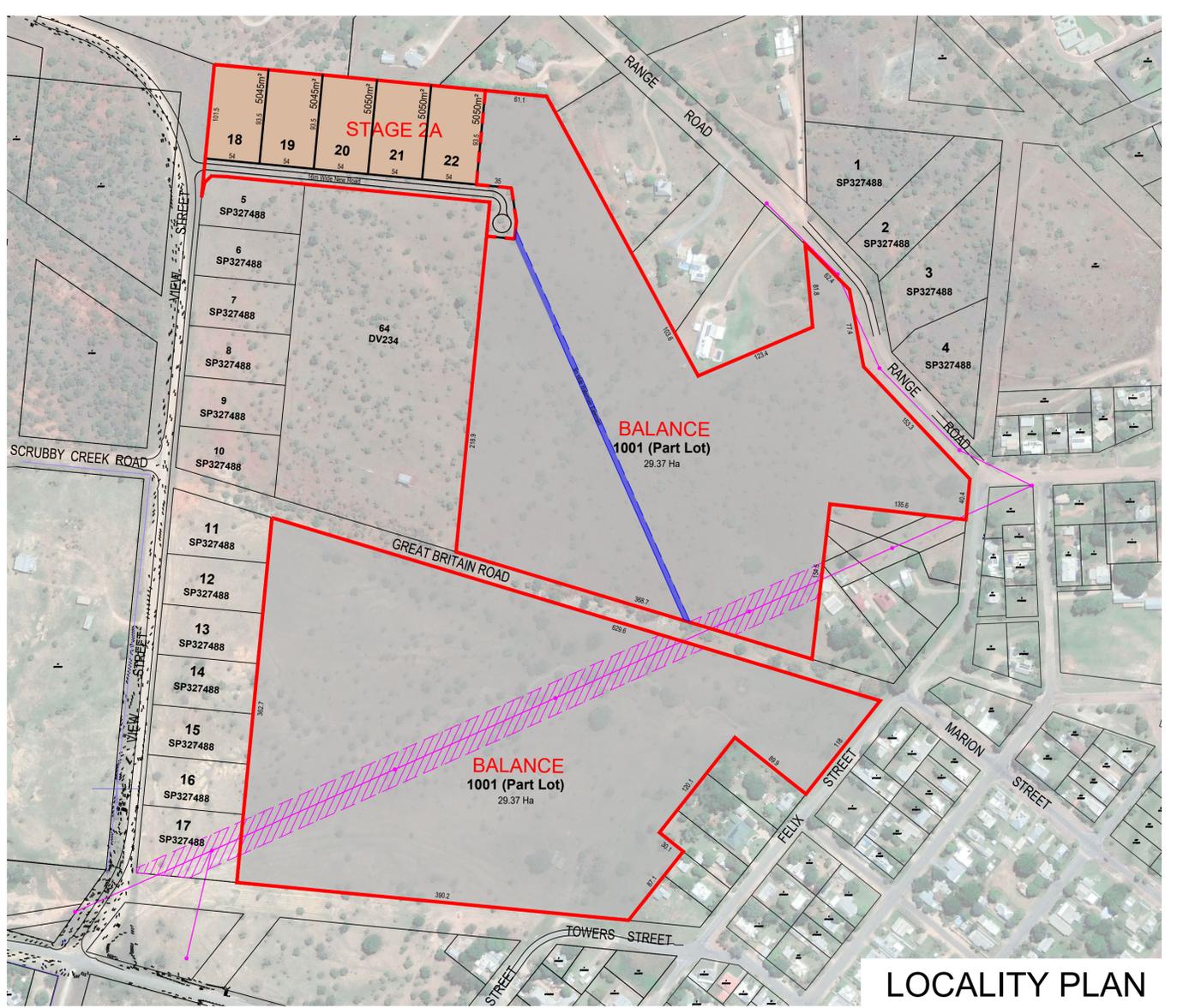
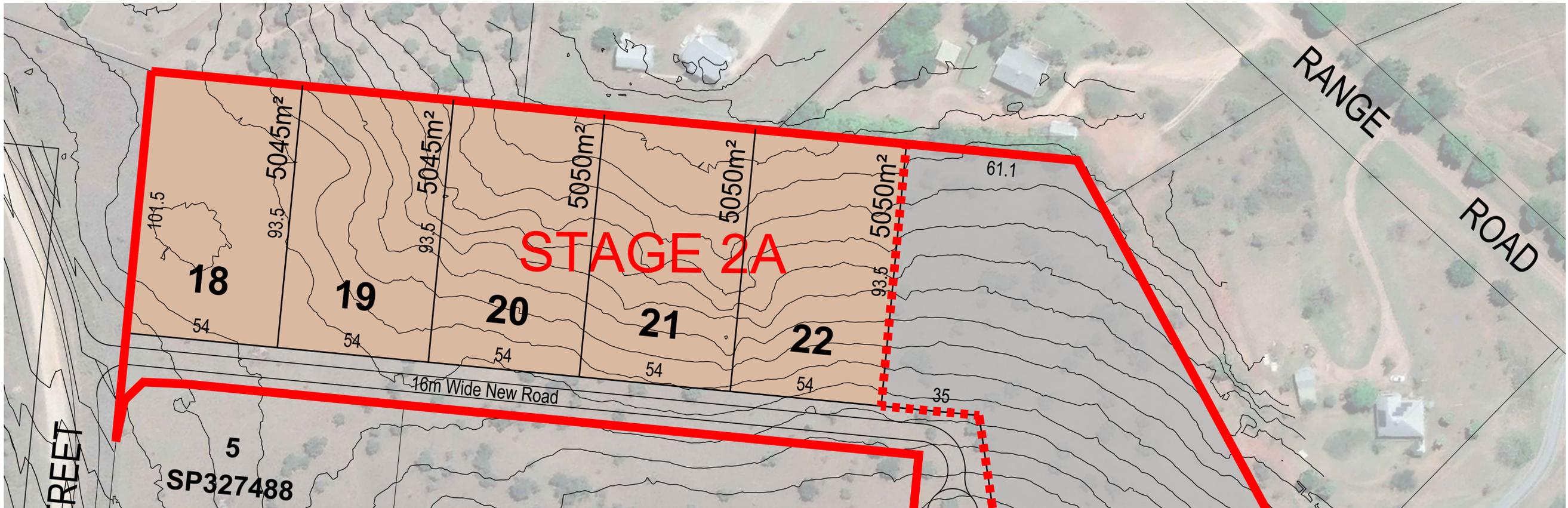
Date	11	August	2025
	Day	Month	Year
Signature			
Name	Jeff Doyle	George Milford	
Position	Director	Director	

Note

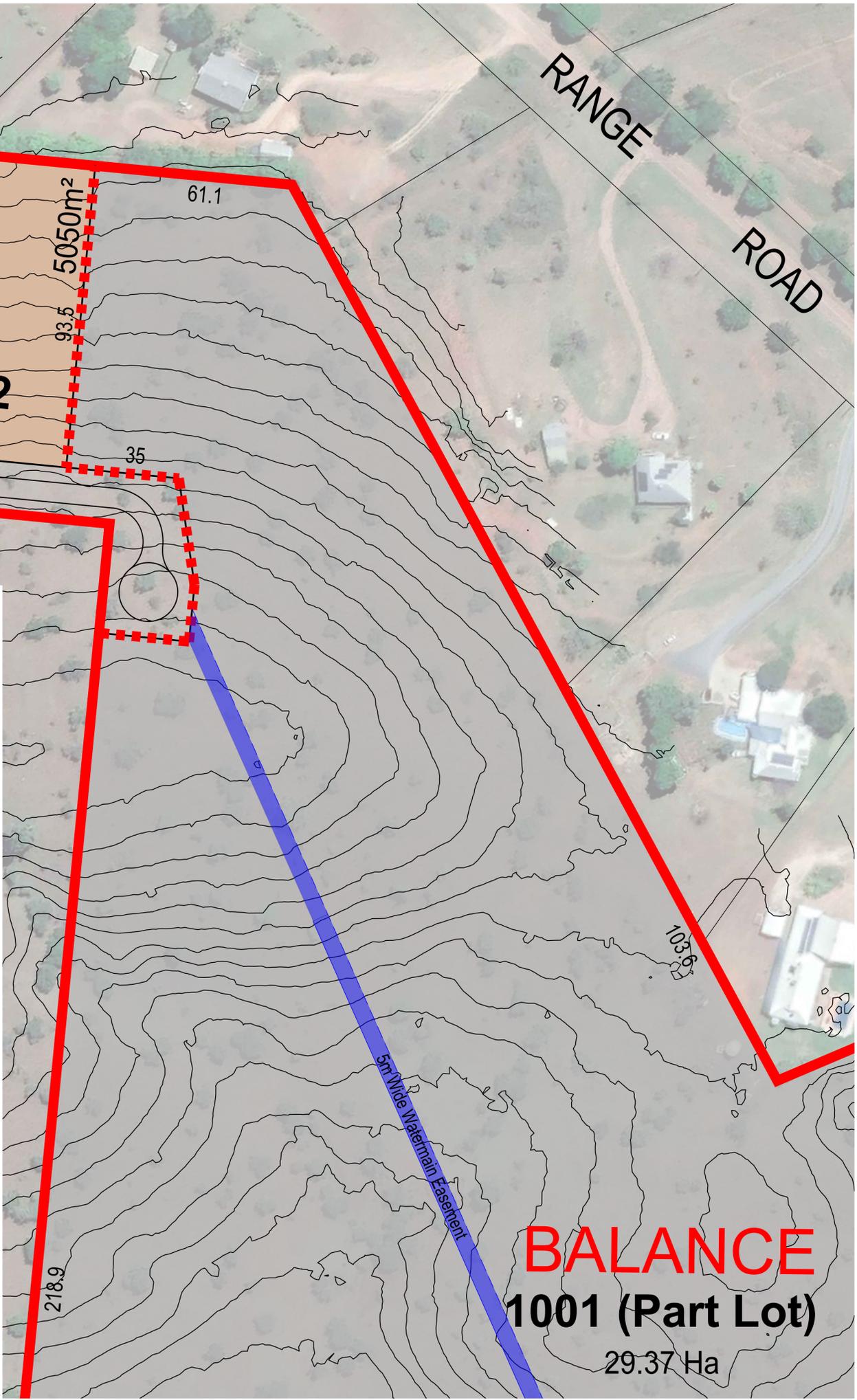
Where registered owner is a company the ACN must be included and accompanied by:

- (a) the signature of either:
 - two directors of the company;
 - a director and a company secretary of the company; or
 - if a proprietary company that has a sole director who is also the sole company secretary, that director; **or**
- (b) the company seal (if the company has a common seal) witnessed by:
 - two directors of the company;
 - a director and a company secretary of the company; or
 - for a propriety company that has a sole director who is also the sole company secretary, that director.

Attachment 2



LOCALITY PLAN



0 10 20 30 40 60 1:2,000 @ A1

GRAND SECRET
RAL PROPOSAL PLAN
1 INTO 6 LOTS
CANCELING LOT 145
SP327488

PLAN REF: **148689 - 16B**
 DATE: 8th DECEMBER 2025
 CLIENT: Grand Secret Pty Ltd
 DRAWN BY: MJB
 CHECKED BY: MJB

Legend

- Site Boundary
- - - Approximate staging
- 30m wide powerline easement
- 5m wide watermain easement

Development Statistics	
Total Site Area	32.48 Ha
Total Saleable Area	2.52 Ha
Total No. Allotments	6
5,000 - 9,999sqm	5
Balance Lot	1

Note:
 All Lot Numbers, Dimensions and Areas are approximate only, and are subject to survey and Council approval.
 Dimensions have been rounded to the nearest 0.1 metres.
 Areas have been rounded down to the nearest 5m².
 The boundaries shown on this plan should not be used for final detailed engineers design.

Source Information:
 Site boundaries: RPS Detail Survey Feb 2021
 Adjoining information: DCDB
 Contours: RPS Detail Survey Feb 2021 - 1m Intervals
 Aerial photography: RPS Detail Survey Feb 2021
 Environment constraints: TBC



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