

APPENDIX E - PRELODGEEMENT MEETING MINUTES
Toowoomba Regional Council

PRE-LODGE MENT MEETING REQUEST

RECORD OF MEETING

Meeting Details

Meeting Time/Date	Monday 4 August 2025 at 3:00pm
Location	Hampton Room, Level 2, 543 Ruthven Street, TOOWOOMBA CITY QLD 4350 and/or via Teams
Council Attendees	Emily Hinchliffe (Lead Senior Planner), Emily Laing (Landscape Architect), Samita Thapa (Graduate Engineer)
Applicant Attendees	Dr Meher Chinthamuneedi (Applicant), Andrew Bullen (Consultant Town Planner, Precinct Planning), John Pikramenos (Engineer, Kehoe Myers), Brennan Cooper (Burling Brown Architects)

Applicant Contact Details

Applicant Name	Curzon Central Pty Ltd
Postal Address	C/- Precinct Urban Planning, PO Box 3038, TOOWOOMBA QLD 4350

Property Details

Application Number	PREL/2025/4675
Property Owner	Curzon Central Pty Ltd
Property Address	79-83 Curzon Street, EAST TOOWOOMBA QLD 4350
Property Description	Lots 2-4 RP63201
Site Area	3,738m ²
Zoning	Low Medium Density Residential Zone
Precinct	Hospital Support Precinct
Overlay Map Designation	Airport Environs Overlay <ul style="list-style-type: none"> - 8km Wildlife Hazard Buffer Zone Environmental Significance Overlay <ul style="list-style-type: none"> - Areas of Ecological Significance Buffer - Areas of Ecological Significance

Proposed Development

Please refer to Attachment A & B – Application Form and Submitted Plans for Details

Development Type	Material Change of Use
Proposed Development	Health Care Service, Child Care Centre, Food and Drink Outlet, Shop, Short Term Accommodation and Multiple Dwelling
Level of Assessment	Impact Assessable

Confirmation of Assessment Benchmarks

The proposed development requires Impact Assessment and as such must be assessed against the relevant Assessment Benchmarks and the *Toowoomba Regional Planning Scheme 2012* in its entirety (to extent relevant). In particular:

- Schedules 9 and 10 of the Planning Regulation 2017 (as relevant);
- State Planning Policy July 2017 (as relevant);
- South-east Queensland Regional Plan/Darling Downs Regional Plan (as relevant);
- The Local Government Infrastructure Plan; and
- Toowoomba Regional Planning Scheme 2012 (Version 28)
 - Strategic Framework

Zones

6.2.2 Low-Medium Density Residential Zone Code

Overlays

8.2.1 Airport Environs Overlay Code
 8.5.1 Environmental Significance Overlay Code

Development Codes

9.3.1 Centre Activities Code
 9.3.2 Community and Recreation Uses Code
 9.3.7 Medium Density Residential Code
 9.4.2 Environmental Standards Code
 9.4.3 Integrated Water Cycle Management
 9.4.4 Landscaping Code
 9.4.6 Transport, Access and Parking Code
 9.4.7 Works and Services Code

Confirmation of Referral Agencies

Referral Agency	Technical Agency	Trigger for Referral	Concurrence / Advice
State Assessment and Referral Agency (SARA)	Department of Transport & Main Roads	<i>Planning Regulation 2017, Schedule 10, Part 9, Division 4, Subdivision 1, Table 1, Item 1</i>	Concurrence

Issues/Advice

Town Planning

General

- An Impact Assessable development application will be required to be submitted to Toowoomba Regional Council to seek approval for a Development Permit for Material Change of Use for Health Care Service, Child Care Centre, Food and Drink Outlet, Shop, Short Term Accommodation and Multiple Dwelling. Any future development application must be supported by a Town Planning Report which addresses the relevant assessment benchmarks. Where the proposed development does not satisfy an applicable Acceptable Outcome, the Planning Report must provide an alternative solution which satisfies the requirements of the corresponding Performance Outcome, Overall Outcome and/or Purpose of the Code
- DA Form 1 along with all mandatory supporting information must be submitted with an application.
- Any future application will be required to be accompanied by site plans, floor plans and elevations. Amongst other details, plans must clearly indicate the proposed site and tenancy access points, internal layouts of the Child Care Centre, Short Term Accommodation Units and Multiple Dwelling Units, internal vehicle manoeuvring areas and car parking spaces.

- Any future application should also be accompanied with the proposed operational details of the development including, but not necessarily limited to, proposed hours of operation for each use, the number of FTE staff and FTE practitioners intended for each Health Care Service tenancy and the number of FTE staff and Child Care spaces for the Child Care Centre.
- As the proposed built form includes the Multiple Dwelling component, any future application should include all proposed uses within the one application.

Zoning and Land Use

- Performance Outcomes PO₂ and PO₆ and Overall Outcomes (2)(p), (2)(q), (6)(a) and (6)(c) within the Low-Medium Density Residential Zone Code outline the circumstances where non-residential uses can establish within the Low-Medium Density Residential Zone. The proposed mix of non-residential uses are identified as appropriate non-residential uses that can establish within the Hospital Support Precinct of the Low-Medium Density Residential Zone, provided they can demonstrate compliance with Performance Outcome PO₅ and Overall Outcomes (2)(p), (2)(q), (6)(a) and (6)(c). The following provisions are considered particularly relevant to the proposed development and will be required to be sufficiently demonstrated in any future application:
 - Development maintains a high level of residential amenity within the site and for surrounding areas, having regard to noise, odour, lighting, access to sunlight, privacy and outlook;
 - Side and rear building setbacks enhance the appearance and character of streets and buildings, provide for deep planting on all sides of the building, are appropriate to the scale of the development, provide for adequate daylight for habitable rooms and open space areas on and adjoining the site and are sufficient to minimise overshadowing and overlooking of adjoining premises. It is recommended that any future application be accompanied by shadow diagrams which demonstrate that the proposed development ensures that adequate daylight for habitable rooms and open space areas on adjoining land is provide.
 - All car parking needs for the development must be met on site. Off-street car parking areas must maximise pedestrian activity and safety, not dominate the appearance in the streetscape and be located to minimise the impact on any adjoining residential premises. In this regard, the provision of the provision of basement carparking and large areas of landscaping along the sites frontage to minimises the visual impact of driveways and car access_is encouraged.

Privacy and Security of Residential Premises/Accommodation Activities

- Any future development application will be required to demonstrate compliance with the relevant assessment benchmarks of the Centre Activities and Medium Density Residential Codes. The following benchmarks are considered particularly relevant to the proposed concept:
 - Development provides adequate and suitable communal and private open space to meet the needs of occupants for privacy, relaxation and entertainment and accommodate visitors (PO₈ of the Medium Density Residential Code). The proposed provision of communal open space is encouraged; however any future application will be required to demonstrate that appropriate private open space can be provided for each unit (both Short-term Accommodation and Multiple Dwelling units).
 - The privacy of residents of the development or adjoining premises is protected when they are inside a dwelling or in a private open space area (PO₁₂ of the Medium Density Residential Code). Any future application will be required to demonstrate that the privacy of occupants of each unit (both Short-term Accommodation and Multiple Dwelling units) is protected.
 - Development including accommodation activities provides residents of the site with a high level of safety and security (Performance Outcome PO₅ of the Centre Activities Code). Any future application should seek to incorporate separate building entrances and foyers for the residential/short-term accommodation components of the site.

Child Care Centre

- Any future development application for the Child Care Centre will be required to demonstrate compliance with the relevant assessment benchmarks of the Community and Recreation Uses Code. The following benchmarks are considered particularly relevant to the proposed concept:
 - Ensuring the site layout optimises accessibility and convenience for users, particularly pedestrians (PO₅) such that way finding through the development, particularly from the car parking area to the reception of the Child Care Centre is easily identifiable;
 - Ensuring outdoor activity areas and storage areas are appropriates screened from adjoining properties and the street (PO₉). The proposed provision of containerised landscaping around the perimeter of the outdoor area of the Day Care Centre is encouraged in this regard. Consideration

- should be given to extending this landscaping along the full extent of the southern end of the outdoor area; and
- o Providing safe pedestrian pathways between the car parking areas and the Child Care Centre, including appropriate pedestrian crossing over the aisle of the car parking area to minimise on-site conflict between pedestrians and car parking (PO₁₀). It is recommended that car parking spaces be specifically identified for use by the Child Care Centre and that these spaces be located closest to the internal lifts area of the building to minimise the need to cross any car parking aisles.

Car Parking Provisions

- Table 9.4.6:3 of the Planning Scheme prescribes the minimum parking rates considered appropriate to service a development. Should any future application not provide car parking in accordance with the minimum parking rate, then it will be required to be accompanied by a Parking Demand Analysis which demonstrates compliance with PO₂ of the Transport, Access and Parking Code.
- It is noted that the development site includes a number of tandem carparking spaces. These spaces will be required to be designated as either “Staff Only” parking or for use by residents of the Multiple Dwelling with tandem spaces being designated to each unit appropriately. Any future application which seeks to include tandem parking will be required to be accompanied by a Parking Strategy which clearly identifies how the proposed Tandem Parking will be used/managed.

Note: The above carparking items can be incorporated into the Traffic Impact Assessment as required below (see comments under the heading “Traffic”).

Engineering

Site Layout and Carparking

- RPEQ Certified plan/s, drawn to scale, should be provided showing car parks, and access requirements to/from the development site, in accordance with AS2890.1 ‘*Parking facilities Part 1: Off-street car parking*’, ‘*Part 2: Off-street commercial vehicle facilities*’ and Council’s Planning Scheme requirements.
- Swept paths should be provided demonstrating the feasibility of vehicle manoeuvring into and out of garages and car parks. These should be drawn using recognised industry standard software such as Auto-turn. This is to include standing and manoeuvring for design vehicle adopting all carparking spaces in use.
- Concept plan/s, drawn to scale, should be provided showing proposed buildings, existing services, street trees, car parks, and access requirements to/from the development site, with clear dimensions to proposed new boundaries and infrastructure.
- Applicant to demonstrate that there are no service conflicts or interconnecting pipes and services over the proposed development area from existing uses.

Stormwater

- A Conceptual Stormwater Management Plan (CSWMP) will be required prepared in accordance with the requirements of the Queensland Urban Drainage Manual. The plan should address all stormwater coming to the site, flowing through and leaving the site. The plan should address Water Sensitive Urban Design (WSUD) with a focus on removal of gross pollutants and the treatment of all stormwater through landscaping areas prior to discharge;
- As the site is greater than 2,500 sq. metres and exceeds 25% fraction impervious the requirements of the *State Planning Policy – July 2017*, will be triggered.
- The CSWMP referred to above should include a MUSIC model demonstrating how any proposed treatment system satisfies the pollutant reduction targets required under *State Planning Policy – July 2017*. This may require provision of bio-retention facilities currently not shown on the concept plan.
- It is likely that there will be a requirement for inter-allotment stormwater drainage. Should this be the case then a stormwater easement will be required over all downstream stormwater infrastructure. Written confirmation from all affected downstream property owners, accepting any proposed easements, must be provided.

Traffic

- A Traffic Impact Assessment report (TIA), as described in *Department of Transport and Main Roads Guide to Traffic Impact Assessment (GTIA)* OR *Austrroads, 'Guide to Traffic Management Part 12: Traffic Impacts of Development'* will be required. The report is to include;
 - Identification of the volume and type of vehicles that will be generated by the development;
 - Impacts on the road network where the development generated traffic continuously exceeds 5% of the existing AADT;
 - It will also need to be demonstrated that there will be no significant adverse impacts on the adjoining road network in accordance with the requirements of *Queensland Streets*.

Water Supply

- The development must be connected to Council's reticulated water supply in accordance with Council's Water Infrastructure Policy 2.03 at no cost to Council.
- Any future application will be required to be accompanied by a detailed water supply report demonstrating that the proposed development can be serviced by Council's reticulated water supply system and the existing system has sufficient capacity to cater for the proposed development including for fire-fighting purposes.

Note: Boundary conditions for a water model can be requested for a fee from Council's Network Planning Section via WaterNetPlan@tr.qld.gov.au

Sewerage/Wastewater Infrastructure

- The proposed subdivision must be connected to Council's existing wastewater reticulation in accordance with Council's Wastewater Infrastructure Policy 2.04 at no cost to Council.
- Any future application will be required to demonstrate that the existing sewer system has adequate capacity to accommodate the wastewater demand of the proposed development and that the proposed development can drain compliantly into the sewer system.

Earthworks

- No information has been provided to show how earthworks requirements are to be addressed. Should significant earthworks be proposed, plans and cross sections should be provided showing the proposed cut/fill areas and quantities annotated.
- Where cut/fill areas do not achieve a balance, details with respect to quantities and final location of source/deposited material must be provided to Council prior to Operational Works assessment.

Earth Retaining Structures/Retaining Walls

- No information has been provided to show any requirement for retaining walls. Should the use of retaining walls be proposed then a plan will be requested showing the height and location of the walls.

Engineering Design Certificate

- A Design Certificate will be required, prepared by a Registered Professional Engineer of Queensland (RPEQ) certifying that all the submitted engineering drawings and documents are prepared in accordance with relevant Australian Standards, Council requirements as well as good engineering practice.

Landscaping

Landscape Plan

- Landscaping will be required that is consistent with the dominant landscape character of the streetscape, provides for an attractive interface with the streetscape and adjoining residential uses and maintains the privacy and amenity of residential uses while maintaining sightlines and overlooking of the street (Performance Outcome PO₂₄ of the Low-Medium Density Residential Zone Code). The extent and design of the containerised planting to the building façade and along boundaries and frontages is strongly encouraged. Of particular note is the following provision:

- Large trees are provided and maintained in building setback and open space areas to establish a garden setting, contribute to the protection of privacy and amenity for adjoining premises, provide a soft edge to the boundaries of development and driveways which run along a side boundary, provide shade over western walls and windows into habitable spaces (Performance Outcome PO₂₃ of the Low-Medium Density Residential Zone Code).
- A Landscape Plan addressing the requirements of the Planning Scheme must be submitted with any future application or, alternatively, will be conditioned to be provided should a development permit be issued for the proposed development.
- Any future application will be required to demonstrate the following:
 - Which plant forms (e.g. groundcover, trees, etc.) are proposed to be provided in planters and details confirming that suitable planter width/depth is provided to support the proposed plant form. Consideration of provision of large trees within the building setbacks areas should be incorporated;
 - How access can be achieved to all planting areas for both regular maintenance and eventual replacement of planting and planting medium for eventual future replacement of drainage etc;
 - Consideration of how irrigation and drainage can be provided to all containerised planting. Where irrigation is to be supported by rainwater/ recycled water tanks, the location of such tanks should be incorporated into the site plans.
 - Details of proposed containers including cross sections through typical balustrade areas to show how the balustrades/ edges will be treated.
- Any Landscape Plan will be required to address and be designed in accordance with the assessment benchmarks contained within the Low-Medium Density Zone Code, Centre Activities Code, Community and Recreation Uses Code, Medium Density Residential Code and the Landscaping Code.

Location of Services

- The provision of services (including the PMT, waste storage areas, hydrant boosters, etc) such that they are located away from the street frontage and in a manner that is unobtrusive to adjoining residential premises (with landscaping along site boundaries) is strongly encouraged. It is however recommended that the applicant seek advice from QFES to make sure that the Hydrant booster is provided with adequate access in line with their standard requirements.

Environment

Acoustic

- The proposed development will have a range of different uses creating noise emissions that are likely to impact nearby sensitive receptors. Further, it is possible that noise generated may also impact new sensitive receptors proposed as part of this development. Any future application will be required to demonstrate that the development does not generate noise that causes Environmental Harm or Nuisance to noise sensitive uses (PO₈ and PO₁₀ of the Environmental Standards Code).
- In response to PO₈ and PO₁₀ of the Environmental Standards Code, an Acoustic Impact Assessment, completed by a suitably qualified person, will be required that includes at minimum:
 - Description of all site activities and related noise sources that includes:
 - operational activities and relevant noise sources,
 - vehicle movements;
 - regulated noise devices integral to site operations.
 - Location of sensitive receptors relative to the noise source/s;
 - Monitoring of background noise from surrounding land uses;
 - Assessment criteria for compliance including day, evening and night time limits for clearly defined normal operating hours for each component of the development;
 - Modelling of cumulative impacts from the proposed use on existing and proposed sensitive receptors;
 - Modelling should include façade reflection from existing on and off site buildings, and proposed buildings.
 - Model results should be presented in both noise contour plots and tabulated summaries for identified receptors;
 - Discussion of reverse amenity impacts;
 - Descriptions of specific mitigation treatments, management methods and procedures that will be implemented to control noise during site activity and operations;

- A complaints management procedure that must include the following:
 - a contact person with whom complaints can be lodged;
 - a clearly defined procedure for responding to and investigating complaints; and
 - a notification protocol to all complainants of the outcome of complaint investigations

Outdoor Lighting

- The proposed development will require outdoor lighting which may spill beyond the site boundaries and create a nuisance to nearby sensitive receptors.
- A Lighting Impact Assessment will be required to be submitted to show how the development will not impact on nearby sensitive receivers. Modelling of horizontal and vertical illumination should include clearly defined light sources, heights, locations and luminance levels for all light sources, including but not limited to building lights (internal and external), car park lights, drive through lights, advertising devices and security lighting. Details of advertising signs should be discussed, including luminance levels for day, evening and night, locations, sizes and elevations.
- Proposed fencing along property boundaries may not remove all light impacts to receivers by themselves. Light throw diagrams and details of proposed mitigation measures should be included within the impact assessment.
- Council may consider that where an application indicates vehicle movements will cause headlight impacts on adjacent sensitive receptors that driveway locations are moved or suitable screening be designed to limit impacts on receptors.
- All lighting must comply with the light threshold criteria detailed in to comply with Table 2.1 & 2.2 of *Australian Standard AS4282-2023 control of the obtrusive effects of outdoor lighting*, and where applicable *Australian Standard AS1158.1.1:2005 – Road Lighting – Vehicular Traffic (Category V) Lighting - Performance and Installation Design Requirements*.

Waste Management

- The proposed use will require waste storage and collection services for a variety of activities proposed across the development site. Any future application must demonstrate that the development is designed to ensure that best practice waste management principles to be applied (PO₃₀ of the Environmental Standard Code).
- To demonstrate compliance against Performance Outcome PO₃₀, any future application will be required to provide a Waste Management Plan that includes the following information:
 - Calculation of waste generation rates for each proposed use, split into quantifiable streams;
 - The location and size of refuse storage areas;
 - The size, mix and capacity of any bins that are needed to accommodate the type and quantity of waste likely to be generated from the development;
 - Details of any proposed waste chutes and required storage areas;
 - The frequency of collection and location of the collection point/s;
 - Swept path diagrams for an appropriate waste collection vehicle for both traversing the site and for front lift collection arm movements;
 - Clearance heights for front lift waste collection vehicles; and
 - Ingress and egress from the property.
- The following site constraints and requirements must also be addressed within the Waste Management Plan:
 - The site has constrained access for a waste collection vehicle. The collection method must ensure that the vehicle can enter and exit the site while remaining within a forward gear. Additionally, Council cannot guarantee the availability of a rear left collection vehicle within its contractor fleet. If this option is required, a service agreement with a local private waste contractor must be provided to Council demonstrating the nominated vehicle is available; and
 - As the site is greater than 3 storeys, dual waste chutes must be provided and integrated into the design of the development (including basement level /ground floor receiving and handling facilities)

Please refer to Council's *Technical Guidelines for New Developments Waste Storage and Collection Requirements* for further assistance in responding to the above.

Environmental Significance Overlay

- The site contains areas of ecological significance within Council's Environmental Significance Overlay. It is acknowledged that the site is within an urbanised area with limited remnant and/or native vegetation. It is noted that should a development permit be issued for the proposed development, a condition will likely be included requiring a fauna spotter/catcher to be engaged during any clearing works for the site.

Infrastructure Charges

Council will levy Infrastructure Charges in accordance with the policies in effect at the date an application is decided. An estimate of Infrastructure Charges may be obtained by completing and submitting form *APP 020 Estimate of Infrastructure Charges Request Application Form* available from Council's website. The current fee for this estimate is \$230.00

In order to correctly calculate infrastructure charges, the applicant is requested to provide a Site Plan which, drawn to scale, that shows the following:

- (a) Lists the total Gross Floor Area and Impervious Area (m²) of the proposed development, in accordance with the definitions under the *Toowoomba Regional Planning Scheme* and Council's *Charges Resolution No. 6*; and
- (b) Verifies the above by uniquely hatching, or other delineating, the areas used in the calculation of the total Gross Floor Area/s and Impervious Area/s.

Fees

The development application fee will be calculated using the relevant Fees and Charges Schedule for the financial year in which the application is lodged. The fees listed below are from the Fees and Charges Schedule 2025/2026 and are provided based on the information submitted with the Pre-lodgement Meeting Request

- Child Care Centre – Impact – Between \$14,580.00 – \$24,300.00 depending on number of children
- Food and Drink Outlet – Impact – Minor (less than 250m² GFA) – \$8,100.00
- Health Care Service – Impact – Standard (251m² to 2,500m²) – \$20,250.00
- Multiple Dwelling – Impact – Standard (5 – 15 dwellings) – \$16,200.00
- Shop – Impact – Standard (251m² to 2,500m²) – \$20,250.00
- Short-term Accommodation – Impact – Major (41-100 rooms) – \$32,400.00

Note: Where an application involves more than one type of land use then the fee is to be based on the highest land use fee, plus 50% of the fee for each additional land use proposed.

Additional Technical Studies or Information Required

The technical studies/information identified below are recommended by Council to accompany any subsequent application for the development proposal. The technical studies/information are those identified as being required by Council based on a preliminary assessment of information provided for the purposes of this pre-lodgement meeting. Council does not preclude the possibility that additional technical studies/information may be required, and subsequently requested following further assessment of a subsequent development application.

Where information identified below does not accompany a subsequent development application, it may, following an assessment of the adequacy of information provided, be requested by Council under an Information Request issued pursuant to Part 3 of the DA Rules

Specialist Technical Studies

Planning Report
Conceptual Stormwater Management Plan
Traffic Impact Assessment
Water Supply Demand Report
Wastewater Demand Report
Acoustic Impact Assessment
Lighting Impact Assessment
Detailed Waste Management Plan

Additional Information

Shadow Impact Diagrams
Articulated Vehicle Turning Diagrams
Landscaping Plan
Site Plan, Floor Plans, Elevations

THANK YOU

Council thanks you for the opportunity to discuss your development proposal at this Pre-lodgement Meeting and advises that your confidentiality is respected.

Your interest in investing in the future of the Toowoomba Region is highly valued and appreciated by Council.

Council trusts your experience at this Pre-lodgement Meeting has been both positive and helpful. Your feedback about the quality of this service is welcomed.

Council wishes you every success with your development proposal and looks forward to being of further service to you in the future.

Further Information

For further information or clarification provided in this record of meeting, please contact the undersigned.

Officer Name (Planning): Emily Hinchliffe
Officer Name (Engineering): Kelum Fernando/Samita Thapa
Phone: 131 872
Email: development@tr.qld.gov.au

PLEASE SUBMIT A COPY OF THIS RECORD OF MEETING AS PART OF ANY SUBSEQUENT DEVELOPMENT APPLICATIONS FOR THE DEVELOPMENT PROPOSAL.

Disclaimer

The purpose of the Pre-lodgement Meeting is to obtain Council's preliminary, non-binding comments on a given development proposal and to broadly identify matters requiring further investigation and consideration by an applicant and/or applicant's agents. The information given should not be used by anyone as a basis for investment or other private decision making purposes in relation to land purchases and/or proposed land use/s.

Accordingly, Council will not be bound by, or liable for, any written or verbal information or advice provided by Council Officers as part of the Pre-lodgement Meeting.

Applicants must not construe any such information or advice as an indication of the suitability of a given proposal or the likelihood of any such development proposal being approved by Council.

Council's obligations and assessment of any application for a Development Permit lodged subsequent to a Pre-lodgement Meeting will not be fettered or prejudiced by matters discussed or information or advice provided at a Pre-lodgement Meeting.