



21 May 2026

Attention: Elliott Barber
Toowoomba Regional Council
PO Box 3021
Toowoomba QLD 4350

Delivery via Email: development@tr.qld.gov.au

Dear Elliott,

Response to Information Request for a Material Change of Use for a Multiple Dwelling at 31 Glenvale Road, Newtown Qld 4350 (Council Ref.: MCUI/2026/1261)

Introduction

In accordance with to Section 13.2 of the Development Assessment (DA) Rules under the Planning Act 2016 and on behalf of Jai Phillips and Damon Phillips ('the Applicant'), please find below a response to the information request issued by Council on 16 March 2026 for a development application at 31 Glenvale Road, Newtown (Council Ref.: MCUI/2026/1261).

This response is accompanied by, and should be read in conjunction with the following documentation:

- **Attachment A** – Revised Site Concept Plan, prepared by *Urbis*;
- **Attachment B** – Revised Landscape Concept Plan, prepared by *Urbis*;
- **Attachment C** – Traffic Information Request Response, prepared by *Urbis*; and
- **Attachment D** – Engineering Response, prepared by *Leroy Palmer Consulting Engineers*.

Each item from Council's Information Request has been outlined below (*in italics*) along with the respective comments and responses to each item.

Item 1: Plan Set

1.1 Site Plan

No site plan was submitted with the application. While the Landscape Plan indicates that some units may be mirrored in orientation, it remains unclear whether all units are consistent with the submitted floor plan. Additionally, the streetscape drawing demonstrates that there are some carports over the carparking areas; however, no corresponding carport plans have been provided, and the exact locations of these carports within the site are unable to be confirmed. Further, it is noted that no plans have been provided for the existing dwelling. Relevant plans are required to be submitted. The description of the Development Application will need to be amended to identify the number of bedrooms for each unit.

Provide plans that demonstrates the following:

- *A detailed Site Plan with dimensions for the development, clearly showing:*
 - *Existing sewer infrastructure traversing the site.*
 - *Individual units clearly identified with confirmation of its floor plans.*
 - *Dimension of driveway crossovers and setbacks from existing street trees*
 - *All proposed carports*
 - *Waste storage area*
- *Floor plan of existing dwelling house*

Response

A site concept plan has been prepared that details the floor plan of each unit, the location of the proposed car ports, dimension of the cross over and setback from trees, wheelie bin storage areas and sewer infrastructure. An excerpt of the proposed concept plan is shown in **Figure 1** below.

Figure 1 – Site Concept Plan



Source: Urbis

Further details are provided within the Revised Site Concept Plan is attached in **Attachment A**.

Item 2: Orientation And Design

2.1 Integration of existing dwelling

A development that reuses the existing dwelling as a unit is supported in principal. The existing dwelling should be better integrated by consolidating access and parking where possible. A second driveway crossover with reverse entry or exit is not preferred. This also limited kerbside area available for presentation of bins.

Provide amended plans demonstrating integration of the existing dwelling maximising the available kerbside space.

Response:

The proposal involves two driveways that are located based on the existing driveway arrangement that provides two driveway access points from Glenvale Road. The site layout retains the existing driveway to the dwelling house at 31 Glenvale Road as well as a second driveway that provides access to the residential units.

The driveway to the existing dwelling house is maintained to facilitate functional access to the outbuilding located at the rear of the property. The second driveway provides efficient access to the residential units this is appropriately supports the traffic and pedestrian movement for the proposed units.

The Traffic Information Request Response (refer **Attachment C**) demonstrates that both driveways can be accessed and exited from in forward gear.

2.2 Addressing Street Frontage

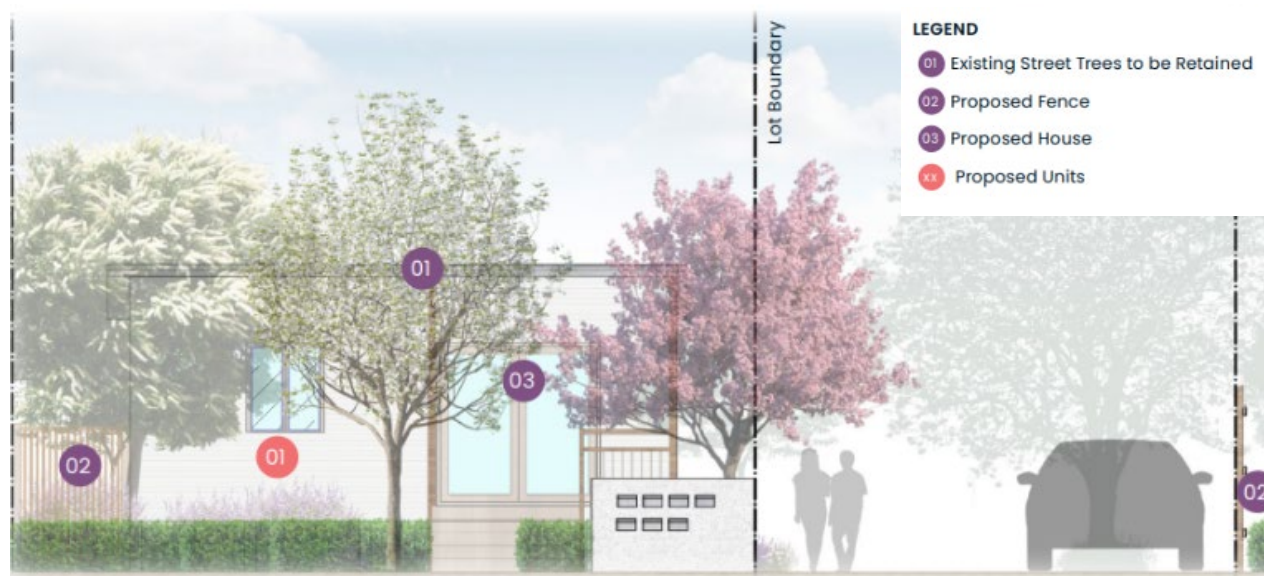
In accordance with Performance Outcome PO18 of the Medium Density Residential Code the proposed development is required to be designed to a high aesthetic standard. The development should provide clear and visible entries and prominent features addressing the street frontage.

Provide amended plans for the southwestern unit located at the site frontage to be orientated to address Glenvale Road. The entrance of the unit is to be located on the Southern elevation of the unit, opening directly to street frontage. Separate pedestrian entry and pathway is required to be provided from Glenvale Road to the relocated front entrance of the unit.

Response:

The design of the unit fronting Glenvale Road has been repositioned within the site to directly address the street frontage. The front door and entrance to the property is provided directly from the street. The revision to the orientation of the unit is proposed to enhance the view of the development from the streetscape and appear in a consistent development pattern. As part of the refinement to the site layout, the visitors parking and refuse storage areas have been relocated to be further positioned within the site and out of direct view from the street. The revised location maintains a functional layout and enhances the appearance of the development from the street frontage.

Figure 2 – Site Frontage



Source: Urbis

2.3 Visitor Carparking

Noting the above item, Performance Outcome PO10 of the Medium Density Residential Code requires visitor car parking to be integrated into the site and building design in a manner that does not present as a prominent visual feature when viewed from the street. The current location of the visitor carparking within the front setback is considered to adversely impact the amenity of the site, adjoining properties, and the streetscape, as it presents as a dominant visual element when viewed from Glenvale Road.

Provide amended plans showing the visitor carparking relocated away from the frontage of the site and integrated into the site layout as to not be dominant visual feature when viewed from Glenvale Road.

Response:

In direct response to Item 2.3, the visitor's car parking areas have been repositioned to a more centralised location within the site. The visitor car parking bays are separate from the resident parking bays and are easily identifiable, as they are not provided with shelters and will be clearly labelled. The parking bays are outside of direct view from the street frontage as outlined above which attributes to the aesthetic of the development from the streetscape.

The revised placement of the visitors parking has been reviewed as part of the Traffic Information Request response that confirms the proposed parking spaces are safe and accessible in the proposed location. Please refer to **Attachment C** for further details.

Item 3: Environmental

3.1 Waste Management

The proposed development includes waste storage on-site and kerb side collection. Insufficient information has provided detailing the proposed quantity and mix of bins required to service the development. The landscaping plans indicate the development retaining the existing street trees on Glenvale Road. It is unclear if sufficient space is able to be provided for kerbside collection. Further information is required to demonstrate compliance with PO28 of the Environmental Standards Code.

- *Provide a Detailed Waste Management Plan that includes the following information:*
- *Calculate waste generation rates for each proposed use, split into quantifiable streams;*
- *Specify the location and size of refuse storage areas;*
- *Define 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;*
- *Specify the frequency of collection and location of the collection point/s; and*
- *Clearances for front lift or side lift waste collection vehicles; and*
- *Ingress and egress from the property.*

For further advice, please refer to Council's Technical Guidelines for New Developments Waste Storage and Collection Requirements.

Response:

A Waste Management Plan has been prepared by Urbis and is enclosed in **Attachment C**. The Waste Management Plan outlines that each dwelling benefits from an individual 240L wheelie bins (one general waste, one recycling). The bin storage areas are allocated to each unit within the site and serviced by Council refuse collection when residents bring the bins to the front of the site for collection.

The frontage of the site shows that bins can be stored ready for collection along the verge as shown in Figure 3 below. The bins will be suitably accommodated at the front of the site clear of the driveway areas and trees. For further information, please refer to the Waste Management Plan contained in **Attachment C**.

Figure 3 – Bin Collection Areas



Source: Urbis

3.2 Refuse Container Storage Area

Performance Outcome PO11 of the Low Density Residential Zone Code and Performance Outcome PO16 of the Medium Density Residential Code required refuse container storage area be provided with convenient access, away from habitable rooms, and screened to provide visual amenity.

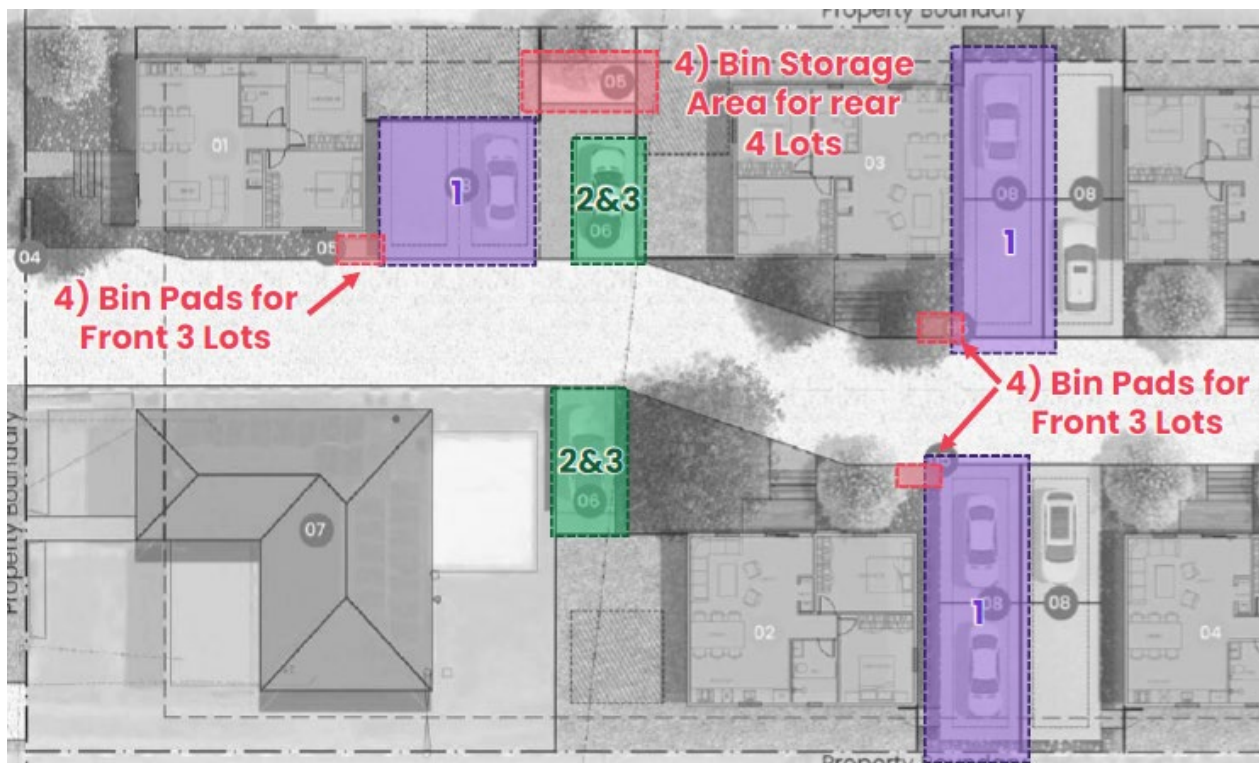
it is unclear whether the current location of the refuse storage are able to appropriately address the above listed PO. In addition, relocation of the proposed refuse storage area is required to facilitate the site layout issue identified above.

Provide amended plans to demonstrate a refuse storage areas in accordance with the requirement outlined in the Planning Scheme.

Response:

The refuse storage areas have been relocated to appropriate bin pads and storage areas within the revised site layout. As shown in **Figure 4** below, the refuse storage areas are located adjoining the visitor's car parking space west of the site for the rear units. The front units are provided a bin pad that can store two wheelie bins per bin pad location. The existing dwelling house will maintain the existing storage and servicing locations. For further information, please refer to the Waste Management Plan contained in **Attachment C**.

Figure 4 – Proposed Bin Storage Locations



Source: Urbis

Item 4: Earthworks/Retaining Structures

4.1 Cut and Fill

The site has a fall of 3 metres towards the south, indicating that substantial earthworks maybe be required. However, the information provided has not satisfactorily determined any proposed cut/fill areas. It is unclear whether the proposed bulk earthwork is able to comply with the requirement outlined in Planning Scheme Policy No. 2.

Provide plans clearly identifying the following:

- *The proposed cut/fill areas and annotate the quantities.*
- *Cross sections and/or long sections along the cut/fill areas at regular intervals as appropriate.*
- *Amended plans demonstrating that all components of the proposed retaining walls, including subsoil drainage, drainage backfill material and footings are fully contained within the subject site.*
- *Amended plans demonstrating that the proposed retaining walls take into account existing nearby retaining walls, drainage, structures, pavements, footings, services, and likely earthworks and/or loadings during construction and post-construction.*
- *Amended plans clearly annotating the heights of all proposed and adjoining retaining walls.*
- *Amended plans clearly detailing the height and configuration of retaining walls.*

Note: All earthworks must be in accordance with the Toowoomba Regional Planning Scheme 2012, Schedule 6 Planning Scheme Policies (PSP), SC6.2.5 – Standards for Provision of Earthworks.

Response:

This item has been addressed through the updated engineering response and amended civil engineering plans provided at **Attachment D**. The revised documentation includes details of the proposed cut/fill areas, retaining wall design and associated earthworks to demonstrate compliance with the relevant requirements of Planning Scheme Policy No. 2.

Item 5: Impact On Existing Street Trees

5.1 Street Trees

AO1.2 of the Medium Density Residential Code requires that the site design retains all existing street trees. Two existing street trees are located along Glenvale Road within the frontage of the site. The proposed driveway crossovers are in proximity to these street trees. Insufficient information has been provided to ensure the crossovers won't adversely impact the existing street trees.

Provide an Arborist Report prepared by a Suitability Qualified Person that demonstrates that the proposed development will not result in a negative impact to the existing street trees. The Arborist Report must at a minimum include but not be limited to the following:

- *Site address;*
- *Tree location/s and context (e.g. ground conditions);*
- *Inspection methodology (aerial inspection, visual tree assessment, other);*
- *Tree dimensions (height, crown spread and trunk diameter);*
- *Health and structural condition;*
- *Estimated age and useful life expectancy;*
- *Details of the construction activities and their likely impact;*
- *Tree Retention value;*
- *Cultural / heritage values;*
- *Tree protection measures to be applied;*
- *Recommendations; and*
- *Supporting evidence (pictures, test results and site plan).*

Response:

The Applicant acknowledges Council's concerns regarding the proximity of the proposed driveway crossovers to the existing street trees within the Glenvale Road frontage and the intent of AO1.2 of the Medium Density Residential Code relating to the retention of existing street trees.

At this stage, the proposed crossover arrangement remains conceptual, with detailed engineering design, excavation methodology and final construction details yet to be resolved. Accordingly, it is considered premature to undertake a detailed arboricultural assessment prior to finalisation of these matters.

Given the nature of the issue, it is considered appropriate that any detailed assessment of potential impacts to the street trees be addressed through a suitably worded condition of approval, rather than requiring a detailed Arborist Report at the current stage of assessment.

The Applicant would be agreeable to a condition requiring:

- engagement of a suitably qualified arborist to advise on and oversee works where crossover construction occurs within a nominated proximity to existing street trees;
- implementation of tree protection measures during construction;
- restrictions on root pruning and vegetation impacts without prior Council approval; and
- compliance with relevant arboricultural standards and Council requirements.

On this basis, it is considered the proposal can appropriately address the intent of AO1.2 while ensuring the retention and protection of the existing street trees through the detailed design and construction phase.

Summary

This correspondence constitutes the total extent of the Applicant's response to Toowoomba Regional Council's Information Request letter dated 16 March 2026. We ask that Council progress the assessment of the application, with a view to approving the application, subject to reasonable and relevant conditions.

If you have any questions regarding the above or attached material, please do not hesitate to contact the undersigned or Hannah Knarr (Consultant) on 07 3007 3800.

Kind regards,

A handwritten signature in black ink, appearing to be "Joe Selwood", written in a cursive style.

Joe Selwood
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