



1 May 2026

Jai Phillips and Damon Phillips  
C/- Urbis Pty Ltd  
Level 32, 300 George Street  
Brisbane City QLD 4000

Dear Jai and Damon,

## 31 Glenvale Road Newtown

### Response to Council Information Request – Transport and Traffic Items

Urbis has been engaged to respond to the traffic and transport items within the Toowoomba Council information request (IR) for the proposed multiple dwelling development at 31 Glenvale Road, Newtown. The Council reference is MCUI/2026/1261, and the IR notice is dated 16<sup>th</sup> March 2026.

This letter has been prepared in response to Item **2, 3** and **5**.

A copy of the IR is included in **Appendix A**.

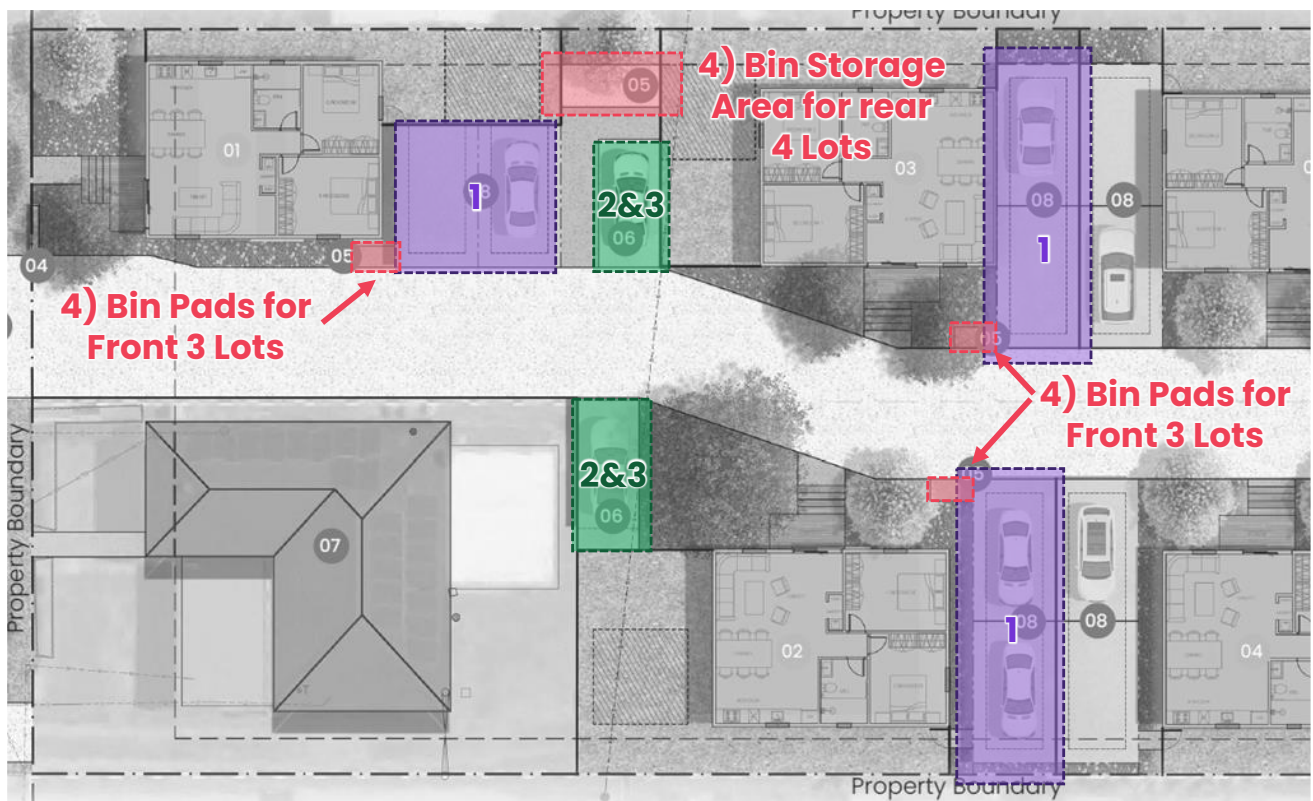
## Changes to Development Plans

The proposed development plans have been updated in response to the IR issued by Council. The following traffic-related changes are noted:

1. The residential parking bays for the front three proposed lots (Units 1, 2 and 3) have been relocated in response to visual amenity and street frontage concerns raised by Council.
2. Visitor parking bays have been relocated to behind the front lot instead of directly visible from the street and are now provided on either side of the parking aisles.
3. The visitor bay width has been increased to a minimum of 2.9m.
4. Bin storage area has been reconfigured, with individual sealed pads located separately within each of the front three proposed units and a shared bin storage area provided for the rear four lots located adjacent to the western visitor parking bay. This is to optimise travel distance for residents.

A sketch of the changes is shown below in Figure 1. A copy of the updated development plans is included in **Appendix B**.

Figure 1: Proposed Traffic and Waste Changes to Plan



## Information Request

### **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.*

### **Item 2.1 Urbis Response:**

The proposed arrangement allows the existing dwelling to continue to operate as a standalone use, with seven new units. As no changes are proposed to the existing dwelling, the provision of a separate driveway is required and does not impact the existing driveway arrangement.

In addition, retaining the existing dwelling's driveway is considered appropriate for the following reasons:

- No reverse entry or exit movements are proposed. Cars can enter and exit the site in a forward gear, as demonstrated on swept path drawing SK06 (enclosed at **Appendix C**).
- As noted in the TIA report, sufficient frontage is available to place bins along the kerb on collection days.

### **2.2) Addressing Street Frontage**

*Provide amended plans for the south western 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.*

### **Item 2.2 Urbis Response:**

The updated plans have incorporated the changes required to address this IR item.

### 2.3) Visitor Carparking

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.

#### Item 2.3 Urbis Response:

The visitor parking bays have been relocated to beyond the first row of units. Table 1 identifies the design review against the requirements:

Table 1: Visitor Parking Bay Design Review

Design Component	Council / AS2890 Requirements	Provision	Compliance
Parking Bay Width	2.6m	Min. 2.9m	Yes
Parking Bay Length	5.4m	Min. 5.4m	Yes
Clearance to Obstructions	0.3m	0.3m	Yes

Additionally, swept path diagrams have been prepared and included in **Appendix C** to demonstrate that cars can adequately enter and exit the parking bays.

### 3.1) Waste Management

Provide a Detailed Waste Management Plan.

#### Item 3.1 Urbis Response:

A copy of the Waste Management Plan prepared by Urbis is included in **Appendix D**.

### 3.2) Refuse Container Storage Area

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

#### Item 3.2 Urbis Response:

As noted in Figure 1, the updated plans have included dedicated bin arrangements for each lot:

- **Existing dwelling:** retained as per existing arrangement, located within the lot.
- **Front three proposed units (Units 1-3):** individual bin pads are located adjacent driveway and resident parking spaces for the individual lot. Each bin pad measures 0.9m (d) x 1.8m (w), which aligns with the minimum bin storage dimensions for two standard 240L bins (0.73m (d) x 1.34m (w)) as per Council's Technical Guideline for New Developments – General Waste and Recyclable Waste Storage and Collections.

- Rear four proposed units (Units 4-7):** a shared bin storage area is located adjacent to the western visitor parking bay. The bin pad measures 1.8m x 4.4m, which aligns with the minimum bin storage dimensions for eight bins (in configuration of two rows x four bins minimum 1.46m x 2.68m).

### 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.

### Item 5.1 Urbis Response:

The driveway width (6.0m) is compliant with the minimum required widths, as outlined in the Traffic Impact Assessment dated 13 Feb 2026. This ensures suitable access for vehicles entering and exiting the site. The driveway is located at least 1.5m from the edge of the existing street trees which provides sufficient clearance to not impact the trees.

Furthermore, as demonstrated on Figure 2, there will be sufficient length for the bins to be presented along the kerb without impacting on driveways or street trees. As illustrated on Figure 3, residents are currently locating bins near / under the street tree indicating the suitability of this placement.

Figure 2 Bin Collection Location

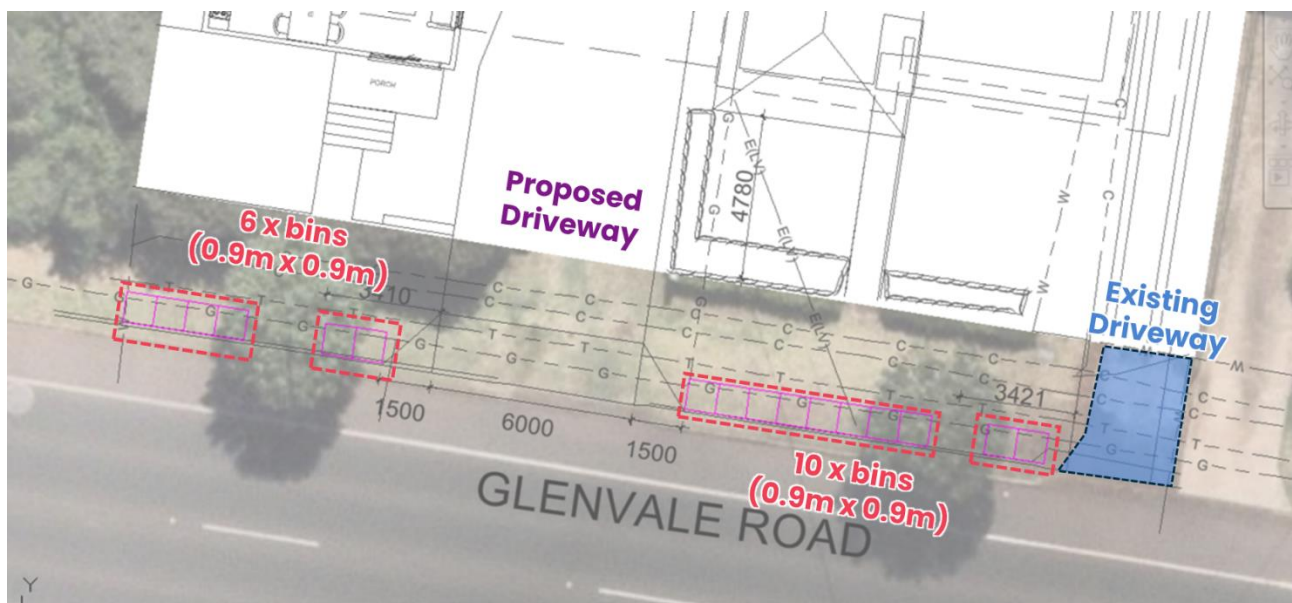


Figure 3 Bin Collection Location – Street view



I trust that the matters raised in the information request notice have been adequately addressed. If there are any questions, please do not hesitate to reach out to the undersigned.

Yours sincerely,



Alice Shi  
Associate Director, RPEQ 22028  
+61 7 3007 3831  
ashi@urbis.com.au

# **Appendix A – Council IR Letter**

Our Reference: MCUI/2026/1261  
 CS Portal Reference: N/A  
 Contact Officer: Elliott Barber  
 Contact: (07) 4695 5685  
 Email: [development@tr.qld.gov.au](mailto:development@tr.qld.gov.au)

**INFORMATION REQUEST**  
*Planning Act 2016 Section 68(1)*  
*Development Assessment Rules Chapter 1, Part 3*

Jai Phillips and Damon Phillips  
 C/- Urbis Pty Ltd  
 Level 32, 300 George Street  
 BRISBANE CITY QLD 4000

Email: [hknarr@urbis.com.au](mailto:hknarr@urbis.com.au)  
[nkelly@urbis.com.au](mailto:nkelly@urbis.com.au)

16 March 2026

Dear Sir/Madam,

**Development Application for:** Material Change of Use - Impact - Multiple Dwelling (Eight (8) Units)  
**Location:** 31 Glenvale Road, NEWTOWN QLD 4350  
**Property Description:** Lots 19-20 RP63458  
**Relevant Planning Scheme:** Toowoomba Regional Planning Scheme 2012

Upon review of the abovementioned Development Application and supporting information, Council requires further information which demonstrates compliance with the Planning Scheme. Please provide the information requested below:-

**1. PLAN SET**

<b>1.1</b>	<b>Issue:</b>
	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.
	<b>Information Required:</b>
	Provide plans that demonstrates the following: <ul style="list-style-type: none"> <li>• A detailed Site Plan with dimensions for the development, clearly showing:           <ul style="list-style-type: none"> <li>○ Existing sewer infrastructure traversing the site.</li> <li>○ Individual units clearly identified with confirmation of its floor plans.</li> <li>○ Dimension of driveway crossovers and setbacks from existing street trees</li> <li>○ All proposed carports</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Waste storage area</li> <li>● Floor plan of existing dwelling house</li> </ul>
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## 2. ORIENTATION AND DESIGN

2.1	<p><b>Issue: Integration of existing dwelling</b></p> <p>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.</p>
	<p><b>Information Required:</b></p> <p>Provide amended plans demonstrating integration of the existing dwelling maximising the available kerbside space.</p>
2.2	<p><b>Issue: Addressing Street Frontage</b></p> <p>In accordance with Performance Outcome PO<sub>18</sub> 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.</p>
	<p><b>Information Required:</b></p> <p>Provide amended plans for the south western unit located at the site frontage to be orientated to address Glenvale Road. The entrance of the unit is be located on the Southern elevation of the unit, opening directly to street frontage.</p> <p>Separate pedestrian entry and pathway is required to be provided from Glenvale Road to the relocated front entrance of the unit.</p>
2.3	<p><b>Issue: Visitor Carparking</b></p> <p>Noting the above item, Performance Outcome PO<sub>10</sub> 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.</p> <p>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.</p>
	<p><b>Information Required:</b></p> <p>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.</p>

## 3. ENVIRONMENTAL

3.1	<p><b>Issue: Waste Management</b></p> <p>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.</p> <p>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 PO<sub>28</sub> of the Environmental Standards Code.</p>
	<p><b>Information Required:</b></p> <p>Provide a Detailed Waste Management Plan that includes the following information:</p> <ul style="list-style-type: none"> <li>● Calculate waste generation rates for each proposed use, split into quantifiable streams;</li> <li>● Specify the location and size of refuse storage areas;</li> <li>● 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;</li> <li>● Specify the frequency of collection and location of the collection point/s; and</li> <li>● Clearances for front lift or side lift waste collection vehicles; and</li> <li>● Ingress and egress from the property.</li> </ul>

	For further advice, please refer to Council's <i>Technical Guidelines for New Developments Waste Storage and Collection Requirements</i> .
3.2	<b>Issue: Refuse Container Storage Area</b>
	Performance Outcome PO <sub>11</sub> of the Low Density Residential Zone Code and Performance Outcome PO <sub>16</sub> 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.
	<b>Information Required:</b>
	Provide amended plans to demonstrate a refuse storage areas in accordance with the requirement outlined in the Planning Scheme.

#### 4. EARTHWORKS/RETAINING STRUCTURES

	<b>Issue: Cut and Fill</b>
	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 <i>Planning Scheme Policy No. 2</i> .
	<b>Information Required:</b>
4.1	Provide plans clearly identifying the following: <ul style="list-style-type: none"> <li>• The proposed cut/fill areas and annotate the quantities.</li> <li>• Cross sections and/or long sections along the cut/fill areas at regular intervals as appropriate.</li> <li>• 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.</li> <li>• 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.</li> <li>• Amended plans clearly annotating the heights of all proposed and adjoining retaining walls.</li> <li>• Amended plans clearly detailing the height and configuration of retaining walls.</li> </ul> <p><i>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.</i></p>

#### 5. IMPACT ON EXISTING STREET TREES

	<b>Issue: Street Trees</b>
	AO <sub>1.2</sub> 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.
	<b>Information Required:</b>
5.1	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: <ul style="list-style-type: none"> <li>○ Site address;</li> <li>○ Tree location/s and context (e.g. ground conditions);</li> <li>○ Inspection methodology (aerial inspection, visual tree assessment, other);</li> <li>○ Tree dimensions (height, crown spread and trunk diameter);</li> <li>○ Health and structural condition;</li> </ul>

- |  |                                                                                                                                                                                                                                                                                                                                                                                                    |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <ul style="list-style-type: none"><li>○ Estimated age and useful life expectancy;</li><li>○ Details of the construction activities and their likely impact;</li><li>○ Tree Retention value;</li><li>○ Cultural / heritage values;</li><li>○ Tree protection measures to be applied;</li><li>○ Recommendations; and</li><li>○ Supporting evidence (pictures, test results and site plan).</li></ul> |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### Note on Alternative Solutions

Where an alternative solution to the Acceptable Outcome is proposed, justification demonstrating how the correlating Performance Outcome has been met must be provided. Requesting an alternative solution without demonstrating how the Performance Outcome has been satisfied, does not oblige Council to favourably consider the alternative solution.

### Options Available in Response to this Information Request

In accordance with section 13.2 of the *Development Assessment Rules*, you may respond to this request for information by providing Council with:

- 1) all of the information requested; or
- 2) part of the information requested; or
- 3) a notice stating that none of the information will be provided.

In your response, advise Council which option you are supplying. If you choose 2) or 3), you may also advise Council to proceed with its assessment of the application.

Provide one electronic copy of the response to Council, including any plans or supporting information.

In accordance with section 13.1 of the *Development Assessment Rules*, you must respond to this information request within **three months** of the date the information request was made, or a further period agreed between the applicant and Council. If there is no response to the information request within the period described, Council will proceed with the assessment of the application based on the information currently available.

Yours faithfully

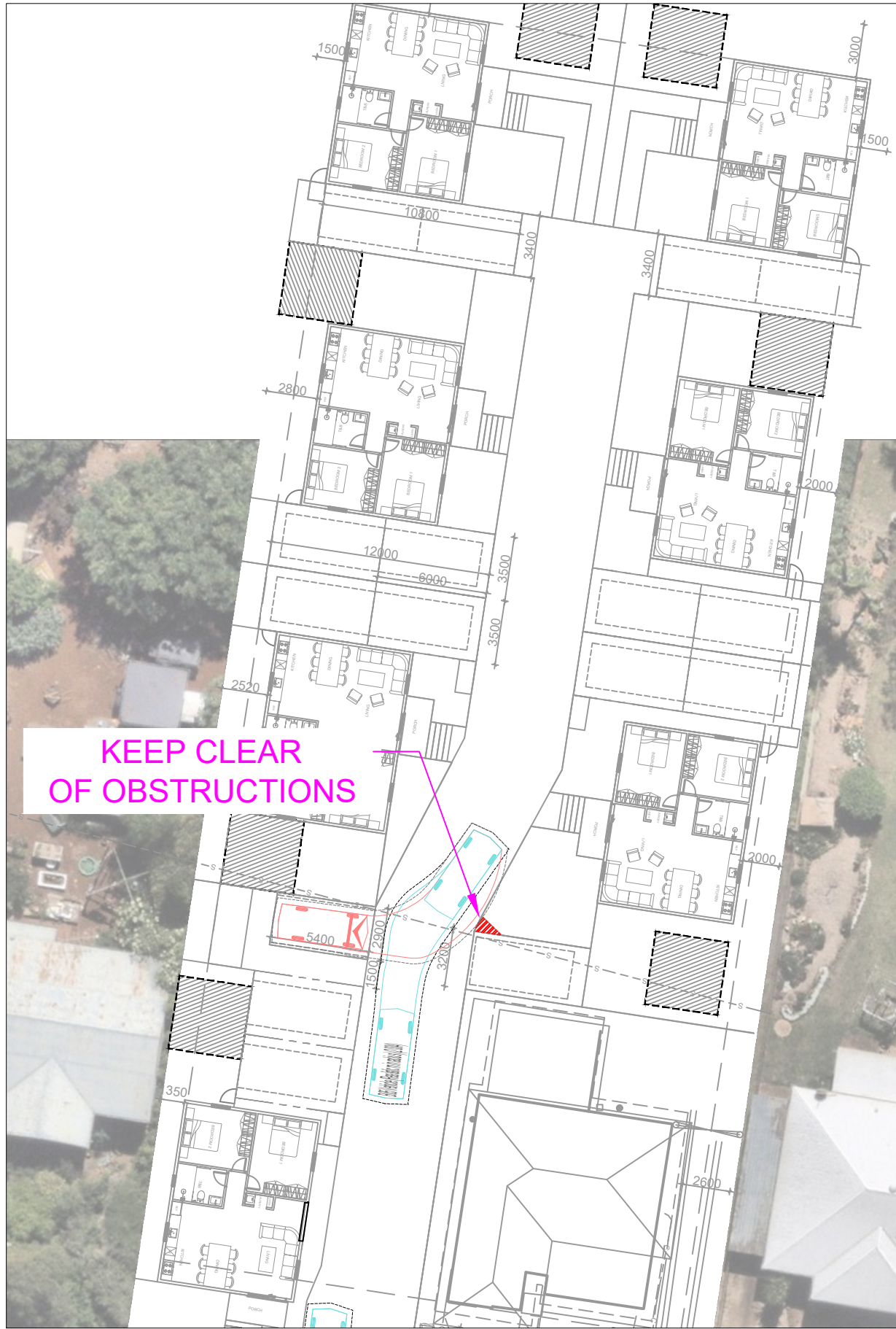


Krys den Hertog  
Principal Planner, Planning Branch

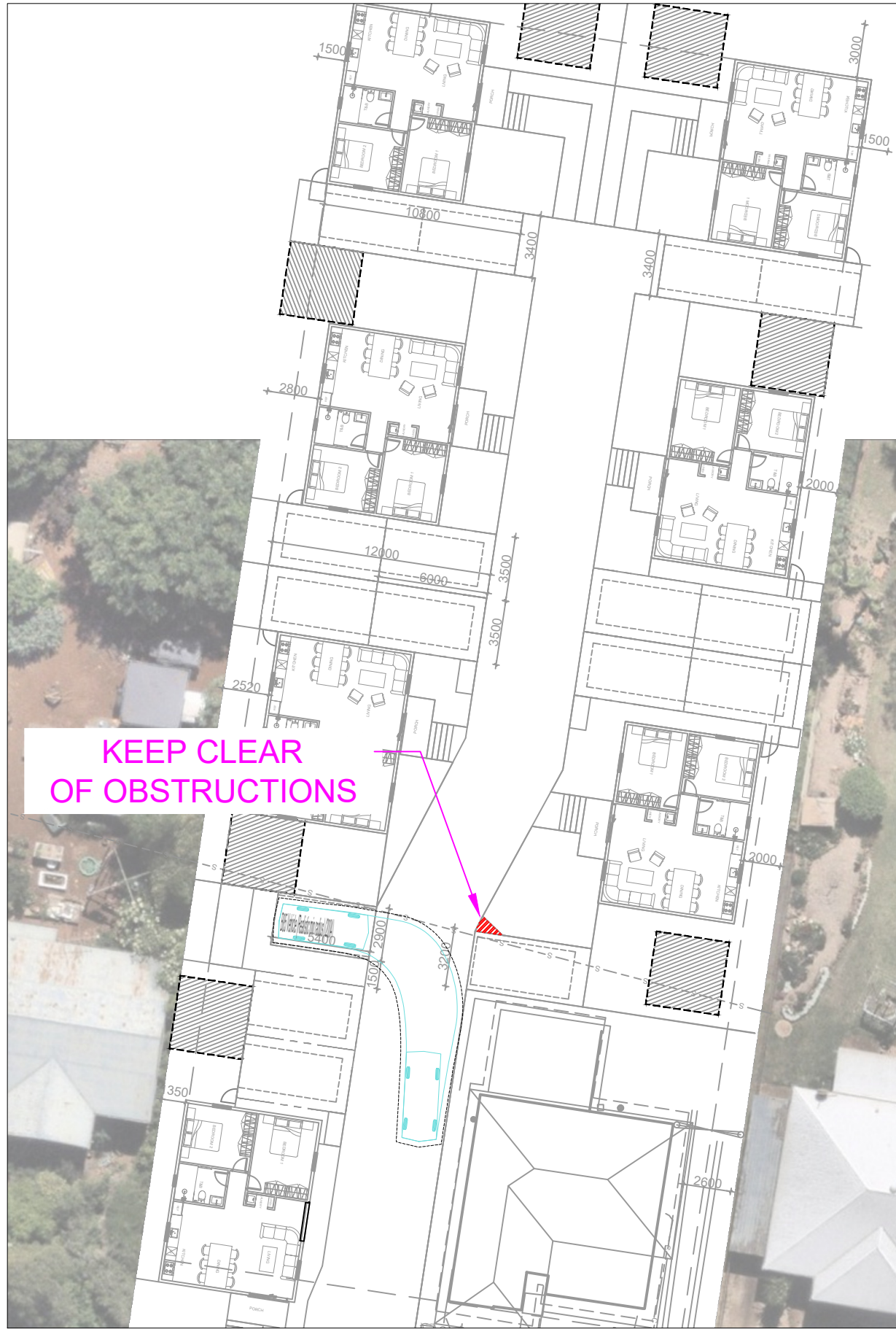
# Appendix B – Development Plans



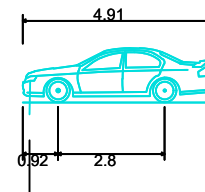
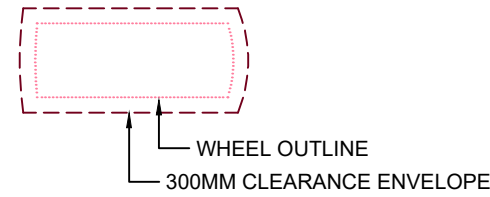
# Appendix C – Swept Path Diagrams



VISITOR 1 - IN



VISITOR 1 - OUT



B85 Vehicle (Realistic min radius) (2004)  
 Overall Length 4.910m  
 Overall Width 1.870m  
 Overall Body Height 1.421m  
 Min Body Ground Clearance 0.159m  
 Track Width 1.770m  
 Lock-to-lock time 4.00s  
 Curb to Curb Turning Radius 5.750m

RPEQ: ALICE SHI  
22028  
29/04/2026

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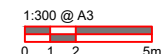
31 GLENVALE ROAD NEWTOWN  
CAR SWEEP PATHS

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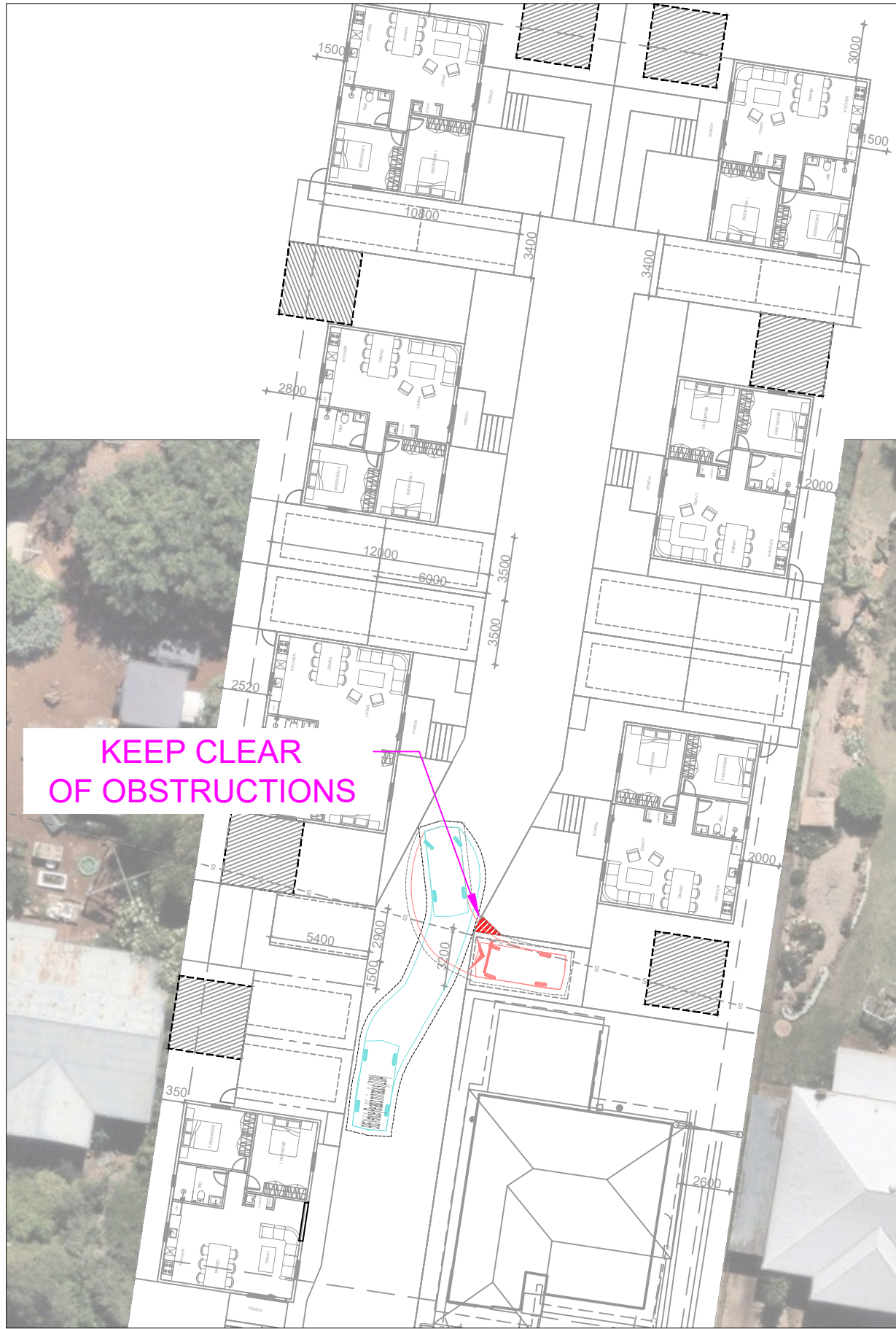
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A	SWEPT PATHS FOR DA	BC	AS	13/02/2026

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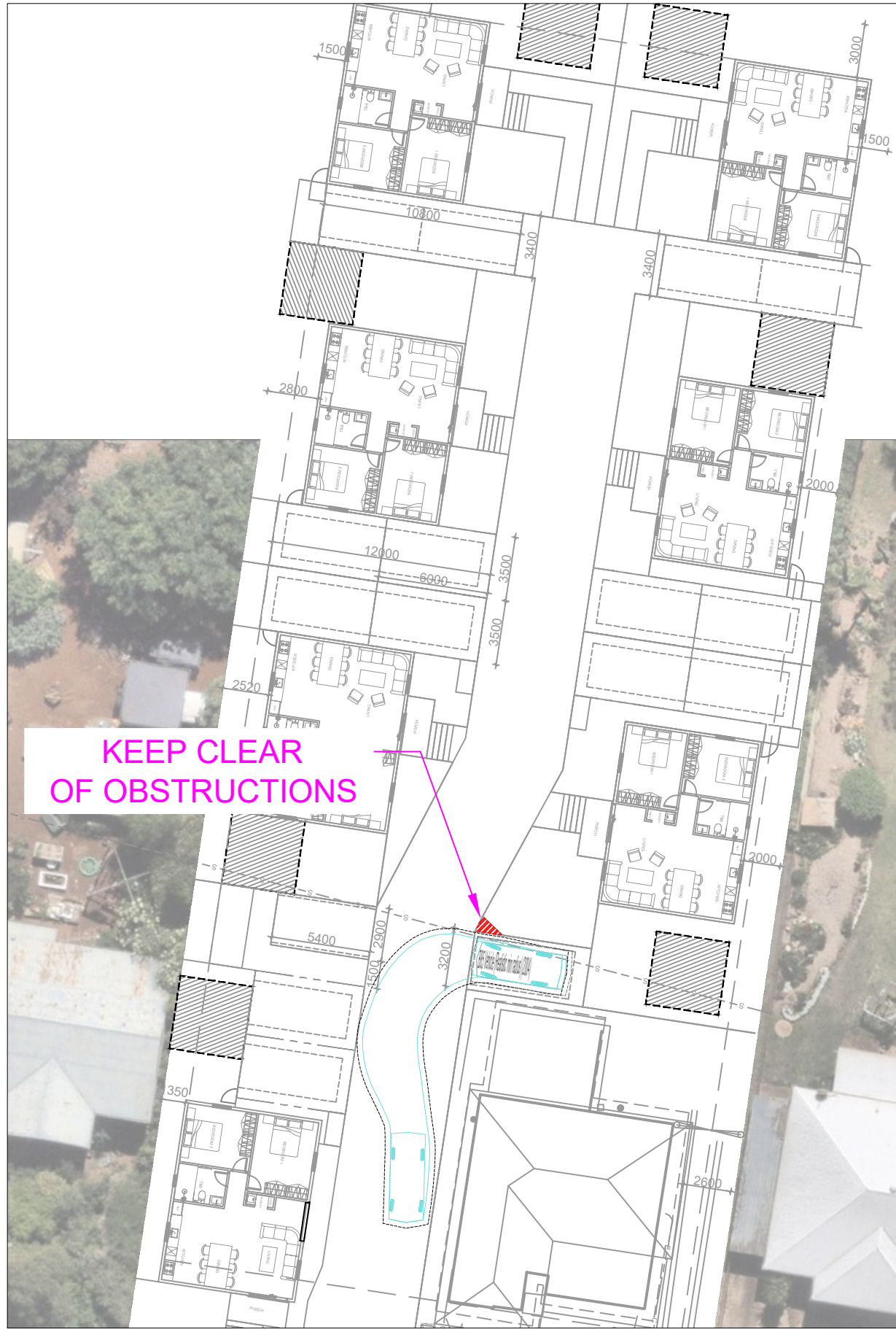
CLIENT  
JAI PHILLIPE



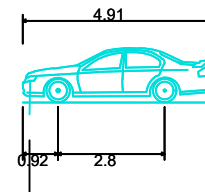
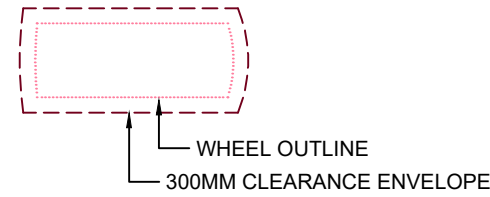
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DRAWING NO. 1  
DATE 29/04/2026  
REVISION B



VISITOR 2 - IN



VISITOR 2 - OUT



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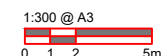
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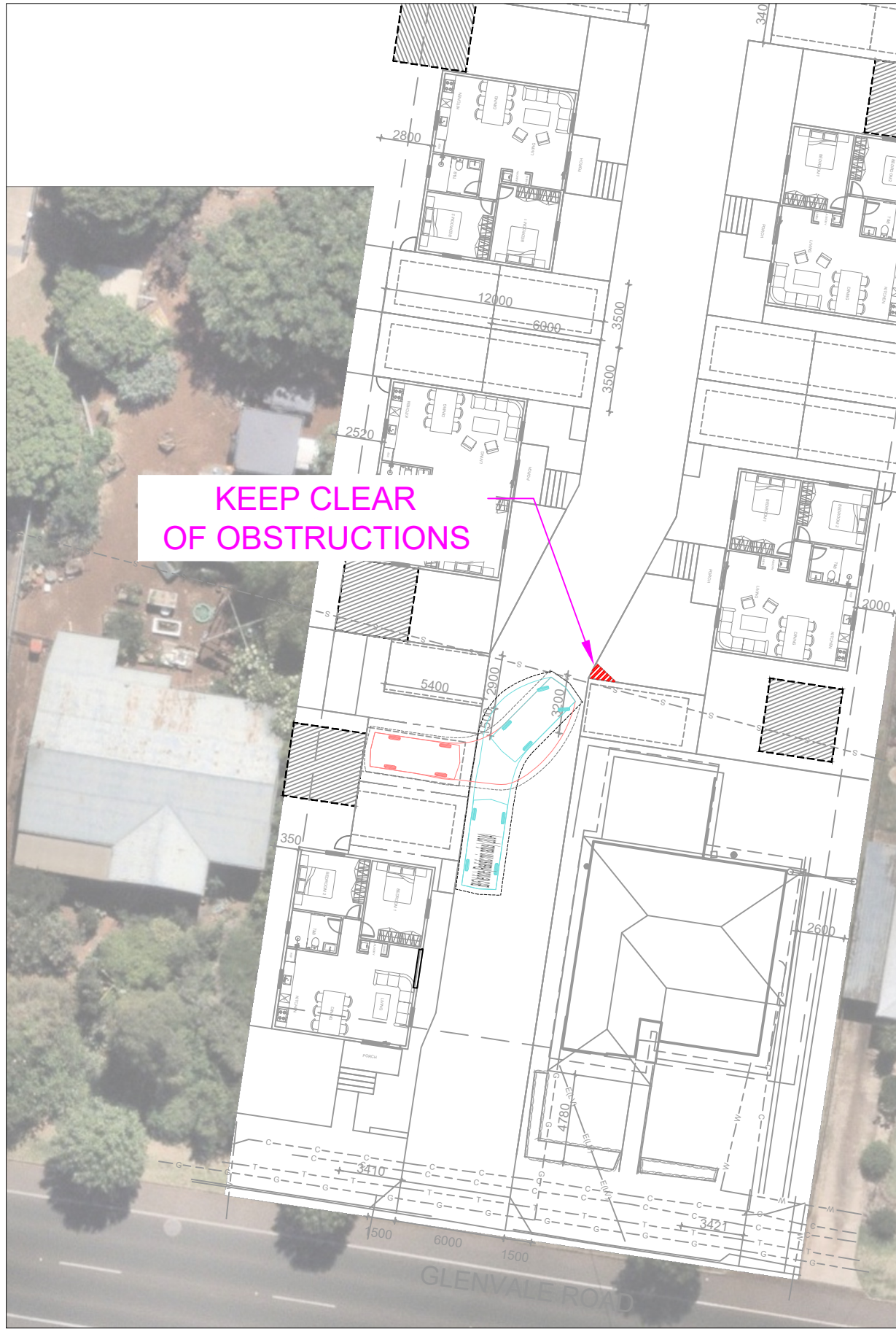
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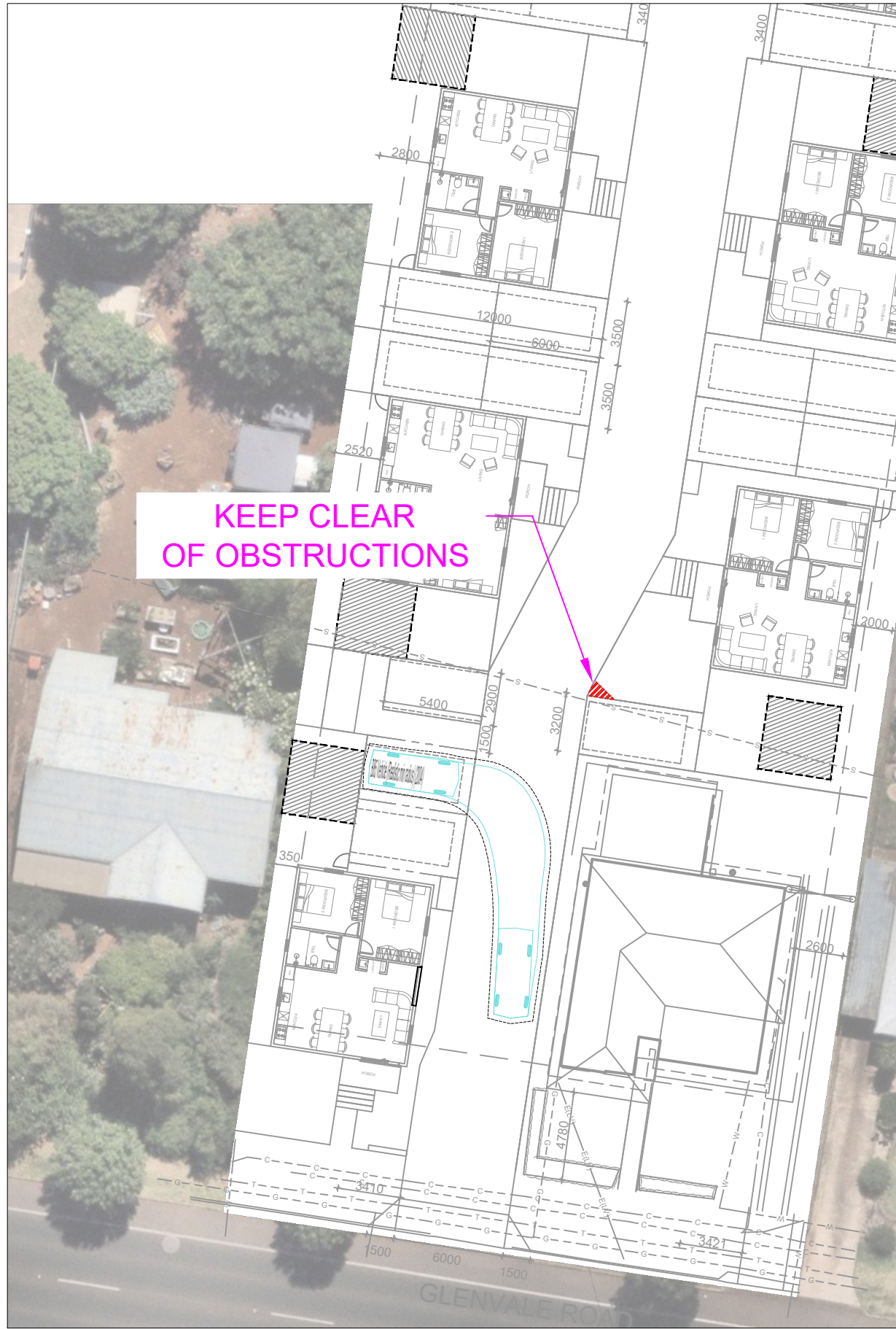
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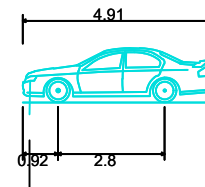
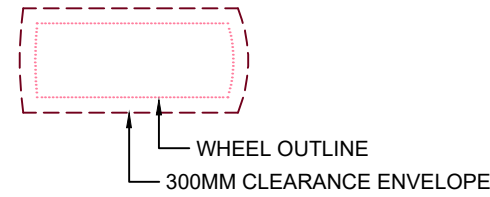
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DRAWING NO.	REVISION
2	B



UNIT 1 - IN



UNIT 1 - OUT



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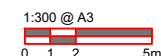
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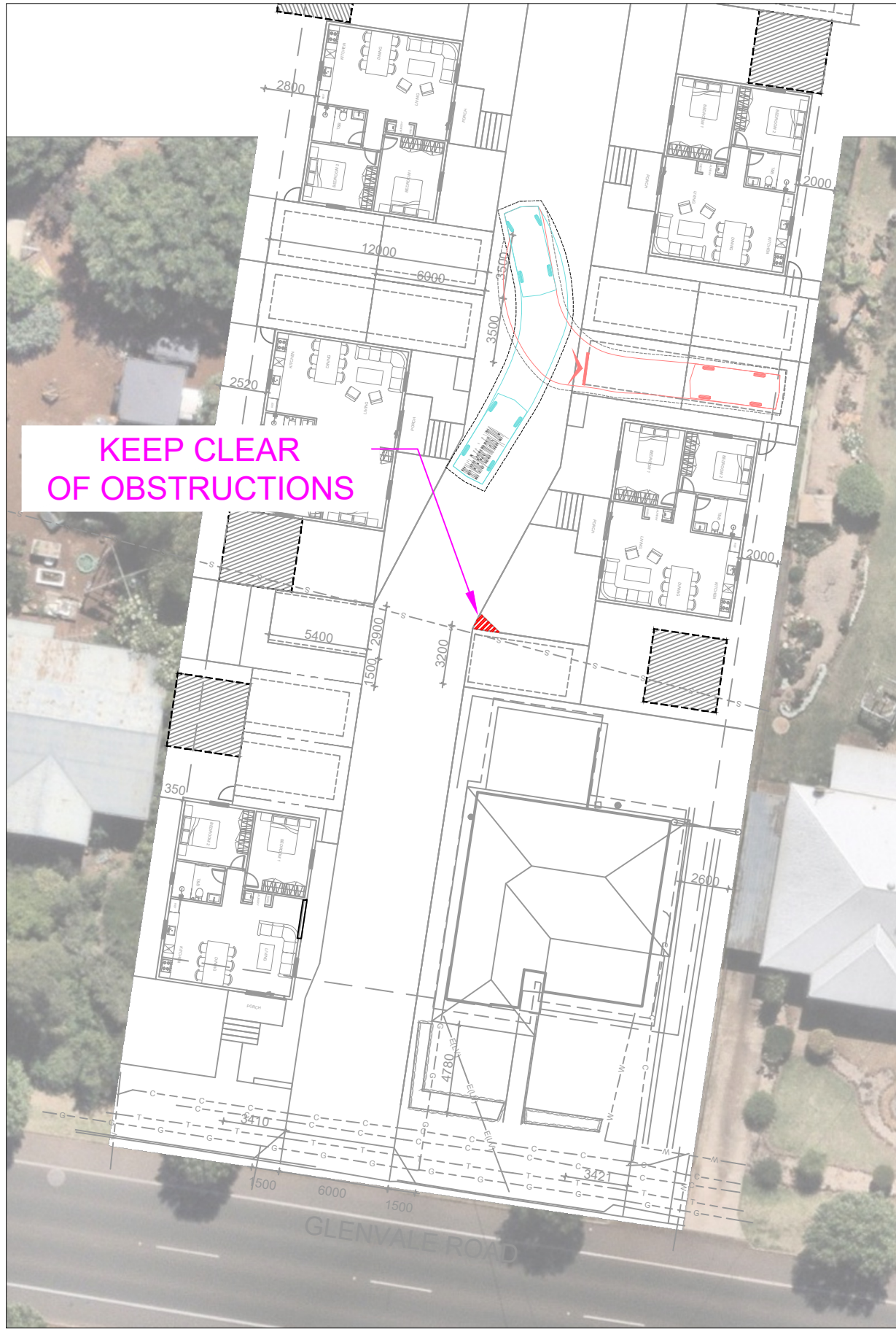
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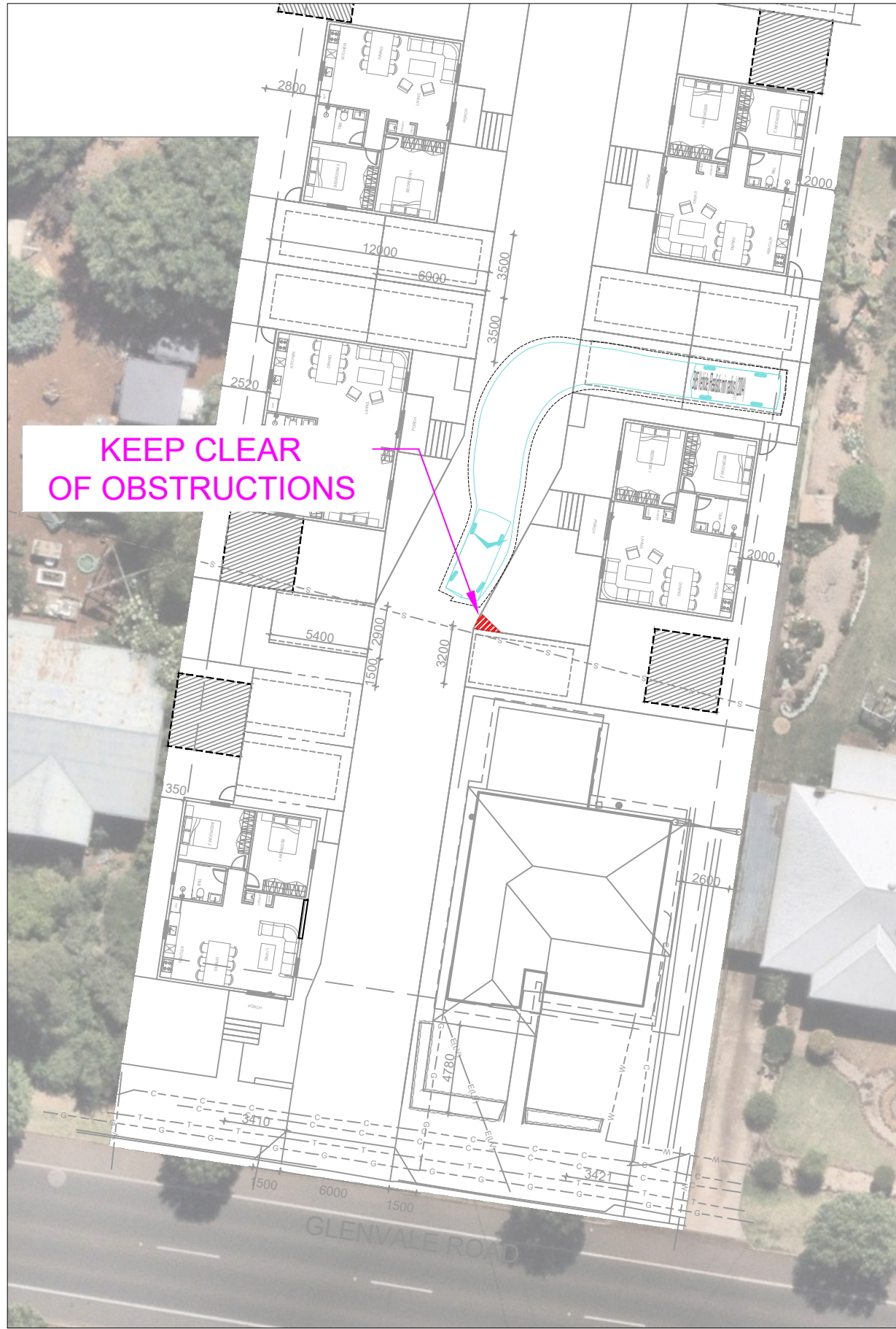
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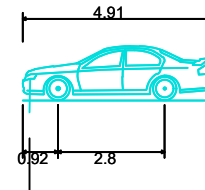
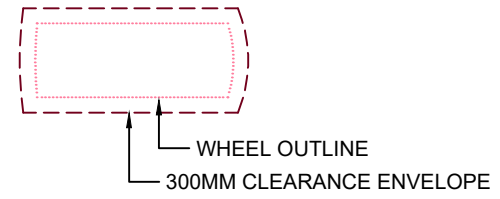
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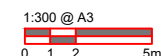
**31 GLENVALE ROAD NEWTOWN**  
**CAR SWEEP PATHS**

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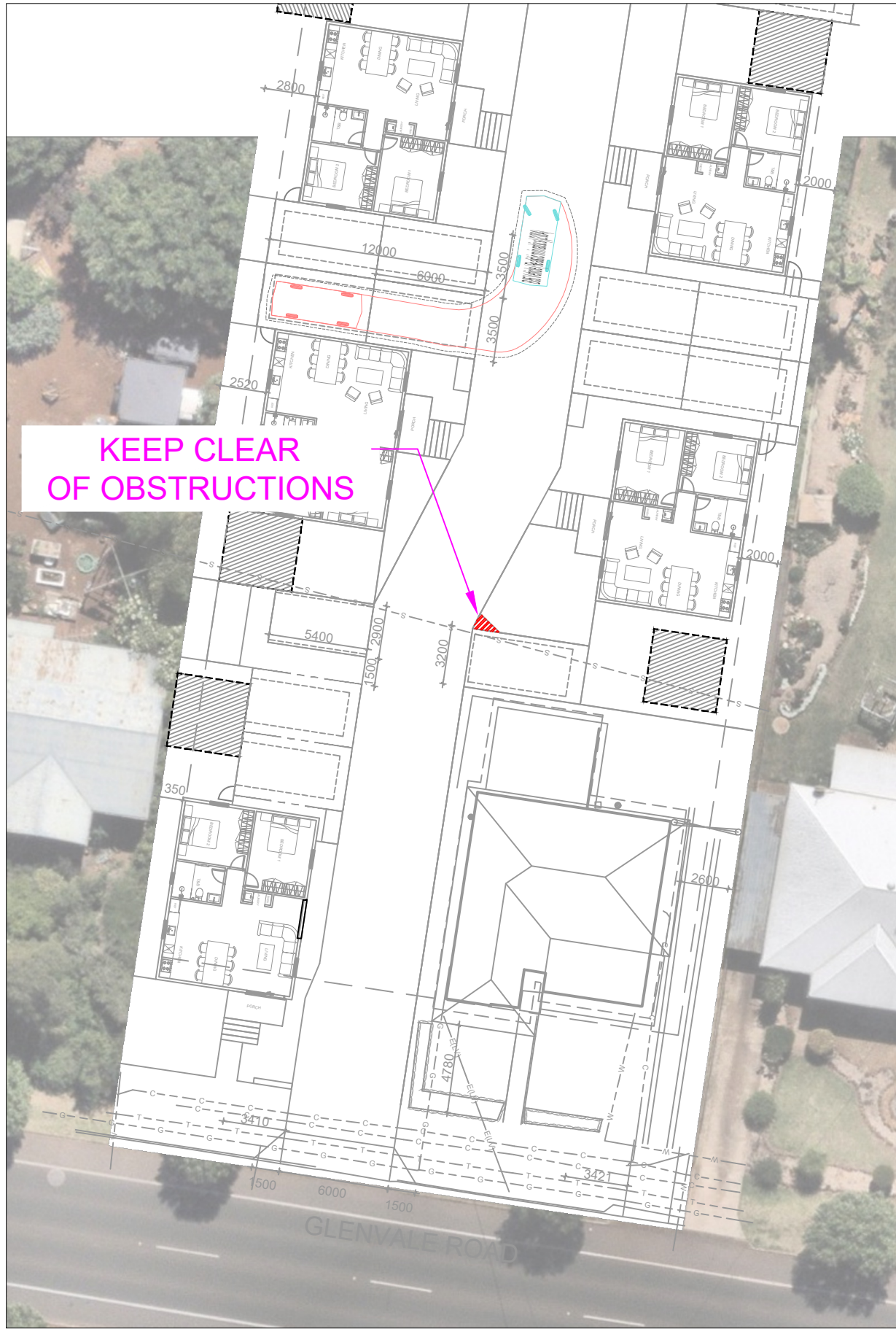
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B	SWEEP PATHS FOR IR	BC	AS	29/04/2026
A	SWEEP PATHS FOR DA	BC	AS	13/02/2026

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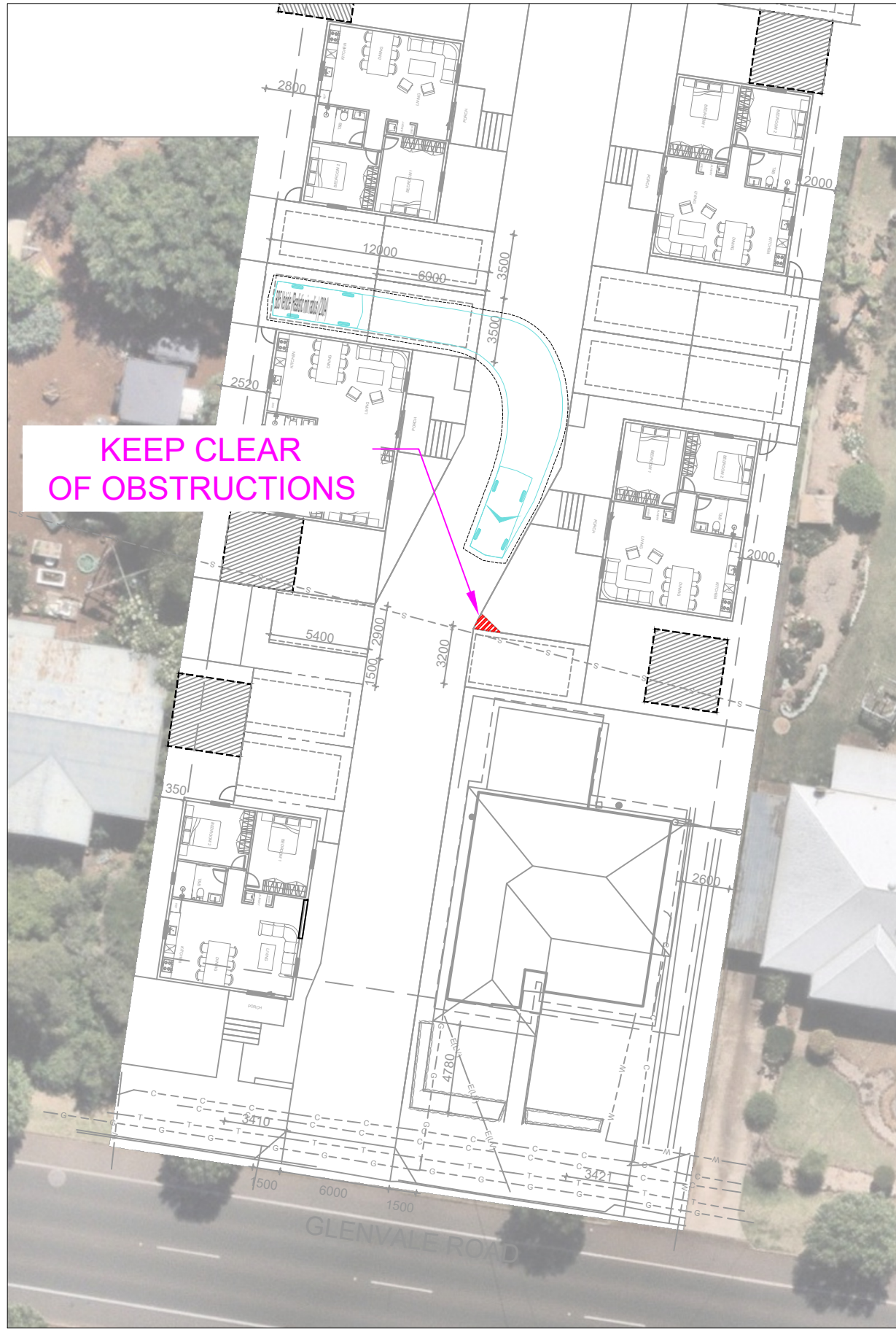
CLIENT  
**JAI PHILLIPE**



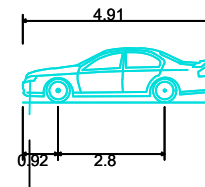
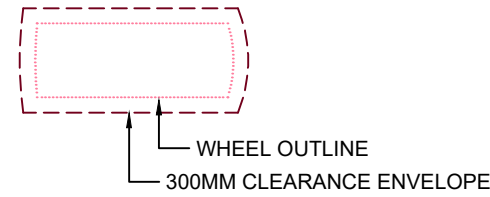
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 DRAWING NO. 4  
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UNIT 3 - IN



UNIT 3 - OUT

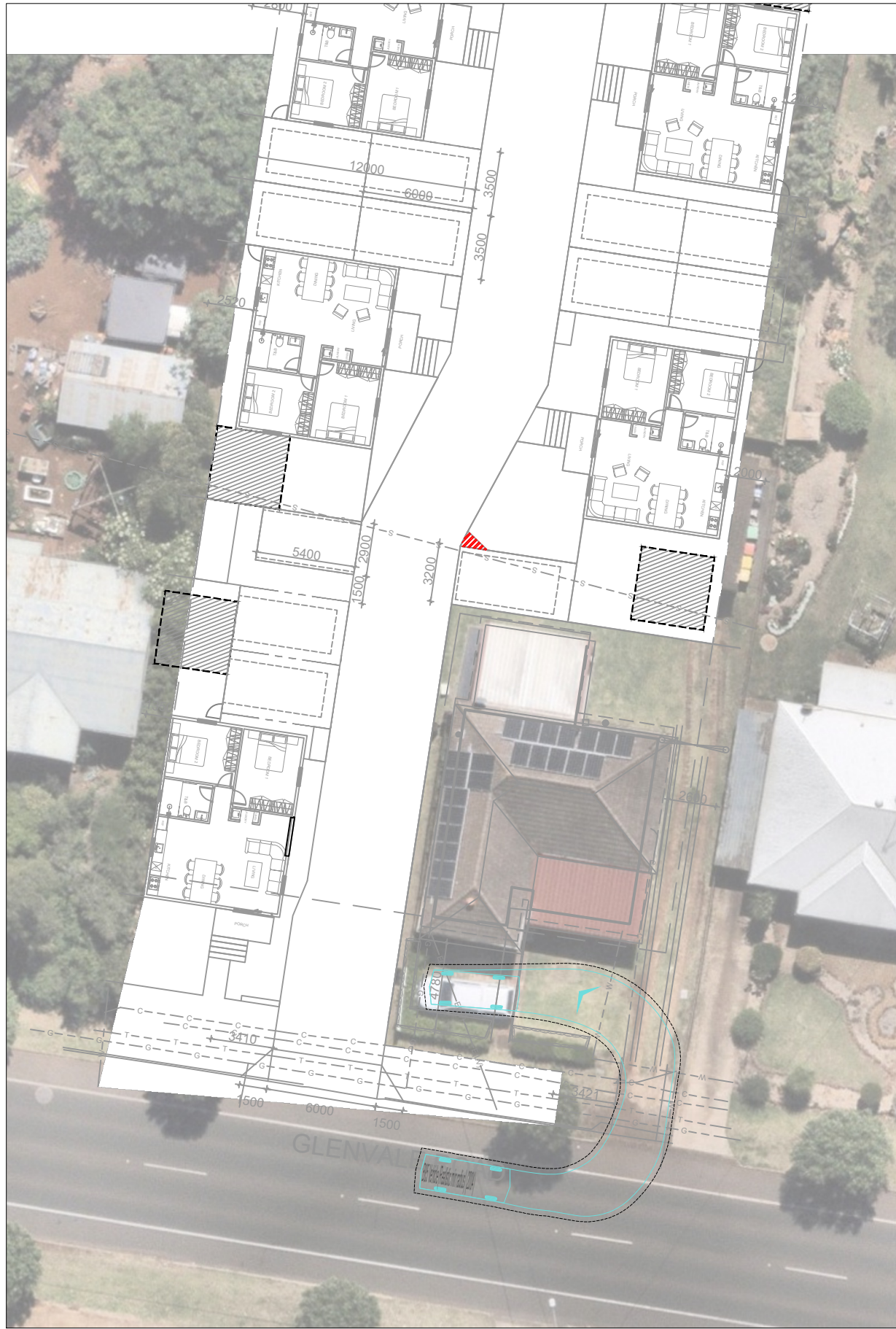


B85 Vehicle (Realistic min radius) (2004)  
 Overall Length 4.910m  
 Overall Width 1.870m  
 Overall Body Height 1.421m  
 Min Body Ground Clearance 0.159m  
 Track Width 1.770m  
 Lock-to-lock time 4.00s  
 Curb to Curb Turning Radius 5.750m

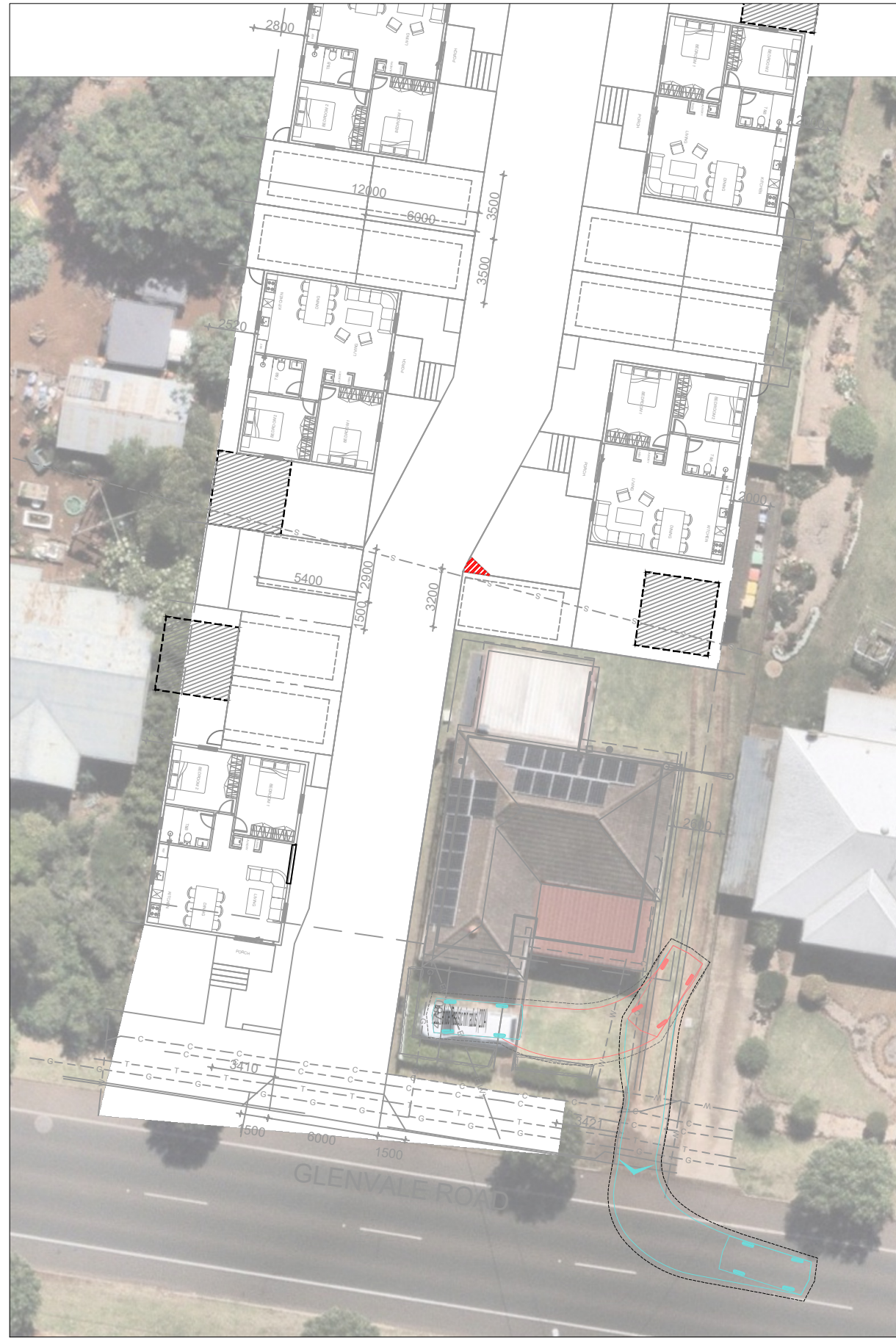
RPEQ: ALICE SHI  
 22028  
 29/04/2026

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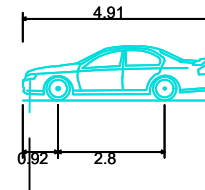
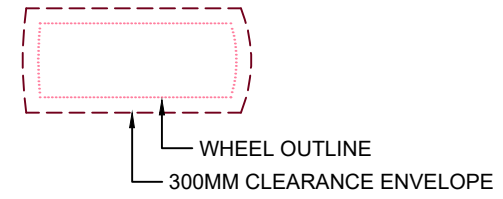
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EXISTING DWELLING - IN



EXISTING DWELLING - OUT



- B85 Vehicle (Realistic min radius) (2004)
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31 GLENVALE ROAD NEWTOWN  
CAR SWEEP PATHS

Level 32, 300 George Street | Brisbane QLD 4000 Australia | +61 7 3007 3800 | URBIS Pty Ltd | ABN 50 105 256 228

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CLIENT  
JAI PHILLIPE

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PROJECT NO. P0063307  
DRAWING NO. 6  
DATE 29/04/2026  
REVISION B

# **Appendix D – Waste Management Plan**



1 May 2026

Jai Phillips and Damon Phillips  
C/- Urbis Pty Ltd  
Level 32, 300 George Street  
Brisbane City QLD 4000

Dear Jai and Damon,

## Waste Management Plan – 31 Glenvale Road Newtown

### Response to Council Information Request

Urbis has been engaged to respond to the traffic and transport items within the Toowoomba Council information request (IR) for the proposed multiple dwelling development at 31 Glenvale Road, Newtown. The Council reference is MCUI/2026/1261, and the IR notice is dated 16th March 2026.

This letter has been prepared in response to Item **3.1**.

#### **3.1) Waste Management**

*Provide a Detailed Waste Management Plan.*

It is noted that this Waste Management Plan has been prepared for information only and consultation with Council waste contractor has not been conducted. The plan has been prepared generally in accordance with the details set out in Council's Technical Guideline for New Developments – General Waste and Recyclable Waste Storage and Collections. Final waste arrangements will need to be confirmed by Council's contractor.

### Development Details

The development comprises the addition of seven multiple dwelling units located at 31 Glenvale Road, Newtown. Each dwelling will be serviced by individual 240L wheelie bins (one general waste, one recycling).

The existing dwelling at the site will retain its existing waste management arrangement, being wheelie bins as per standard for residential dwellings.

### Refuse Collection Frequency

The development will use one 240L wheelie bin for general waste serviced weekly, and one 240L wheelie bin for recyclable waste service fortnightly for each unit.

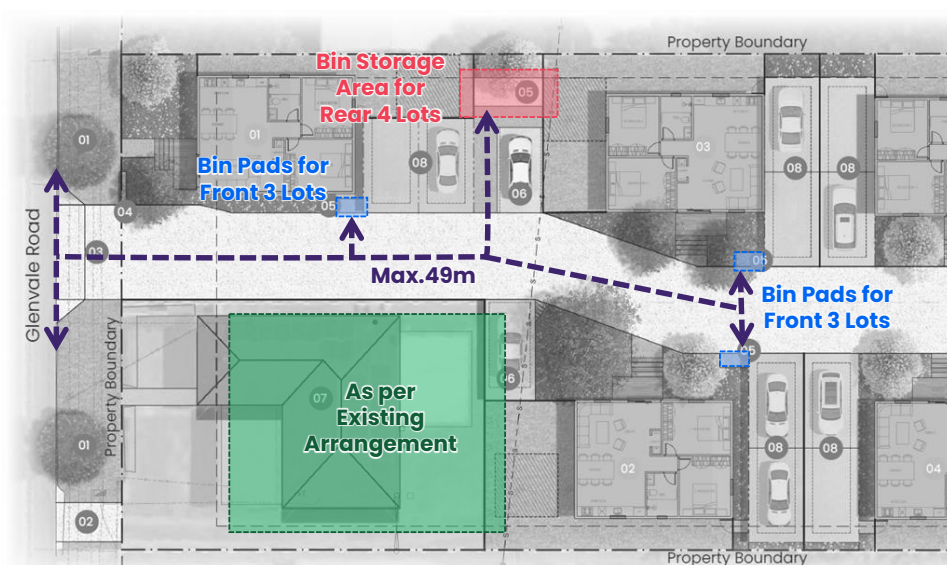
## Bin Storage

The bins storage locations are detailed as follow:

- **Existing house:** as per existing arrangement, located within the lot.
- **Front three proposed units (Units 1-3):** individual bin pads are located adjacent driveway. Each bin pad measures 0.9m (d) x 1.8m (w), which aligns with the minimum bin storage dimensions for two standard 240L bins (0.73m (d) x 1.34m (w)) as per Council's Technical Guideline for New Developments – General Waste and Recyclable Waste Storage and Collections.
- **Rear four proposed units (Units 4-8):** a shared bin storage area is located adjacent to the western visitor parking bay. The bin pad measures 1.8m x 4.4m, which aligns with the minimum bin storage dimensions for eight bins (in configuration of two rows x four bins minimum 1.46m x 2.68m).

The location of the bin storage area is shown below in Figure 1. As indicated on the figure, the travel distance between the bin storage and collection areas is less than the Council's requirement of 50m

Figure 1: Proposed Changes to Plan



## Refuse Collection Arrangements

On collection days, all residents will place their bins at the site frontage for kerbside collection, with the bins from the rear four units wheeled out via the 1.5m access path.

Furthermore, as demonstrated on Figure 2, there will be sufficient length for the bins to be presented along the kerb without impacting on driveways or street trees. As illustrated on Figure 3, residents are currently locating bins near / under the street tree indicating the suitability of this placement.

Figure 2 Bin Collection Location

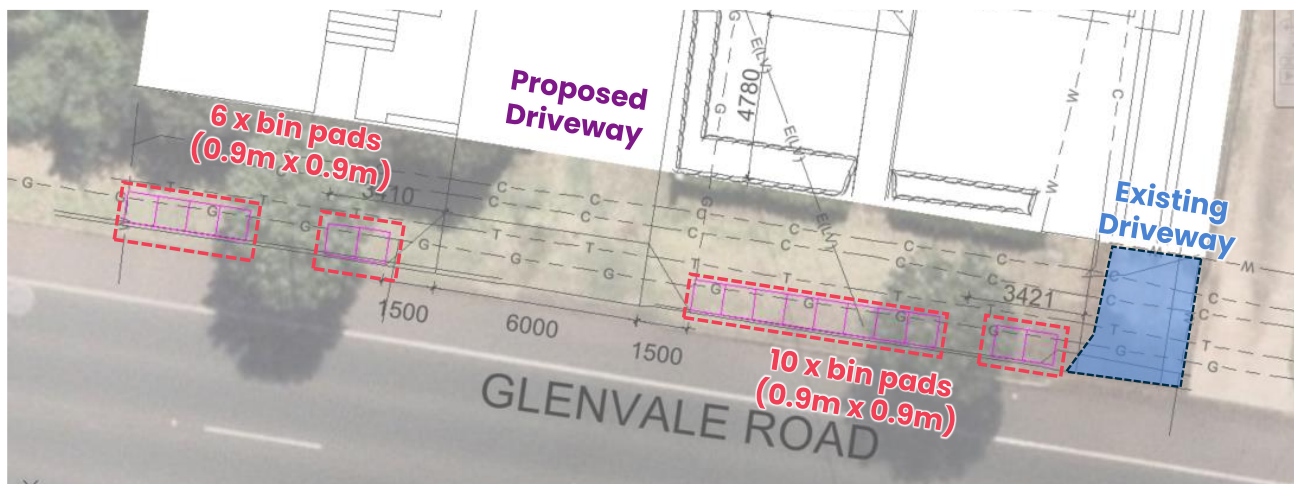


Figure 3 Bin Collection Location – Street view



For any questions relating to this Waste Management Plan, please contact the undersigned.

Yours sincerely,



Alice Shi  
 Associate Director  
 +61 7 3007 3831  
 ashi@urbis.com.au