

Our Reference: MCUI/2025/7307
CS Portal Reference: N/A
Contact Officer: Emily Hinchliffe
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Email: development@tr.qld.gov.au

NOTIFICATION OF MEETING

09 July 2026

Dear Sir/Madam

Development Application for: Preliminary Approval for a Variation Request
Location: 300 and 390 Drayton Wellcamp Road, GLENVALE QLD 4350
Property Description: Lot 4 RP225271 and Lot 13 SP305554

I advise that the abovementioned application is being considered at the Planning & Development Committee meeting, on Tuesday 14 July 2026.

Further information about consideration of applications at Planning & Development Committee meetings is in the information sheet attached to this letter.

If you are interested in attending as an observer **OR** if you would like to address the Committee, it is important to follow the process outlined in the information sheet.

The meeting time and venue is ordinarily confirmed on Council's website on the Friday prior to the meeting here: <https://www.tr.qld.gov.au/Council/Councillors-and-meetings/Meeting-agendas-and-minutes/Planning-and-Development-Committee>.

If you do not have internet access, please contact Sonya Anderson, Administration Officer to Planning Branch Manager, on (07) 4688 6360 for further information in relation to the meeting.

If you would like to address the Committee, please contact the Manager Planning Branch (email development@tr.qld.gov.au) by close of business on the day before the meeting.

For all other enquiries related to the application, please contact Council's Lead Senior Planner, Emily Hinchliffe, on the telephone number at the top of this letter.

Yours faithfully



Krys den Hertog
Principal Planner, Planning Branch

What is Planning & Development (P&D) Committee?

The Planning & Development Committee (P&D Committee) is responsible for matters relating to development assessment, strategic land use planning and building compliance, and make recommendations to Council on an ongoing basis.

P&D Committee meetings provide an opportunity for the community, applicants, submitters and interested parties to provide comments and feedback to Council on the applications being considered. They also aim to ensure development adheres with the *Toowoomba Regional Planning Scheme*, planning instruments, codes, and relevant legislation.

What are the triggers for the referral of a Development Application to P&D Committee?

There are two circumstances where a development application is referred to the P&D Committee:

- Where the application is of a type or circumstances where, in the opinion of the General Manager of Planning and Development, the decision is best exercised by a meeting of Council.
- Where a development application is 'called-in' for consideration by a signed notice of at least six Councillors to the Chief Executive Officer.

When and where are P&D Committee meetings held?

P&D Committee meetings are generally held on the second Tuesday of each month, commencing at 9am, in the Council Chambers, City Hall, 541 Ruthven Street, Toowoomba.

What is the notification process for the meeting?

Councillors will be issued with an agenda in accordance with standard Council meeting procedures.

Applicants and submitters are advised by email, letter or phone two or more business days prior to the meeting where practicable.

The agenda is also published on [Council's website](#) before the relevant meeting.

Who can make representations at the Meeting?

If an applicant or submitter wishes to address the Committee, a request must be received by the Manager of Planning Branch (email development@tr.qld.gov.au) by close of business on the day prior to the meeting.

Parties of the same view wishing to address the meeting will be asked to nominate a single speaker who is requested to observe a 5-minute time limit. Parties are not permitted to have legal representation at the meeting. Further time may be allocated for representations at the discretion of the meeting Chair.

Need Further Information?

For further information on the P&D Committee meeting, please contact the Administration Officer to Planning Branch Manager on 131 TRC (872) or visit your nearest Customer Service Centre.

Disclaimer

The information contained in this sheet is a guide only.

This information has been prepared by Toowoomba Regional Council to help people understand Council's assessment processes. Please consult the Toowoomba Regional Planning Scheme for detailed information including maps (zones, local plans, overlays and priority infrastructure area), provisions and policies. The content of this information sheet does not override the provisions of the Toowoomba Regional Planning Scheme.