

Our Reference: MCUI/2026/4473
 CS Portal Reference: N/A

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

Mc Namara-Healey Holdings Pty Ltd
 C/- Precinct Urban Planning
 PO Box 3038
 TOOWOOMBA QLD 4350

Email: andrew@precinctplan.com.au

17 June 2026

Dear Sir/Madam

Development Application for: **Material Change of Use - Impact - Child Care Centre**
Location: **Lot 102 RP861100, 7 Meringandan-Shirley Road, MERINGANDAN WEST QLD 4352**
Property Description: **Lot 10 RP861102, Lot 1 RP27280, Lot 102 RP861100, Lot 11 SP247510**
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. MASTER PLANNING AND CONNECTIVITY

1.1	<p>Issue:</p> <p>The development application has been submitted on part of a lot within the Emerging Community Zone, outside of the Priority Infrastructure Area and is constrained by flood. It is understood that there is an intention to develop the broader part of the site for residential purposes; however in the absence of an overall Master Plan, it has not been demonstrated that the development has been appropriately informed through detailed assessments.</p> <p>Further, the development plans show a future commercial centre adjoining the Child Care Centre which does not appear to form part of the application, and no information with the relevance of this component in the context of a broader Master Plan for the site.</p> <p>The application material does not provide any discussion in relation to how the development complies with PO1 of the Emerging Community Zone Code, other than to say it 'complies'.</p>
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	<p>The proposed development is required to meet the performance outcomes of the Emerging Community Code including:</p> <p><i>PO1: New communities comply with a master plan for the locality based on detailed site investigations which provides a context and ensures development:</i></p> <ul style="list-style-type: none"> <i>(a) contributes to a logical pattern and sequence of development and infrastructure;</i> <i>(b) facilitates efficient use of land and infrastructure;</i> <i>(c) complies with the relevant Local Plan where located in a local plan area;</i> <i>(d) facilitates integration with existing and future urban development, having regard to movement networks, open space networks and accessibility to community infrastructure;</i> <i>(e) responds to constraints and natural values on the site and mitigates any impacts on areas of ecological significance;</i> <i>(f) provides for a range of lots that enables a variety and diversity of housing types, which achieve a dwelling yield of 15 dwellings per hectare net;</i> <i>(g) establishes movement networks that support and promote walking, cycling and public transport.</i> <p>In addition, the provisions set out in section 7.2.1 – Highfields, Meringandan and Meringandan West Local Area Plan specifically:</p> <ul style="list-style-type: none"> <i>(a) The timing and future development of Meringandan township extension area (Emerging Community Zone) is dependent on availability of infrastructure and demand.</i>
	<p>Information Required:</p>
	<p>Demonstrate how the design, siting and layout of the proposed development has been informed through detailed assessments of the broader site in compliance with PO1 of the Emerging Community Zone Code through provision of a masterplan for the Subject Site and adjacent undeveloped land within the Emerging Community Zone. The Master Plan should be prepared in accordance with <i>SC6.4 PSP No. 4 Master Planning</i>.</p>

2. INFRASTRUCTURE NETWORK ASSESSMENT

	<p>Issue:</p> <p>The proposed development is located outside the Priority Infrastructure Area (PIA) meaning that necessary trunk infrastructure has likely not been planned for in Council's LGIP or network planning.</p> <p>Section 30(2)(c) of the <i>Planning Regulation 2017</i> prescribes that impact assessment must be carried out against the Local Government Infrastructure Plan (LGIP) as an assessment benchmark. Furthermore, Section 130(1) and Section 133 of the <i>Planning Act 2016</i> provides that the local government may impose a condition about the payment of extra trunk infrastructure costs ('extra payment condition').</p>
2.1	<p>Information Required:</p> <p>The application has not provided any detail relating to the infrastructure networks required to facilitate this development to assist Council in determining in identifying necessary infrastructure to service this site and as part of a broader development.</p> <p>The applicant is requested to provide an Infrastructure Network Assessment report (with supporting information, maps and metrics) for three of the infrastructure networks (including stormwater, water and transport) and potentially wastewater addressing, but not limited to, the following:</p> <ol style="list-style-type: none"> 1. Identification of the most cost-effective method to extend trunk infrastructure networks from the PIA to and through the development site (including estimation of costs of this

	<p>infrastructure). Please refer to Part 4.2 of the <i>Toowoomba Regional Planning Scheme 2012</i> for guidance;</p> <ol style="list-style-type: none"> 2. An assessment of the capacity of existing and future trunk infrastructure identified in the LGIP to determine whether adequate capacity exists to accommodate the development; 3. Identification of any necessary trunk infrastructure identified in the LGIP and that will be made necessary by the development (including an estimation of costs of this infrastructure); 4. Identification of any extra trunk infrastructure which will be made necessary by the development (including an estimation of costs of this infrastructure); 5. Identification of any non-trunk infrastructure which is required to connect the development to trunk infrastructure networks (refer to Planning Scheme Policies for guidance); 6. Commentary regarding the ability to achieve the desired standards of service for each infrastructure network as identified in the LGIP; and 7. The timing and sequencing of the infrastructure (if development is proposed to be staged). <p>The Infrastructure Network Assessment must consider the cumulative impacts of other development permits and applications within Meringandan and Meringandan West outside the PIA as well as the balance of the site shown on the Master Plan.</p> <p><i>Advice notes:</i></p> <p><i>All four infrastructure networks must be included in the Infrastructure Network Assessment and each section prepared by an appropriately qualified person relevant to the network type.</i></p> <p><i>The Infrastructure Network Assessment report may be used to determine if any additional payment should be imposed on the development. It is recommended that the applicant be sufficiently satisfied that they are able to address the above issues and the preceding Information Request item, prior to proceeding to respond to the balance of this Information Request.</i></p>
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3. WATER SUPPLY

	<p>Issue:</p> <p>The proposed development area is outside the PIA and no demand from this site has been included in previous water supply studies undertaken by Council. This means that the existing trunk infrastructure may not have been designed to accommodate the proposed demand from the development. There is insufficient information to determine whether existing water supply infrastructure is adequate to provide a water supply system to service the proposed development in accordance with the performance outcomes in the <i>Toowoomba Regional Planning Scheme 2012 Works and Services Code</i> and the water requirements outlined in PSP No. 3 – Engineering Standards – Water and Wastewater Infrastructure.</p>
	<p>Information Required:</p>
3.1	<p>In conjunction with the Infrastructure Network Assessment a detailed Water Supply Assessment report is required demonstrating that a compliant water supply system can be achieved to service the development site for all the planning horizons identified in <i>The Highfields and Rosalie Water Supply Study</i>. The report is to demonstrate, as a minimum, modelling hydraulic results demonstrating pressure and flows and any external augmentations required to service the development. The report must consider the cumulative impacts of other development permits and applications within Meringandan and Meringandan West and outside the PIA as well as the balance of the site shown on the Master Plan.</p> <p>The water supply report is to be undertaken in accordance with Councils Water Infrastructure Policy 2.03 and will require up-to-date pressure and flow test results from Councils Water Network Planning team.</p>

	<p><i>Note: Boundary conditions for a water model can be requested from Council Network Planning Section via WaterNetPlan@tr.qld.gov.au. This will incur a separate fee.</i></p> <p><i>Note: Assessment undertaken for other current applications in Highfields and Meringandan indicates development is occurring faster than assumed in the LGIP and Council network planning documents. For this development existing water infrastructure is unlikely to be able to service the development and significant infrastructure upgrades are likely to be required. Given the development site is outside the PIA, extra payment conditions would most likely be required.</i></p>
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4. WASTEWATER

	<p>Issue:</p> <p>The proposed development is required to meet the performance outcomes in the <i>Toowoomba Regional Planning Scheme 2012 Works and Services Code</i> and the wastewater requirements outlined in PSP No. 3 – Engineering Standards – Water and Wastewater Infrastructure and in particular PO2: Wastewater treatment and disposal is provided that is appropriate for the level of demand generated, protects public health and avoids environmental harm.</p> <p>The application states that the proposal complies, however no information is provided to demonstrate that compliance is actually achieved.</p> <p>On-site wastewater treatment and disposal is proposed for the Subject Site but there are no details provided about how wastewater treatment and disposal will occur. The Development Area shown on the submitted plans does not appear large enough to accommodate wastewater disposal.</p> <p>4.1 Given the site is within the Emerging Community Zone and the expectation is that it will eventually be serviced by reticulated infrastructure, it is Council's preference that the site be provided with reticulated sewer, it is assumed this would be provided as an interim measure only.</p> <p>Information Required:</p> <p>Provide an On-Site Waste Water Report, prepared by an appropriately qualified person that demonstrates:</p> <ul style="list-style-type: none"> • Wastewater treatment proposed for the subject site, including an assessment of the soils present. • Calculation of the Equivalent Persons under the Queensland Plumbing and Wastewater code. • Amended Plans that show the area required for on-site waste water disposal, including any reserve area with separation distances required in accordance with the Queensland Plumbing and Wastewater Code. <p><i>Note: Where EP exceeds the 20EP threshold, an application for an Environmentally Relevant Activity may be required.</i></p>
4.2	<p>Issue:</p> <p>The Waterways and Wetlands Overlay applies to a portion of the subject land in proximity to the proposed development area and proposed on-site effluent disposal.</p> <p>The purpose of the overlay code, and the relevant assessment benchmarks, is to ensure that development:</p> <ul style="list-style-type: none"> • protects the ecological values of waterways; • maintains and/or rehabilitates natural hydrological regimes; and • maintains or improves water quality. <p>Information Required:</p>

To demonstrate compliance with PO6, PO7 and PO8 of the Environmental Significance Overlay Code, provide detailed information on the proposed on-site effluent disposal system as outlined above. This assessment should demonstrate that the effluent disposal:

- will not adversely impact the ecological values of the nearby waterway;
- will not alter the existing hydrological regime of the waterway; and
- will maintain or improve water quality outcomes.

5. STORMWATER AND FLOOD

5.1	<p>Issue:</p> <p>The proposed development is required to meet the performance outcomes in the <i>Toowoomba Regional Planning Scheme 2012 Integrated Water Cycle Management Code</i>. Stormwater management must avoid adverse impacts due to water quantity, flow rates, duration and frequency in receiving waters, and provides that stormwater control measures are designed and constructed in accordance with PSP No. 2 – Engineering Standards – Roads and Drainage Infrastructure (PSP No. 2).</p> <p>The proposed development is required to meet the performance outcomes in the <i>Toowoomba Regional Planning Scheme 2012 Flood Hazard Overlay Code</i> and in particular:</p> <p><i>PO2 Development is compatible with the level of risk associated with the natural hazard, such that:</i></p> <p>(a) <i>vulnerable uses are not located in the Vulnerable Uses Restriction Area;</i></p> <p>(b) <i>all other uses within the:</i></p> <ul style="list-style-type: none"> (i) <i>FR4 flood risk area are limited to non-urban uses;</i> (ii) <i>FR3 flood risk area are consistent with the intent of any underlying Flood Management Precinct or otherwise are limited to non-urban uses;</i> (iii) <i>FR2 flood risk area, FR1 flood risk area, Balance (mixed) flood risk area or OFP1(low) overland flow path area are consistent with the overall outcomes of the relevant zone or any Flood Management Precinct.</i> <p><i>PO5 Development does not worsen flooding on adjacent properties.</i></p> <p><i>PO7 Development in a flood risk area is sited and designed such that:</i></p> <p>(a) <i>road layout avoids isolation in a flood hazard event and does not impede evacuation;</i></p> <p>(b) <i>vehicular access during a flood hazard event is enabled;</i></p> <p>(c) <i>provision is made for on-site sheltering during a flood event; and</i></p> <p>(d) <i>signage is utilised to ensure that community members have a clear understanding of the nature of the flood risk in the area.</i></p> <p><i>PO8: Development complies with the requirements of table 8.2.3.5 and does not change the flood characteristics of the area, taking account of the cumulative impact of development, outside the site in ways that result in:</i></p> <ul style="list-style-type: none"> (a) <i>loss of flood or overland flow storage/conveyance;</i> (b) <i>loss of or changes to flow paths;</i> (c) <i>acceleration or retardation of flows;</i> (d) <i>increase in the depth or duration of flood or overland flow waters; or</i> (e) <i>any reduction in flood warning times elsewhere on the floodplain.</i> <p>The Subject Site and the adjacent Main Street is within the Flood Hazard Overlay Level FR2 which is medium risk and also within the Vulnerable Use Restriction Area. The Child Care Centre is a vulnerable use. The Applicant has not provided a Stormwater Management Plan or Flood Hazard Assessment that demonstrates the development is compatible with the level of risk determine for the site.</p> <p>The Planning Report states that the proposed use of the Subject Site will include works to ensure the development achieves the appropriate level of flood immunity. Council does not accept that stormwater and flooding issues within the Subject Site and Main Street can be resolved as part of a subsequent operational works stage and requires an assessment of those impacts as part of this application.</p> <p>Information Required:</p>
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	<p>In conjunction with the Infrastructure Network Assessment, the applicant is requested to submit a Conceptual Stormwater Management Plan including a Flood Impact Assessment, prepared having regard to Toowoomba Regional Planning Scheme 2012 and in accordance with the requirements of PSP No. 2 – Engineering Standards – Roads and Drainage Infrastructure (PSP No. 2) and the Queensland Urban Drainage Manual (QUDM), which includes, but is not limited to:</p> <ol style="list-style-type: none"> 1. Demonstration that the development of a vulnerable use (i.e. Child Care Centre) is compatible with the level of risk associated with the mapped Flood Hazard across the site. 2. Demonstration that the on-site wastewater system can be operated in a manner that meets the requirements of the Queensland Plumbing and Wastewater Code and Australian Standard in relation to the Flood Hazard across the site. 3. Identification of the lawful point(s) of discharge; 4. The Subject Site is within an approved soil conservation area property plan (SC305122). The applicant must submit a copy of the soil conservation plan and confirm any impacts on the land serviced; 5. Details of all stormwater coming to the site, flowing through the site, and leaving the site. This will include a catchment plan identifying all stormwater flowing to the site; 6. Demonstration that the post-development peak flows will not exceed pre-developed peak flows from the site for storm events with an ARIs from 2 years up to and including 100 years, or that there is “no-worsening” effect as a result of this development on upstream, downstream, adjoining and nearby properties; 7. Determination of the earthworks required to provide flood immunity to the Subject Site and works required on the adjacent section of Main Street to ensure vehicle access is enabled to the east along Main Street. Earthworks cross sections must be provided showing the extent of any cut and fill. The flood immunity of the access from Main Street and the adjacent section of Main Street must be in accordance with the Flood Hazard Overlay Code, PSP No 2 and QUDM; 8. Determination of the upstream and downstream flooding impact of the earthworks including on upstream, downstream, adjoining and nearby properties impacts using TUFLOW. Please note that Council is likely to require independent review of the TUFLOW model as the filling may impact other land within Meringandan.
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6. TRANSPORT INFRASTRUCTURE

	<p>Issue:</p> <p>The <i>Toowoomba Regional Planning Scheme 2012 Transport Access and Parking Code</i> has an overall outcome that ensures the road layout provides for safe and practical connectivity with adjoining land and includes the following performance outcomes:</p> <ol style="list-style-type: none"> 1. PO1: The development to be located on roads that are appropriate for the nature of traffic generated, having regard to the safety and efficiency of the transport network, and the functions and characteristics identified in the transport network hierarchy contained in <i>PSP No 2 Engineering Standards Roads and Drainage Infrastructure</i>; and 2. PO2: Development does not compromise the orderly provision or upgrading of the transport network. <p>The proposed development area is outside of PIA and no transport planning has been completed for this area. No Traffic Impact Assessment has been provided with the application and no understanding of the broader road hierarchy is provided in respect to the broader Master Plan area. Please refer to item 1 of this request which necessarily requires that the layout has been informed by a road hierarchy.</p>
6.1	<p>Information Required:</p> <p>In conjunction with the Infrastructure Network Assessment, the applicant is requested to provide a Traffic Impact Assessment (TIA) consistent with the methodology outlined in the <i>TMR Guide to Traffic Impact Assessment</i> and addressing the road safety, access and frontage, road link capacity and intersection delay impacts of the development. The spatial extent should include intersections where development traffic exceeds 5% of base traffic for any movement in the design peak period in the year of opening. The report must consider the cumulative impacts of other development permits and applications within Meringandan</p>

	<p>and Meringandan West and outside the PIA as well as the balance of the site shown on the Master Plan</p> <p>With respect to the Child Care Centre the TIA must consider:</p> <ol style="list-style-type: none"> 1. The regional arterial hierarchy of Main Street with the proposed driveway designed as an intersection (not a driveway) also able to service future development south and east of the Child Care Centre; 2. Frontage works required on Main Street. 3. The existing road reserve on Main Street is some 20m with 27.5m required for a regional arterial road. Additional road dedication (approximately 3.75m on the southern side) will be required along the development frontage to ensure the ultimate road reserve width. The extent of road dedication must be shown on the Site Plan; 4. Whether a service vehicle can enter and exit in the forward direction. The Planning Report states service vehicle access and manoeuvring can be accommodated through the car parking area and dedicated turning bay, but it is unclear where the turning bay is on the Site Plan, what type of service vehicle will service the site and how it will turn (i.e. swept path analysis and turning circles required); and 5. Pedestrian and cycle connections. The width of the accessible pedestrian footpath is not noted and must be shown on the plan. An accessible path connection to Main Street is required. 6. Amend the plans to show the location of the development including landscaping with respect to future road boundaries, 7. Where kerbside collection is proposed, demonstrate there is no impact to the safety and efficiency of Main Road given the future intention to provide Collector Street within the proposed driveway.
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7. ACOUSTIC AMENITY

	<p>Issue:</p> <p>Noise from the Child Care Centre activities may cause adverse amenity issues for nearby sensitive receptors. Potential noise impacts particularly on future surrounding residential properties which are intended within the Emerging Community Zone once serviced and master planned.</p> <p>The applicant has not provided details of the how the development can comply with Performance Outcome PO8 of the Environmental Standards Code.</p>
	<p>Information Required:</p> <p>Please submit an Acoustic Impact Assessment, prepared by a suitably qualified person, that includes at minimum:</p> <ol style="list-style-type: none"> 1. Description of all site activities and related noise sources that includes: <ul style="list-style-type: none"> • operational activities and relevant noise sources; • vehicle movements; and • regulated noise devices integral to site operations; 2. Location of sensitive receptors relative to the proposed development; 3. Assessment criteria for compliance including day, evening and night time limits for clearly defined normal operating hours for each component of the development; 4. Modelling of cumulative impacts from the proposed child care and commercial centre on existing sensitive receptors; 5. Modelling should include façade reflection of noise emissions towards receptors and be presented in both noise contour plots and tabulated summaries for identified receptors; 6. Descriptions of specific mitigation treatments, management methods and procedures that will be implemented to control noise during site activity and operations; and 7. A complaints management procedure that must include the following:
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	<ul style="list-style-type: none"> • 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.
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8. WASTE

8.1	<p>Issue:</p> <p>The proposed development will require waste storage and collection. Insufficient details of waste storage or collection have been provided. Further information is required to demonstrate that compliance can be achieved with PO28 of the Environmental Standards Code.</p>
	<p>Information Required:</p> <p>To demonstrate compliance with PO28 of the Environmental Standards Code and PO22 of the Works and Services Code, please provide a waste management plan which at minimum includes the following information:</p> <ol style="list-style-type: none"> 1. Calculation of waste generation rates split into quantifiable streams of general wastes and recyclable wastes; 2. The size, mix and capacity of bins that is needed to accommodate the type and quantity of waste likely to be generated from the development; 3. The size of refuse storage areas; 4. The frequency and location of collection, 5. Confirmation that refuse storage areas are: <ul style="list-style-type: none"> • in a building or enclosed structure or screened from public view; • of adequate size to accommodate the expected amount of refuse to be generated by the use; • in a position that is conveniently accessible for collection; and • able to be kept in a clean state at all times; 6. Bin storage design with dimensions including how bins are stored together with access, gates, clearance around bins allowing for access by users and moving in/out of the bin store; 7. Bin presentation/service point; 8. Carting route and carting surface from the bin storage area to the bin presentation/service point; and 9. An elevation of bin storage area. <p>Please refer, as required, to Council's <i>Technical Guidelines for New Developments Waste Storage and Collection Requirements for guidance in responding to the above issues.</i></p>

9. LANDSCAPING

9.1	<p>Issue: Shade Trees</p> <p>Council acknowledges the area demonstrating dedicated landscaping; however, the plans omit shade tree planting to the car parking area, specifically fronting the building. Distribution of landscaping is requested to fragment the large expanse of hardstand; improve amenity and safety for pedestrians. Additional demarcation of pedestrian walkways from the eastern parking bays is requested to improve pedestrian prioritisation and safety for families and children using the centre.</p>
	<p>Information Required:</p> <p>In accordance with <i>Community and Recreation Uses Code Child Care Centre PO10</i> and <i>Landscaping Code PO6, PO11</i> Council requests provision of shade tree planting at a</p>

	<p>minimum ratio of one (1) shade tree every eight (8) car parking bays that reduces urban heat effects from the large area of hardstand proposed for vehicle parking.</p> <p>In addition, landscaping is requested to further define the space and main axis that supports direct access to the building entry and provide a sense of separation to the adjacent driveway servicing the proposed commercial centre.</p>
9.2	<p>Issue: Orientation and setback from Main Street</p> <p>Orientation of the building in its current form is a missed opportunity to orientate to the northern aspect. Council recommends the applicant reconsider the building orientation and car parking to provide additional offset from Main Street which will likely see increased traffic in response to the <i>Meringandan Township Expansion Area</i> and additional development underway and proposed in the local area.</p> <p>The proposed fencing/wall exceeds 15.0 metres and does not propose satisfactory landscape treatment to fragment the length or support visual interest that addresses the road. A landscaped setback to the site frontage would also respond sensitively to the surrounding rural and rural residential areas.</p>
	<p>Information Required:</p> <p>In accordance with <i>Community and Recreation Uses Code Child Care Centre PO8, PO9 and Landscaping Code PO3, PO5</i> Council requests reconfiguration of the proposed building to take advantage of a northern aspect and increase setback of the Childcare Centre and outdoor play area(s) from Main Street.</p> <p>Alternatively, where acoustic fencing is required a minimum 3.0m vegetated buffer is required on either side of the fence, located within the property boundary. This vegetated buffer should be demonstrated on the plans.</p>

10. ARCHITECTURE AND URBAN DESIGN

10.1	<p>Issue:</p> <p>The proposed development is oriented towards an internal driveway and fails to adequately address Main Street. It does not support wayfinding, as the pedestrian entrance is not visible or legible from Main Street as required by PO2 of the Community and Recreation Uses Code.</p>
	<p>Information Required:</p> <p>Provide revised drawings demonstrating compliance with PO2 of the Community and Recreation Uses Code by reconfiguring the design to ensure the development primarily addresses Main Street and that the pedestrian entrance is clearly visible from the street, supporting wayfinding.</p>
10.2	<p>Issue:</p> <p>Given the corner location of the site, the presentation of the development is dominated by the prominence of parking and refuse storage areas. This results in a poor streetscape outcome and diminished visual amenity, and does not comply with Acceptable Outcome AO4.2 of the Community and Recreation Uses Code.</p>
	<p>Information Required:</p> <p>Provide revised drawings incorporating appropriate landscaping to effectively screen parking and refuse storage areas from Main Street, thereby enhancing the development's presentation and the visual amenity of the streetscape.</p>

Subject to the receipt of the further information requested; Council may require additional advice.

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

A handwritten signature in black ink, appearing to read 'M. Coleman', with a long horizontal flourish extending to the right.

Matthew Coleman
Principal Planner, Planning Branch