Date >> 25 August 2026

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Dear Sir/Madam

Information Request
Planning Act 2016

As per our telephone conversation on 25 August 2026 please be advised that, upon review of the below mentioned development application, further information is required to undertake a comprehensive assessment. In accordance with section 12 of Development Assessment Rules under the *Planning Act 2016* the following information is requested.

Application Details

Application no:	MCU26/0072
Assessment no:	12675071
Proposal:	Office - Extension to Office
Street address:	719 Ross River Road KIRWAN QLD 4817
Real property description:	Lot 2 T 118596
Applicant's reference:	DA022-26

The information requested is set out below >>

Request Item 1 – Site layout and building design

The applicant is requested to revise the site layout and building design including the following amendments:

- Built form to address the street by being relocated to the front of the property.
- Awning over the footpath.
- Remove or reduce the large built to boundary parapet wall along the boundary shared with a residential neighbour.
- Parking is to be provided behind the built form.
- All vehicles must be able enter and exit the site in a forward motion (parking spaces 13 and 14 in their current location require swept paths to demonstrate this is achievable).
- Landscaping buffers to boundaries.
- Shade trees in parking areas.
- Street trees on the verge (where not impacted by an awning)
- Refuse bin storage location.

Reason

To demonstrate compliance with Performance Outcome PO10, PO31, PO32 of the Medium density residential zone code of the Townsville City Plan.

Advice – Sewer connection point

The proposed new office building is located on top of the existing sewer connection point. The property connection point and associated plumbing require relocation.

End of Information Request >>

Under the provisions of the Development Assessment Rules under the *Planning Act 2016*, you have three options available in response to this Information Request. You may give the assessment manager (in this instance Council):

(a) all of the information requested; **or**
(b) part of the information requested; **or**
(c) a notice that none of the information will be provided.

For any response given in accordance with items (b) and (c) above, you may also advise Council that it must proceed with its assessment of the development application.

Please be aware that under the Development Assessment Rules under the *Planning Act 2016*, the applicant is to respond to any Information Request within **3 months** of the request. If you do not respond to the Information Request within this time period, or, within a further period agreed between the applicant and Council, it will be taken that you have decided not to provide a response. In the event of no response being received, Council will continue with the assessment of the application without the information requested.

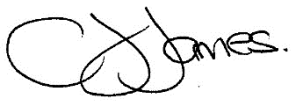
Council prefers that all of the information requested be submitted as one package. If any additional matters arise as a result of the information submitted, or, as a result of public notification (where applicable), you will be advised accordingly.

Should any referral agency make an information request, you are reminded of your obligation to provide council with a copy of the information response provided to that referral agency.

You may wish to follow the progress of this application using PD Online on Council's website www.townsville.qld.gov.au

If you have any further queries in relation to the above, please do not hesitate to contact Jayne Carter on telephone 07 4727 9428, or email developmentassessment@townsville.qld.gov.au.

Yours faithfully



For Assessment Manager
Planning and Development

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