



20 August 2026

Development Services  
Brisbane City Council  
GPO Box 1434  
Brisbane QLD 4000



Dear Sir / Madam,

## Response to Action Notice – Change (Other) Application at 424 Bowen Terrace, New Farm (Council ref: A007082084)

We refer to the Action Notice received by Urbis Ltd on behalf of *Bowen Terrace Developments Pty Ltd* ('the Applicant') on 13 August 2026, giving notice, pursuant to Section 3.1 of the Development Assessment Rules, that the abovementioned development application (A007082084) is not properly made.

The Action Notice provides that the following actions must be taken to satisfy the Assessment Manager that the application complies with Section 51 of the *Planning Act 2016*.

- Make payment of the required assessment fee.

In accordance with Section 51 of the *Planning Act 2016* and in response to the Action Notice we provide the following information:

- Confirmation that payment of the required assessment fee has been made. The Applicant has confirmed that payment was made on 19 August 2026.

This response satisfies the application requirements in accordance with Chapter 1, Part 1, Section 3.2 of the Development Assessment Rules.

On this basis, we request Council to proceed with processing and assessing the development application. We look forward to receiving a Confirmation Notice for the application.

If you have any questions regarding the attached material, please do not hesitate to contact the undersigned or **Adam Donaldson (Senior Consultant)** on (07) 3007 3800.

Kind regards,

A handwritten signature in black ink that reads "Penny Douglas".

Penny Douglas  
Director  
pdouglas@urbis.com.au