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**City Planning and Economic Development Services  
Development Services**

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24 August 2026

Kathryn Perry, Scott Perry  
C/- Brisbane Town Planning Pty Ltd  
PO Box 25  
GRANGE QLD 4051

**ATTENTION: Peta Charles**

**Application Reference:** A007066812

**Address of Site:** 121 WINDSOR RD KELVIN GROVE QLD 4059

Dear Peta,

**RE:** Information request in accordance with the Development Assessment Rules

Council has carried out an initial review of the above application and has identified that further information is required to fully assess the proposal.

**Car parking**

Whilst the original approval required 4 car spaces for the four-unit development, the current car parking rate for proposed 3 units is 4.75, which includes 1 visitor car space.

The proposal includes 4 car parking spaces which fails to comply with the standards in the Transport, access, parking and servicing planning scheme policy.

- a. Please provide a Traffic statement prepared by and certified by a RPEQ which demonstrates how the car parking demand created is being facilitated onsite - noting under current CP 2014 requirements 1 visitor space would be required.

**Landscaping – existing and proposed**

While it is acknowledged that the submitted site plan documents the existing large tree, the submitted application material does not document existing landscaping, proposed landscaping or deep planting areas to address the PO28 and PO29 of the Multiple dwelling code.

Submit revised drawings which show:

- a. Deep planting areas.
- b. Existing landscaping proposed to be retained.
- c. Landscaping along the northern site boundary to buffer and soften the elevation of the extension.

**Private open space**

The added car parking proposed and required by City Plan 2014 reduces the amount of private open space (POS) available to each unit. To ensure each unit has a useable piece of POS, can you please

- a. Indicate (including measurements) on the plans the POS allocated to each unit in line with AO31.1-31.5 / PO31 of the Multiple dwelling code.

## **Urban Utilities (UU)**

Council does not undertake water and sewer assessment of any planning applications. Contact UU on (07) 3432 2200 to discuss any water and sewer issues and whether you are required to submit an application to UU for assessment.

### **Responding to this request**

Your response should include a summary table which outlines any changes to performance outcomes and plans that have resulted from addressing the issues outlined above. The table should also include details of any supporting documentation.

If a response is not provided within the prescribed response period of three (3) months assessment of the application will continue from the day after the day on which the response period would have otherwise ended.

Email your response to [DSPlanningSupport@brisbane.qld.gov.au](mailto:DSPlanningSupport@brisbane.qld.gov.au) quoting the application reference number A007066812.

Please phone me on telephone number below during normal business hours if you have any queries regarding this matter.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Stephen Jones', with a stylized, cursive script.

Stephen Jones  
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Planning Services North  
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