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14 May 2026

**ATTENTION: CHIEF EXECUTIVE OFFICER**

Brisbane City Council  
GPO Box 1434  
Brisbane QLD 4001

*Via Online Lodgement*

Dear Sir/Madam,

**RE: CHANGE APPLICATION (MINOR) TO DECISION NOTICE NUMBER A006779763**

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We refer to Council's development approval as specified in the subject line above. VMS Town Planning & Development Consultants Pty Ltd on behalf of the Applicant (REBEKAH HANNAFORD) request to make a change application (minor) to amend the decision notice in accordance with s78 of the *Planning Act 2016*.

The proposed changes are in accordance with the definition of minor change for a development approval in Schedule 2 of the *Planning Act 2016* and therefore been assessed in accordance with the requirements of s81 of the *Planning Act 2016*. A detailed assessment of these provisions in relation to the proposed change is located at Appendix C.

To assist Council in the assessment of this requested, please find attached the following:

- **Appendix A:** Architectural Plans, prepared by M Studio Pty Ltd;
- **Appendix B:** Planning Act Form 5 – Change Application Form;
- **Appendix C:** Assessment of Minor Change - Development Approval; and
- **Appendix D:** Decision Notice Number A006779763, Issued by Brisbane City Council;
- **Appendix E:** Owners Consent & Current Title Document.

**Application Fees**

*Brisbane City Council Development Assessment and Compliance Fees 2025-2026* prescribes a fee of \$858.00 for the proposed minor change (s81 of the *Planning Act 2016*). As such, it would be greatly appreciated if Council could issue a fee quote in this amount, as soon as practically possible to allow payment to be made.

**Details of Change Application**

The amended Architectural Plans prepared by M Studio Pty Ltd, are included as Appendix A and propose a minor change to the existing approved dwelling house. We note the change involves the rectification of minor draft errors on the previous architects plans which showed the existing pitch of the roof 200mm lower than what it actually is.

The existing house has now been raised as per the current approval to the maximum height, however given the accurate measurement of the pitched roof, the overall height of the proposed development is now 200mm higher than what was previously approved.



The overall intent of the development to achieve flood immunity as part of the house raise and renovation remains the same, with the approved undercroft level remaining at RL.30m, with the overall height of the existing house being raised due to the pitch of the existing roof is 200mm higher making the overall height 9.698m from natural ground.

The proposed development is only a small modification to the existing built form and should be considered minor in this instance.

The proposed changes to the current approval are considered minor in nature and only requires updates to the approved set of plans and should be considered appropriate and should be supported by Council in this instance.

**Plans**

As a result of the above minor changes, it is requested that the approved Drawings and Documents referenced in Council’s decision notice be amended as follows:

Drawing or Document	Number	Plan Date
<del>Existing/Demolition</del> Site Plan <del>Existing</del>	<del>DA-100 Issue 5</del> <del>A001 Rev. D</del>	<del>17 JUL 2025</del> <del>11 May 2026</del>
<del>Proposed</del> Site Plan <del>Proposed</del>	<del>DA-101 Issue 6</del> <del>A100 Rev. D</del>	<del>17 JUL 2025</del> <del>11 May 2026</del>
<del>Undercroft Plan – Existing</del> <del>Existing/Demolition Floor Plan – Undercroft Level</del>	<del>DA-110 Issue 6</del> <del>A002 Rev. D</del>	<del>17 JUL 2025</del> <del>11 May 2026</del>
<del>Level 1 Floor Plan – Existing</del> <del>Existing/Demolition Floor Plan – Level 1</del>	<del>DA-112 Issue 6</del> <del>A003 Rev. D</del>	<del>17 JUL 2025</del> <del>11 May 2026</del>
<del>Undercroft Plan – Proposed</del> <del>Proposed Floor Plan – Undercroft Level</del>	<del>DA-120 Issue 7</del> <del>A101 Rev. D</del>	<del>17 JUL 2025</del> <del>11 May 2026</del>
<del>Level 1 Floor Plan Proposed (Phase 1)</del> <del>Proposed Floor Plan – Level 1</del>	<del>DA-121 Issue 8</del> <del>A102 Rev. D</del>	<del>17 JUL 2025</del> <del>11 May 2026</del>
<del>Level 2 Floor Plan Proposed (Phase 1)</del> <del>Proposed Floor Plan – Level 2</del>	<del>DA-122 Issue 7</del> <del>A103 Rev. D</del>	<del>17 JUL 2025</del> <del>11 May 2026</del>
Elevations - Existing	DA-200 Issue 6 A004 Rev. D	17 JUL 2025 11 May 2026
Elevations - Existing	DA-201 Issue 6 A005 Rev. D	17 JUL 2025 11 May 2026
Elevations - Proposed	DA-202 Issue 6 A400 Rev. D	17 JUL 2025 11 May 2026
Elevations - Proposed	DA-203 Issue 6 A401 Rev. D	17 JUL 2025 11 May 2026

**Conditions**

No conditions are required to be amended as a result of the proposed minor change.

**Conclusion**

On behalf of the Applicant, REBEKAH HANNAFORD, VMS Town Planning & Development Consultants Pty Ltd it requested Council favourably consider this Change Application (minor) in accordance with the requirements of s81 of the *Planning Act 2016*.

Should you require any further assistance in relation to this matter, please contact Vass Stammes of VMS Town Planning & Development Consultants Pty Ltd via email at [vass@vmstowplanning.com.au](mailto:vass@vmstowplanning.com.au) or by phone on 0431 499 499.

Kind Regards,  
**VMS Town Planning & Development Consultants Pty Ltd**

*vstammes*  
**Vass Stammes**  
Director

