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16/11/2026
APPLICATION REF
A007148154

16 November 2026

The Assessment Manager
Brisbane City Council
GPO Box 1434
Brisbane City QLD 4001

Attention: Bronwyn Willis – Planning Paratech
Delivery via email: brownwyn.willis@brisbane.qld.gov.au

Dear Bronwyn,

Response to Action Notice – 118, 120 and 124 Lutwyche Road and 43 Victoria Street, Windsor (Council Ref.: A007148154)

Urbis Ltd continues to act on behalf of *Infinitec Developments Pty Ltd* (the '**Applicant**') in relation to the abovementioned development application over the site at:

- 118, 120 and 124 Lutwyche Road and 43 Victoria Street, Windsor

The development application seeks approval for the following:

- Development Permit for Material Change of Use for Multiple Dwelling, Short-term Accommodation, Food and Drink Outlet; and
- Development Permit for Carrying out Building Work in the Flood Overlay (Creek/waterway flood planning area and Overland flow flood planning area sub-categories); and
- Development Permit for Carrying out Building Work for demolition of existing buildings where not part of a committed program to exercise an existing development approval or create a temporary park.

This correspondence constitutes the Applicant's response to the Action Notice issued by Brisbane City Council (**Council**) on 13 November 2026 (included in **Appendix A**). As stipulated, the Applicant is required to respond within 20 business days from Council issuing the Action Notice, concluding on 11 December 2026. This written notice is provided within the applicable statutory period and thus, the Applicant requests that Council recognises the development application as properly made in accordance with Section 51(6) of the *Planning Act 2016* (**Planning Act**) and Chapter 1, Part 1, Section 3.2 of the *Development Assessment Rules (Version 3.0)* (**DA Rules**).

This response is accompanied by the following supporting information:

- **Appendix A –** Brisbane City Council Action Notice, dated 13 November 2026;
- **Appendix B –** Brisbane City Council Fee Quote, dated 13 November 2026; and
- **Appendix C –** Development Application Receipt of Payment, dated 16 November 2026.

Each item from Council's Action Notice letter has been outlined below (*in italics*) along with the respective comments and responses to each item.

Item 1 – Payment of Application Fee

1. *Attend to the payment of the application fees as identified in the attached fee quote, Reference Number 656500059713071.*

Response

The Applicant acknowledges that Council issued an Action Notice and Fee Quote for the development application concurrently on 13 November 2026 (included in **Appendix A** and **Appendix B**).

The Applicant has paid the relevant fee quote on 16 November 2026, as soon as practicable. The Applicant has therefore taken the required actions to ensure that the application is now properly made.

Item 2 – Written Response

2. *Provide a written response to Council in accordance with Chapter 1, Part 1, Section 3.2 of the Development Assessment Rules.*

Response

This correspondence constitutes the total extent of our response to the Action Notice made by Council in accordance with Section 51(6) of the Planning Act and Chapter 1, Part 1, Section 3.2 of the DA Rules. We ask that Council progress the assessment of the application on this basis.

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

Yours sincerely,



Grant Williams
Associate Director
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gwilliams@urbis.com.au

Appendix A – Brisbane City Council Action Notice

Appendix B – Brisbane City Council Fee Quote

Appendix C – Development Application Receipt of Payment