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OUR REF: J26-00039
DATE: 20/10/2026

BCC DS
RECEIVED
26/10/2026
APPLICATION REF
A007097295

Brisbane City Council
GPO Box 1434,
Brisbane QLD 4001

Attention: Noa Galapo
Council Reference: A007097295

Via email

Dear Noa,

RE: RESPONSE TO INFORMATION REQUEST NOTICE – APPLICATION FOR RECONFIGURING A LOT (DEVELOPMENT PERMIT) – BOUNDARY REALIGNMENT 2 LOTS INTO 2 LOTS – LAND AT 14 GILLAN STREET NORMAN PARK QLD 4170, DESCRIBED AS LOT 2 ON RP12575 AND LOT 51 ON RP12574.

As you are aware, Gilvear Planning Pty Ltd (Gilvear Planning) is assisting Elizabeth Collyer (the Owner and Applicant) with an Application for Reconfiguring a Lot (Boundary Realignment – 2 Lots into 2 Lots) on land at 14 Gillan Street, Norman Park QLD 4170, known as Lot 2 on RP12575 and Lot 51 on RP12574 (the subject site).

An Information Request Notice was issued by Brisbane City Council (Council) under cover of a letter dated 17 September 2026. Pursuant to Part 3, Section 13.2(a) of the *Development Assessment Rules*, the following response is provided on behalf of the Applicant.

INFORMATION REQUEST ITEM 1 – LOT ACCESS AND STREET TREES

The proposal results in the creation of two lots with frontages of less than 10m. Subsequently, a shared access arrangement is required to be provided that is located centrally along the common property boundary of the proposed lots, in accordance with PO27/AO27.4 of the Subdivision code. Furthermore, it is Council's preference to retain the existing street trees at the Gillan Street frontage, where possible. Noting the request for a shared access, it is suggested that the northern-most street tree is retained and the centrally located street tree is removed and replaced at an appropriate location along the frontage.

a) *Provide amended subdivision plans showing a shared access arrangement between the proposed lots that enables the retention of street trees where possible and demonstrating compliance with PO27/AO27.4 of the Subdivision code.*

RESPONSE TO INFORMATION REQUEST ITEM 1

An updated proposal plan (prepared by Gilvear Planning Pty Ltd) is provided at Attachment 1. Proposed plan amendments have been summarised below:

- Inclusion of a new shared access driveway (approximately 5m wide).
- Proposed removal of an existing street tree (as depicted in red on the updated proposal plan).
- Proposed location of a new/replacement street tree (south of the shared access driveway)
- Appropriate separation distances between street trees (existing and/or new/replacement) – approximately 3.5m to 5m from the proposed shared access driveway.

The proposed shared access driveway is a suitable option in this instance and ensures compliance with Acceptable Outcome AO27.4 of the Subdivision Code. Impacts on existing street trees are considered to be minimal, given there is sufficient area for a new/replacement street tree to be established. The proposal is unlikely to impact on on-street car parking provisions. The proposed shared access driveway will help to retain existing on-street car parking provisions.

INFORMATION REQUEST ITEM 2 – UPSTREAM CONNECTION

An existing foul water pipe servicing an upstream property traverses the site to the rear and is proposed to be removed as part of the future servicing arrangement. Insufficient information has been provided to demonstrate that the upstream property will be serviced following removal of the pipe.

a) *Provide detailed design to demonstrate the provision of an appropriate upstream connection and continuity of service to affected upstream properties.*

RESPONSE TO INFORMATION REQUEST ITEM 2

A Concept Stormwater Drainage Layout Plan, prepared by Rogers Consulting Services Pty Ltd, is provided at Attachment 2. Specifically, we note the concept plan provides details on a new upstream connection to the existing foul water pipe (adjacent to the northern boundary of proposed Lot 1). The proposed new connection will ensure continuity of service to/for affected upstream properties.

INFORMATION REQUEST ITEM 3 – EROSION AND SEDIMENT CONTROL

The development application package is incomplete, missing a signed Erosion Hazard Assessment (EHA) form.

a) *Provide a completed and signed EHA form as required by Council's Infrastructure design planning scheme policy (PSP) Chapter 7, Table 7.11.2.1.A.*

RESPONSE TO INFORMATION REQUEST ITEM 3

Please refer to Attachment 3 for a copy of a completed Erosion and Hazard Assessment, prepared by Rogers Consulting Services Pty Ltd. The site is classified as 'Medium Risk', with respect to erosion and sediment control.

CONCLUSION

It is noted that in accordance with Part 3, Section 14.1(a) in the *Development Assessment Rules*, the Information Response period has ended.

We look forward to liaising with you regarding Draft Conditioning for the project as a priority.

Should any additional information be required, please do not hesitate to contact the undersigned.

Kind regards,

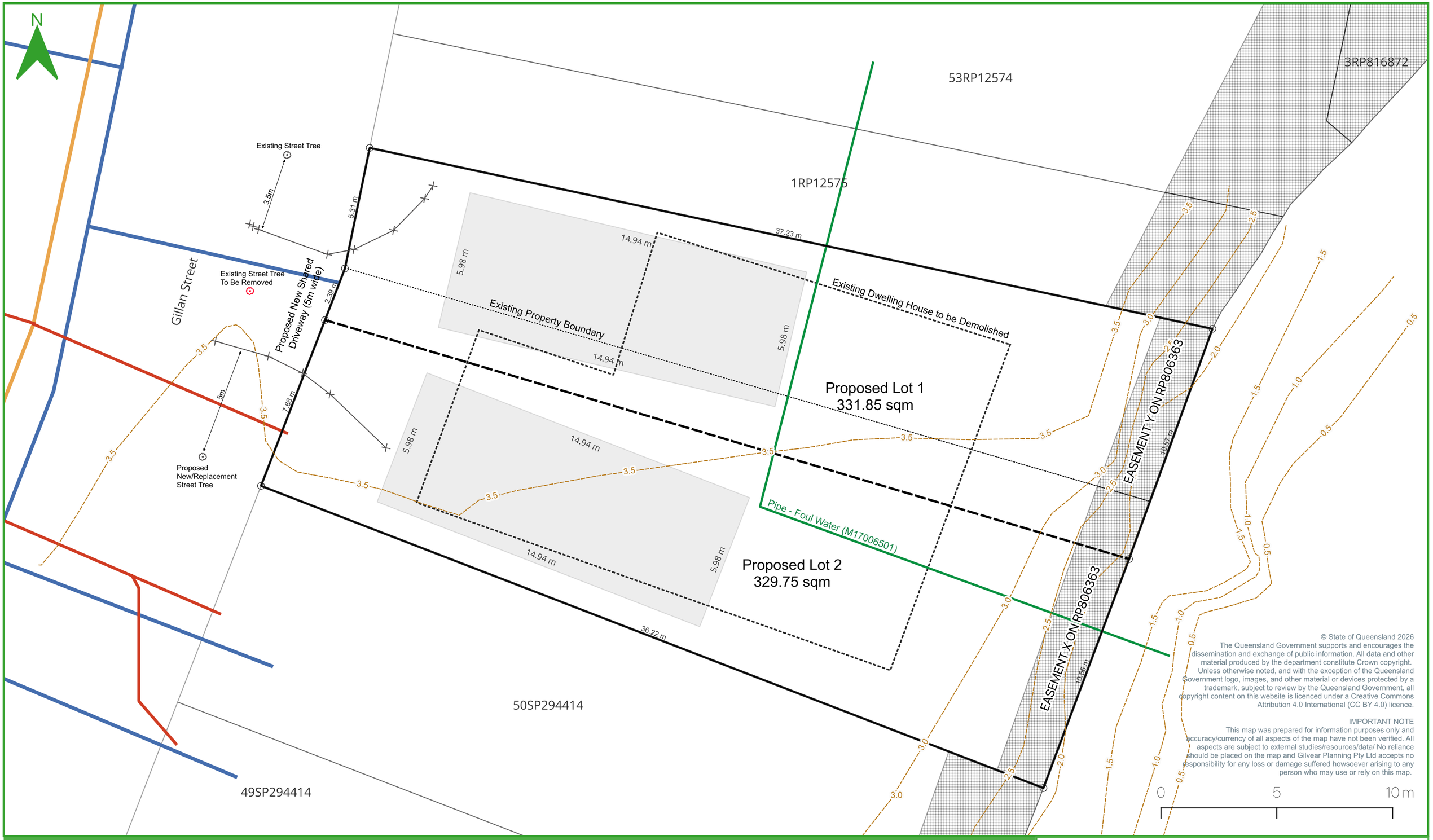
Sera Rohan



PROJECT DIRECTOR

Attachment 1

Amended Proposal Plan, Prepared by Gilvear Planning Pty Ltd



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Proposed Reconfiguration of a Lot (Boundary Realignment)
14 Gillan Street, Norman Park

SCALE:	1 : 150 @ A3	CLIENT:	Elizabeth Collyer
COORDINATE SYSTEM:	EPSG:7855 GDA:2020 Zone 55	DATE:	October 2026
JOB NUMBER:	J26-00039		

- Contours - 0.5m
- Sewer Gravity Main (existing)
- Sewer Gravity Main - Trunk (existing)
- Water Pressure Main (existing)

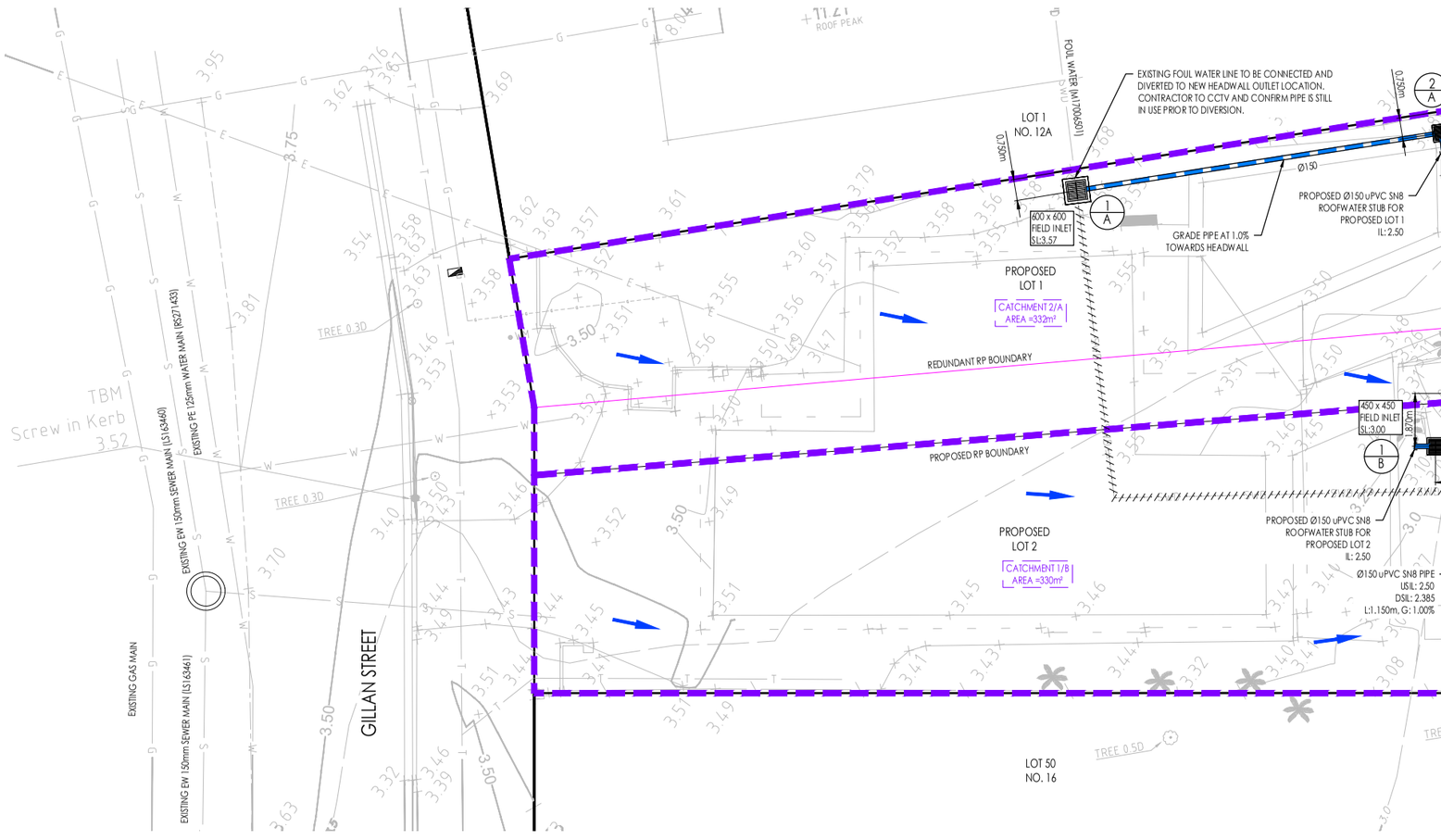
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Attachment 2

Concept Stormwater Drainage Layout Plan, Prepared by Rogers Consulting Services Pty Ltd

Docusign Envelope ID: 931B5254-ADAC-8C04-823A-439EEB738C91



CONCEPT STORMWATER DRAINAGE LAYOUT PLAN

SCALE 1:100

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BEFORE YOU DIG www.byda.com.au

LOCATION AND LEVELS OF ALL EXISTING SERVICES AND PROPOSED STORMWATER OUTLETS TO BE CONFIRMED ON SITE BY THE CONTRACTOR PRIOR TO THE COMMENCEMENT OF WORKS. IT IS THE CONTRACTOR'S RESPONSIBILITY TO PERFORM A 'BEFORE YOU DIG' SEARCH AND CARRY OUT ALL INVESTIGATIONS REQUIRED TO SATISFY THEMSELVES OF THE LOCATION OF EXISTING SERVICES. ANY POTENTIAL CONFLICTS SHALL BE REPORTED TO THE SUPERINTENDENT.

AMENDMENTS

NO.	DATE	DESCRIPTION	DRAWN
A	07.10.2026	PRELIMINARY ISSUE	ML

RCS "CONSULTANTS YOU CAN TRUST"

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NORTH:

RP DESCRIPTION: LOT 2 ON RP12575 & LOT 51 ON RP12574

SCALE: 1 : 100

ORIG. DRG. SIZE: A1

APPROVED BY LUKE SMITH: Signed by: Steve Candeloro On behalf of Rodgers Consulting Services

DRAWN: ML

DESIGN: ML

CHECKED: KN

SUPERVISOR: AR

RPEQ.

DATE: 14/10/2026

CLIENT: LIBBY COLLYER

31882

Attachment 3

Erosion Hazard Assessment, Prepared by Rogers Consulting Services Pty Ltd

BRISBANE CITY COUNCIL ABN 72 002 765 795

Erosion Hazard Assessment

Brisbane City Council (BCC), *Erosion Hazard Assessment* form must be read in conjunction with the *Erosion Hazard Assessment- Supporting Technical Notes* (June 2014 or later version) for explanatory terms and Certification information.

What is an Erosion Hazard Assessment?
Soil erosion and sediment from urban development, particularly during construction activities, is a significant source of sediment pollution in Brisbane's waterways. The Erosion Hazard Assessment determines whether the risk of soil erosion and sediment pollution to the environment is 'low', 'medium' or 'high'.

When is the EHA required?
An Erosion Hazard Assessment form must be completed and lodged with BCC for any Development Application (ie MCU or ROL) that will result in soil disturbance OR Operational Works or Compliance Assessment Application for 'Filling' or Excavation.

Failure to submit this form during lodgement of an application may result in assessment delays or refusal of the application.

Privacy Statement
The personal information collected on this form will be used by Brisbane City Council for the purposes of fulfilling your request and undertaking associated Council functions and services. Your personal information will not be disclosed to any third party without your consent, unless this is required or permitted by law.

Assessment Details

1 Please turn over and complete the erosion hazard assessment.

2 Based on the erosion hazard assessment overleaf, is the side:

A 'low' risk site

Best practice erosion and sediment control (ESC) must be implemented but no erosion and sediment control plans need to be submitted with the development application. Factsheets outlining best practice ESC can be found at https://waterbydesign.com.au/download/erosion-sediment-control-for-small-construction-sites

✔ ***A 'medium' risk site***

If the development is approved, the applicant will need to engage a Registered Professional Engineer (RPEQ) or Certified Professional in Erosion and Sediment Control (CPESC) to prepare an ESC Program and Plan and supporting documentation — in accordance with the requirements of the Infrastructure Design Planning Scheme Policy.

A 'high' risk site

If the development is approved, the applicant will need to engage a RPEQ and CPESC to prepare an ESC Program and Plan and supporting documentation — in accordance with the requirements of the Infrastructure Design Planning Scheme Policy. The plans and program will need to be certified by a CPESC.

3 Site Information and Certification

Application number (if known)

A007097295

Site address

14 Gillan Street

NORMAN PARK QLD Postcode 4170

I certify that:

- ✔ I have made all relevant enquiries and am satisfied no matters of significance have been withheld from the assessment manager.
- ✔ I am a person with suitable qualifications and/or experience in erosion and sediment control.
- ✔ The Erosion Hazard Assessment was completed in accordance with the Erosion Hazard Assessment Supporting Technical Notes and the BCC Infrastructure Design Planning Scheme Policy.
- ✔ The Erosion Hazard Assessment accurately reflects the site's overall risk of soil erosion and sediment pollution to the environment.
- ✔ I acknowledge and accept that the BCC, as assessment manager, relies, in good faith, on this certification as part of its development assessment process and the provision of false or misleading information to the BCC constitutes an offence for which BCC may take punitive steps/ action against me/ enforcement action against me.

Certified by *(Print name)*

Adrian Rodgers

Certifier's signature



Date

14 / 10 / 2026

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Assessment Table

Table 1: Low Risk Test

		Yes	*No*
1.1	is the area of land disturbance > 1000 m2?		✔
1.2	does any land disturbance occur in a BCC mapped waterway corridor?	✔	
1.3	is there any slope on site (longer than three metres in length) before, during or after construction that is steeper than 5%?		✔
1.4	does any land disturbance occur below 5 m AHD?	✔	
1.5	does development involve endorsement of a staging plan?		✔
1.6	is there an upstream catchment passing through the site > 1 hectare?		✔

If you answered ***'No'*** to **ALL** of these questions, then the site is **low risk** with respect to erosion and sediment control. (Do not continue to Table 2)

If you answered ***'Yes'*** to **ANY** of these questions, then proceed to ***Table 2***

Table 2: Medium Risk Test

		Yes	*No*
2.1	is the area of land disturbance > 1 hectare?		✔

If ***'No'*** then the site is **medium risk** with respect to erosion and sediment control. (Do not continue to Table 3)

If ***'Yes'*** then proceed to ***Table 3***

Table 3: High Risk Test

		Yes	*No*
3.1	is there an upstream catchment passing through the site > 1 hectare?		
3.2	does any land disturbance occurs in a BCC mapped waterway corridor?		
3.3	is there any slope on site (longer than three metres in length) before, during or after construction that is steeper than 15%?		

If you answered ***'No'*** to **ALL** of these questions, then the site is also **medium risk** with respect to erosion and sediment control.

If you answered ***'Yes'*** to **ANY** of these questions, then the site is **high risk** with respect to erosion and sediment control.

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