

Brisbane
TOWN PLANNING
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PO Box 25, Grange, Qld 4051

8 July 2026

Development Assessment
Brisbane City Council
GPO Box 1434
Brisbane Qld 4001

Dear Sir/Madam,

**RE: REQUEST TO CHANGE A DEVELOPMENT APPROVAL
UNDER SECTION 82 OF THE PLANNING ACT
FOR MINUTES 1552/63
OVER 121 WINDSOR ROAD, KELVIN GROVE**

Based on information provided by the previous and current owners, our own research, and information provided by Council in the prelodgement meeting held on the 13th of April, we understand that the site was originally approved for conversion to 4 units in 1963.

There is some information to suggest that this approval was lawfully reduced from 4 units to 3 units, as is currently on site today. In particular, we note that there is no evidence on site to suggest a 4th unit ever existed and subsequent approvals (like the BCC clearance certificate below, dated 23/2/1971) should not have been signed off had there been a discrepancy with a previous approval.

BRISBANE CITY COUNCIL
DEPARTMENT OF WATER SUPPLY AND SEWERAGE
SEWERAGE HOUSE CONNECTIONS SECTION

OWNER: *M. M. PORTER*
121 WINDSOR RD
RED HILL
H259

Date: *23 2 1971*
Drainage Plan No. *10990*

H. O. Cont. No. _____

CLEARANCE CERTIFICATE FOR SEWERAGE — SEPTIC TANK INSTALLATION
This is to certify that the house drainage and plumbing has been executed in accordance with the Standard Sewerage and Standard Water Supply By-laws.

Level	4" dia drain in. ft.	W.C. Pan	Urinals	Baths	Showers	Basins	Sinks	Wash Tubs	Wash. Mach. Grasses/Silt Traps	Bib Taps	Hose Taps	Pillar Taps	Stop Taps	Combination Fittings	Bath	Shower	Basin	Sink	Laundry	Water Sewerage	Heating Hot Water Syst.
YARD																					
UNDER HOUSE		/			/			/					/		/						
2ND FLOOR																					
1ST FLOOR																					

This certificate is issued subject to By-law 23 (b) of the Standard Sewerage By-laws and By-law 21 of the Standard Water Supply By-laws.
The W.C. compartment is satisfactory/unsatisfactory. NOTE: Any person connecting any substandard equipment or any work overline
to this Department's sewer is liable to a penalty.

LICENCED PERSON: *P. ELLIOTT*
50 VICTORIA ST
FAIRFIELD

G. A. Cowling
Chief Engineer and Manager
Per: *[Signature]*

500 Bks. x 50-7/70 WSG/0034

However, that said, it is acknowledged that there is no clear paper trail to evidence this reduction.

As such, the decision has been made to “tidy up” the approvals on the site, whilst also seeking approval for the proposed side addition works.

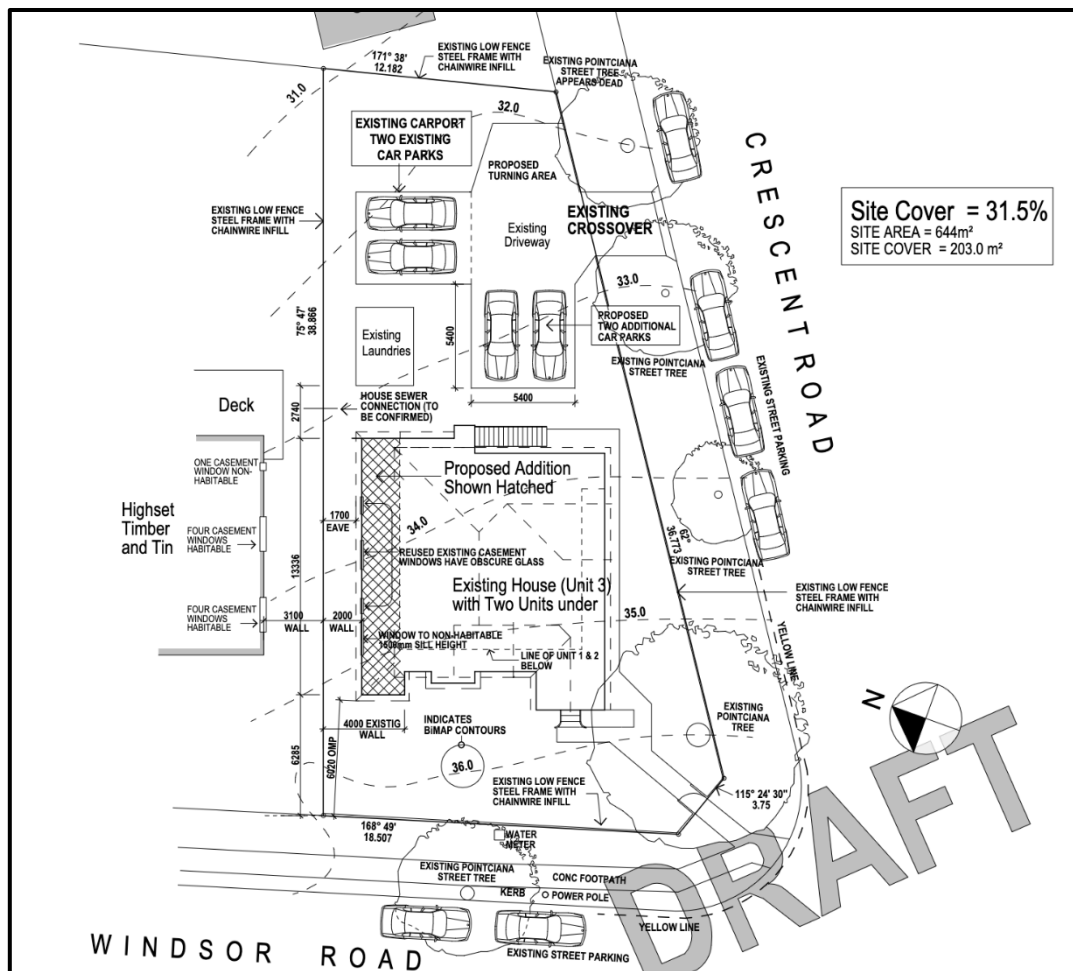
Regarding the first component (the revision to the number of dwellings), we note that Council provided their in principle support in the recent prelodgement meeting.

This support was conditional on a handful of requirements, each of which are discussed in more detail in the headings below.

Parking

In the prelodgement meeting Council requested that the proposal provide a minimum of 1 additional on-site parking bay. To ensure compliance with the 1 per unit requirement in the original approval.

As shown below, the proposal has been designed to provide a minimum of 2 additional on-site parking bays.



This represents a doubling of the existing on-site parking, and it exceeds Council’s minimum request.

When considered in conjunction with the minimum 6 on street parking bays, this increase ensures that the proposal will be sufficient to meet the anticipated peak parking demand for the development. In turn ensuring compliance with the wording and intent of the relevant components in PO14, being the applicable performance outcome.

Given that 2 extra bays have been accommodated in place of the requested single bay, we confirm that a traffic report has not been obtained in this instance. That is, the decision was made to put the money into creating an extra parking space over additional reporting. As it would have a greater benefit for the end users.

In considering the second component (the side addition), we again note that the proposed works will not alter or increase the number of units or people living on site. The work is simply proposed to improve the liveability of the existing upstairs unit for the current owners. Noting that they have a baby and hence, are feeling the pressures of using the external laundry and having one bathroom etc.

Side addition

We confirm that Councils in principle support was provided for this addition in the recent prelodgement meeting. Particularly given the streetscape context, the setting of the new work, the consistency of the proposed works with other “porch and gable bungalow” style dwellings historically, the negative streetscape impacts of the alternate design options and given that the change in roof form (from gable to hip) allows the new work to be distinguished as an addition. We also note that this form of addition was a common extension back in the day. I.e. We are following a historical pattern for additions.

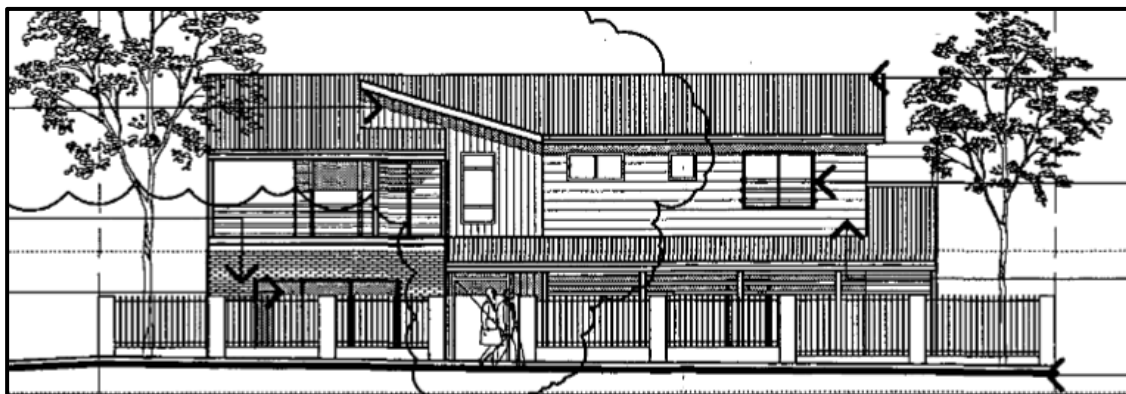
Each of these points is discussed in more detail under the headings below.

Streetscape context

As shown via the images below, the site is located on a main road which contains a mixed streetscape character. With a large number of 70's/80's style brick units and post 1946 dwellings scattered along the road.



116 Windsor Road – Google Street View
Post-1946 building/structure



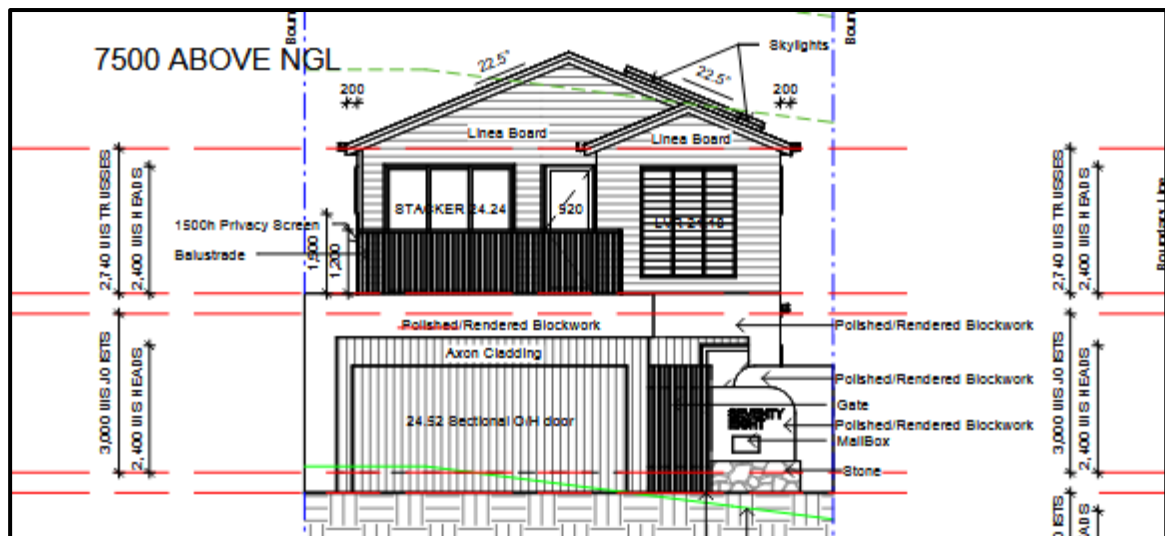
107 Windsor Road – Application number A001638896
Approved post-1946 house



144 Windsor Road – Google Street View
Heavily modified pre-1947 house



194 Windsor Road – Google Street View
Post-1946 house



78 Windsor Road – Application number A006759753
Approved post-1946 house



56 Windsor Road – Google Street View
Post-1946 multiple dwelling



52 Windsor Road – Google Street View
Post-1946 multiple dwelling



35 Windsor Road – Google Street View
Post-1946 multiple dwelling



36 Windsor Road – Google Street View
Post-1946 multiple dwelling



32 Windsor Road (2 Prospect Terrace) – Google Street View
Post-1946 multiple dwelling



30 Windsor Road – Google Street View
Post-1946 multiple dwelling



28 Windsor Road (7 Prospect Terrace) – Google Street View
Post-1946 multiple dwelling

Setting

The subject site is located on a blind bend in the road, the site slopes away from the road (meaning the new work will be set down from the road level), and the location of the proposed work is screened from the street by existing street/boundary vegetation together with the neighbours dwelling.

Location of the proposed work



Viewing the proposed location of the new work from the southern approach.
Note the new work would not be visible behind the existing house.

Location of the proposed work



Viewing the proposed location of the new work from the southern approach.
Note the new work would not be visible behind the existing house and street tree

Location of the proposed work

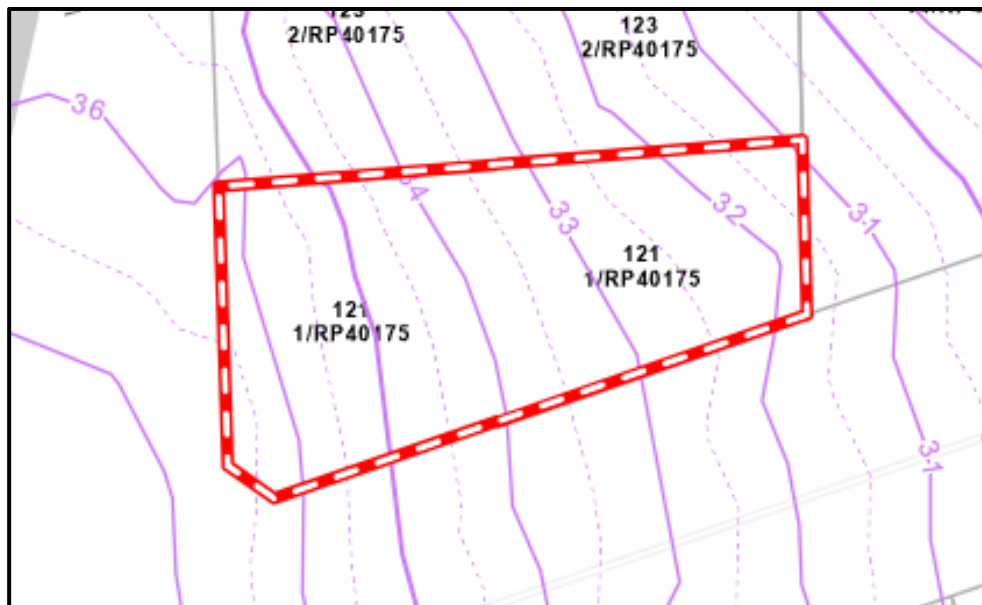


Viewing the proposed location of the new work from directly in front of the site.
Note the limited visibility due to the street tree/boundary vegetation.

Location of the proposed work



Viewing the proposed location of the new work from the northern approach.
Note the new work would not be visible behind the street/boundary vegetation and neighbour's house.

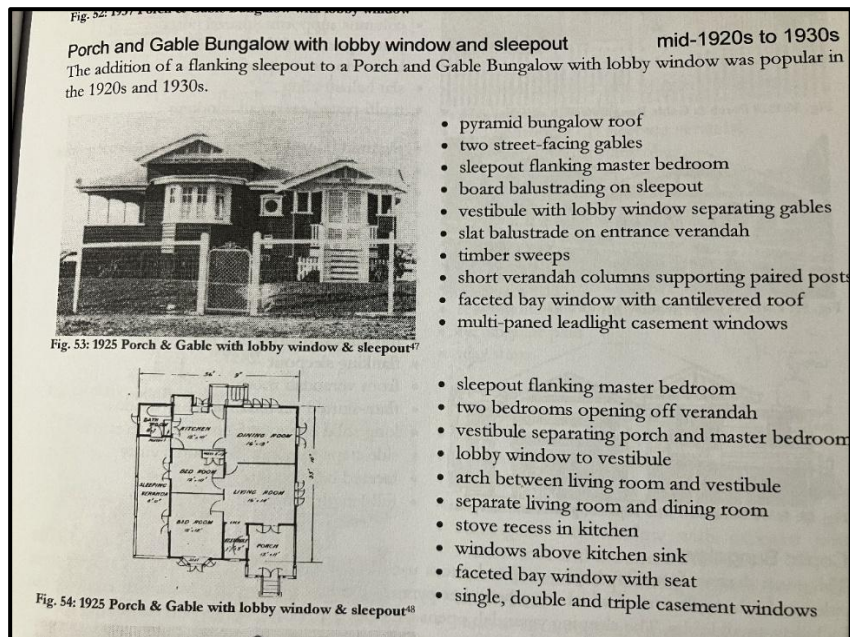


BCC contours – Note the 5m fall across the site.

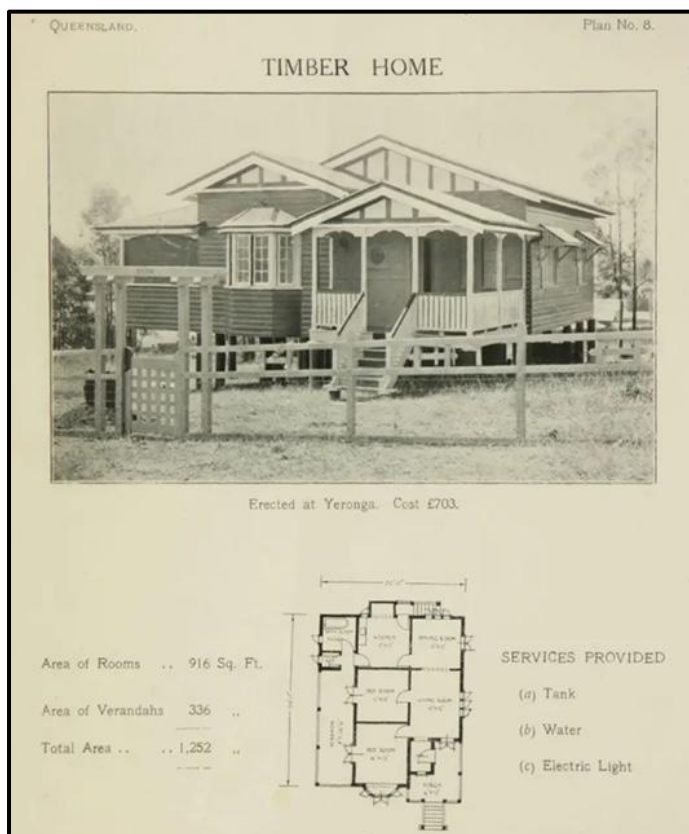
These factors in combination mean that the proposed addition will not sit as a dominant feature in the streetscape setting. Really, it will only be visible to those standing directly in front of the addition on the eastern side of the road.

Existing dwelling house

The existing dwelling house is best described as a “porch and gable bungalow with lobby window and sleepout” ... minus the sleepout. Refer to the images below provided by the client.



Brisbane House Style 1880-1940



State Advance Corporation

The proposed design seeks to essentially add the outline of the missing sleepout to the structure, creating a more identifiable form.

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Alternate solutions

Alternative solutions were explored which placed the additions at the rear of the upper level.

Given the fact that the site is a corner lot with the steep topography, and given the clear view lines from the street to this portion of the street (which by comparison is a more traditional streetscape), we concluded that this would have a far greater impact on the traditional character in the area. Refer to the image below.



Neighbour consultation

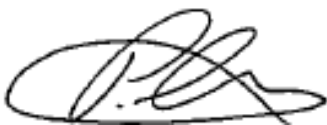
As per Council's suggestion, we confirm that the side neighbours have been consulted as part of the design process. We understand that they raised some concerns regarding the proposed setbacks. As such, we confirm that the side setback has been increased from the prelodgement design, to address this item.

Summary

To formalise these changes, we are seeking a "*request to change an existing development approval*" under section 82. Noting that the scope of works detailed above (particularly the change to the number of units) is not considered minor in nature and hence, we do not believe it qualifies as a minor change.

Should you have any queries regarding this request please do not hesitate to contact me on 3113 3261.

Yours faithfully,



Peta Charles
Principal Planner