

Date: 31 October 2025
Contact: DART
Location: City Development
Telephone: 07 5582 8866
Our reference: OPV/2025/460
Payment Ref: 558748489

Clarendon Homes (Qld) Pty Ltd Abn 37 078 853 022
C/- Professional Certification Group Pty Ltd
UNIT 14 / 11-13 Pearl St
KINGSCLIFF NSW 2487

Dear Sir/Madam

Action Notice - Not Properly Made Application - Assessment Manager
(Given under section 3.1 of the Development Assessment Rules)

The development application described below was lodged with the Council of the City of Gold Coast (Council) on 20 October 2025.

The application was lodged by:

Applicant name: Clarendon Homes (Qld) Pty Ltd Abn 37 078 853 022
Applicants contact details: C/- Professional Certification Group Pty Ltd, UNIT 14 / 11-13 Pearl St, KINGSCLIFF NSW 2487

in relation to development of land/premises described as:

Street address: 12 Allure Street, UPPER COOMERA QLD 4209
Real property description: Lot 155 SP343910
Application number: OPV/2025/460
Approval(s) sought: Development permit for carrying out Operational Works
Nature of development proposed: Non-Standard VXO x 1

This development application is not a properly made application under section 51 of the *Planning Act 2016*.

The reasons why Council, as assessment manager, is not satisfied that the application is properly made is/are:

- The application has not been made in the approved form.
- The documents required under the approved form, to be attached to or given with the application have not been provided.

The following action/s must be taken to make the application comply with section 51 of the *Planning Act 2016*:

DA Form 1 – Amendment Required

The following amendments are required before your DA Form 1 is considered acceptable. These amendments need to be made in addition to the existing information on your DA Form 1.

- Part 4, 15 – The assessment manager is Gold Coast City Council

Longitudinal Plan

Provide a longitudinal section plan which details information as shown in the Cross-Section Template and in RS-050 standard drawing:

- the proposed transition lengths
- the proposed transition gradients as a percentage (for example: either 1 in 8 or 12.5%)
- the gradient of the road at property boundary if it exceeds 3%
- RL or height above kerb invert values, ensure 250 millimetres above kerb invert is acquired to ensure stormwater is contained within the road reserve as per requirement of Queensland Urban Drainage Manual (Q.U.D.M.)
- if the crossing is on steep land, you may be asked to provide additional long sections.

Response Due Date

The above action/s must be completed, and a notice given to Council as assessment manager advising that the action notice has been complied with.

If Council does not receive notice confirming you have complied with the action notice within 20 business days being **28 November 2025**, or a further period agreed with Council – the application will be taken to have not been made, pursuant to section 3.7 of the Development Assessment Rules.

Response Format

As an electronically lodged application, please email all responses in PDF attachments (titled: 1 form, 2 supporting documents, 3 plans and 4 specialist reports) to: DART@goldcoast.qld.gov.au
Do not password protect the PDF.

Contacting us

Should you wish to clarify any issues contained in this letter, please do not hesitate to contact Planning Assessment on 07 5582 8866.

Yours faithfully



Elisha Martin
Supervisor
Development Assessment Review Team
For the Chief Executive Officer
Council of the City of Gold Coast

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How to contact us



cityofgoldcoast.com.au



Council of the City of Gold Coast
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