

Date: 28 May 2026
Contact: Alexa Brown
Location: City Development
Telephone: 07 5582 8866
Your reference: 12753
Our reference: ROL/2026/54
Payment Ref: 561381591

Courtney Upper Coomera Developments Pty Ltd
C/- Saunders Havill
9 Thompson Street
BOWEN HILLS QLD 4006

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 8 May 2026.

The application was lodged by:

Applicant name: Courtney Upper Coomera Developments Pty Ltd
Applicant contact details: C/- Saunders Havill, 9 Thompson Street, BOWEN HILLS QLD 4006

in relation to development of land/premises described as:

Street address: 17 Courtney Drive, UPPER COOMERA QLD 4209
Real property description: Lot 182 RP156422, Lot 183 RP156422
Application number: ROL/2026/54
Approval(s) sought: Development permit for Reconfiguring a lot (Impact assessment)
Nature of development proposed: 1 into 63 lot subdivision, new road, pedestrian linkages, drainage lot (in three stages)

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 documents required to be attached to or given with the application have not been provided.

Engineering reports

Provide the following engineering reports in support of the proposed development.

Note: The below report was previously identified as a required report within the Pre-lodgement minutes and agenda associated with this development (City reference: PLO/2025/181). Officers are unable to commence assessment of the proposed development without the below information.

Notwithstanding the issue of this Action Notice, officers will be providing the applicant a draft information request informally, and outside of the assessment timeframes to enable to the application to progress in some manner while the below reporting as required is prepared by the applicant.

Hydraulic Impact Assessment Report

Healthy waters code – PO7

According to Council's database, the site has an external catchment area that discharges water as overland sheet flow. The existing overland flow path on the site must remain unaltered to prevent any changes that could negatively impact neighbouring properties and potentially increase flood damage.

The proposed alterations or realignment of the overland flow path may be supported, but the applicant must effectively manage the external flow through the site. The development must demonstrate how it will accommodate the external flow and direct runoff to a lawful discharge point without causing any adverse hydraulic effects on surrounding properties during all standard events (63.2% to 1% AEP).

A hydraulic impact assessment (HIA) must be conducted using a two-dimensional hydraulic model, such as TUFLOW. The HIA report should include maps showing maximum water levels, maximum depths, and maximum velocities for all scenarios across all AEP events. Additionally, the applicant must provide afflux maps that illustrate the differences in water levels and velocities between the pre- and post-development scenarios for all AEP events.

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 **25 June 2026**, 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.

Please note: Fees will be determined as received when funds have cleared, this may take up to three business days.

Response Format

As an electronically lodged application, please email all responses in PDF attachments (titled: 1 forms, 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

A handwritten signature in black ink, appearing to read 'Adam Morris', written in a cursive style.

Adam Morris
Coordinator Planning Assessment (North)
For the Chief Executive Officer
Council of the City of Gold Coast