CITY OF GOLDCOAST.

Date: 17 April 2026
Contact: Zoe Lewis
Location: City Development
Telephone: 07 5582 8866
Our reference: COM/2026/92
Payment Ref: 560819575

Bosform Pty Ltd
C/- Michel Group Services Pty Ltd
PO BOX 2695
NERANG BC QLD 4211

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 27 March 2026.

The application was lodged by:

Applicant name:	Bosform Pty Ltd
Applicant contact details:	C/- Michel Group Services Pty Ltd, PO BOX 2695, NERANG BC QLD 4211

in relation to development of land/premises described as:

Street address:	2 Karingal Drive, PIMPAMA QLD 4209
Real property description:	Lot 19 RP152380
Application number:	COM/2026/92
Approval(s) sought:	Combined application for Material change of use and Reconfiguring a lot and Operational works (Code assessment)
Nature of development proposed:	Combined application for: • Development permit for Material change of use to establish Multiple dwelling (57 units) • Development permit for Reconfiguring a lot to subdivide 1 into 3 lots • Development permit for Operational works for tree removal • Development permit for Operational works for change to ground level

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:

Relevant plans required – as required under DA Form 1 or DA Form 2

Detailed below are the relevant plans required to be submitted. Relevant plans are required to be submitted for all aspects of this development application.

For assistance with the requirements, refer to the State Governments *DA Forms Guide: Relevant Plans* through the State Government website https://planning.statedevelopment.qld.gov.au.

1. Missing Change to Ground Level Engineering Drawings

The applicant has provided insufficient information for Council officers to assess the proposal. The applicant is required to submit detailed cross-sectional drawings relating to earthworks and the assessable retaining walls.

The additional plans must meet the minimum requirements below:

a) Erosion and Sediment Control Plan
   i. Provide an erosion and sediment control plan demonstrating that erosion and sediment will be appropriately managed during the construction phase of the development.

b) Earthworks sections
   i. Show finished surface levels demonstrating that the site is free draining and not subject to localised ponding or flooding.
   ii. Provide heights and grades of all proposed batters.
   iii. Clearly demonstrate that the toe of fill batters and/or the top of cut batters are setback a minimum of 300mm from adjoining property boundaries.
   iv. Provide heights for all proposed retaining walls.
   v. Retaining walls are to be setback a minimum of 200mm from property boundaries, measured from the outermost projection of the structure, including footings and drainage.
   vi. Provide longitudinal and cross sections at appropriate intervals to clearly illustrate existing and proposed site conditions.
   vii. Sections are to include chainage, existing ground levels, proposed finished levels, and cut/fill depths.
   viii. Clearly show how the proposed works interface with adjoining properties.
   ix. Provide long sections of earthworks within the sewer easement for the entire development site. The long sections must include both pre-development and post-development conditions and be based on a site survey of Quality Level B (or higher). The drawings are to clearly show:
      - Pre-development surface levels
      - Levels of all existing infrastructure, including sewer mains and manholes
      - Post-development design surface levels
      - Levels of all existing infrastructure, including sewer mains and manholes
      ix. Retaining walls are to be setback a minimum of 200mm from property boundaries, measured from the outermost projection of the structure, including footings and drainage.

c) **Retaining Wall Structural Details**
   i. Provide detailed structural drawings for all proposed retaining walls.

d) **RPEQ Certification**
   i. All engineering drawings must be certified and signed by a Registered Professional Engineer of Queensland (RPEQ).

Note: Any proposed changes to raise and/or lower manhole structures as a result of earthworks cut

and fill will require a combined Operational Works application to include Works on Infrastructure. The applicant will be required to submit an amended DA Form 1 to include works on infrastructure (sewer), which will result in an adjustment to the application fee.

2. Referral Agency Assessment required

The proposed Lot 192 includes retaining walls that will form part of the Operational Works associated with the change to ground levels approval. As the retaining walls are a Class 10a structure and the sewer main is DN375, which exceeds the Queensland Development Code (QDC) MP1.4 acceptable solutions criteria, the applicant is required to provide the following information to achieve approval:

A Survey

Council acknowledges the applicant has provided quality A survey of the sewer main along the eastern boundary and western boundary only. The applicant is also required to provide quality B or higher for the sewer main along the southern boundary of the development site. The applicant is required to provide all on-site survey information and reporting for councils viewing.

Council requires the survey to be quality B or higher.

a) The applicant is required to carry out an on-site field survey and;
b) Submit to Council a detailed services survey plan prepared by a registered surveyor (using field survey data sourced by the applicant – e.g. via potholing or CCTV with trace survey if required) to demonstrate the location of the sewer infrastructure within proximity to the proposed works (including the sewer main, sewer maintenance structure and the adjacent property connection/s) , noting the requirements below:
    i. The survey must be Survey “Quality Level B” or higher with respect to AS 5488.
    ii. The quality of the survey must be clearly identified on the survey drawing(s)
    iii. If CCTV trace survey is used, this must be stated as such in the survey reporting material
    iv. If potholing is undertaken, provide the potholing information
    v. Survey information which does not accurately demonstrate the infrastructure has been located or has words to the effect “plotted from Council records” or similar will not be accepted by Council.
c) Sewer manhole:
    The applicant shall demonstrate a minimum of 1000mm from the outside of the manhole body (below ground) to the nearest footing. This can be demonstrated via field investigation and photos, noting the body of the MH may not be centrally located below the lid.

B Engineering drawings

Using the information obtained by survey, the infrastructure must be superimposed onto the engineering plans and cross sections accordingly. The engineering plans must include all relevant dimensions and drawn to scale, providing:

a. Property boundaries
b. Easement lines
c. The exact dimension between closest face of the proposal (including footings/piers/columns/slab edge/walls etc.) and the outside edge (not centre line) of the existing sewer main and sewer connections
d. Demonstrate a minimum 600mm/1m radius clearance maintained around the sewer property connection up to and including the sewer property inspection (IO).
e. The engineering drawings must include a statement to the effect *“The sewerage infrastructure shown on this plan has been accurately superimposed using survey data obtained via Survey Plan Title, drawing number XXX by Company Name”*

f. Must align with the architectural drawings

C Detailed Cross Sections

Ensure all the items noted in Appendix A of Council's Building Over or Near Council Sewer, Water Supply and Stormwater Infrastructure Guideline

The engineering cross sections must include all relevant dimensions and drawn to scale, providing:

a. The location of the sewer main, including invert level (obtained via survey)

b. Demonstrate the minimum horizontal clearance from the closest edge (not centre) of the sewer infrastructure (up to and including the inspection opening (IO) to the closest face of the proposed footing/structure – noting the minimum distance shall be as per Table B of the Guideline referenced. If the minimum distance is not achieved. The proposed earthworks / retaining wall strategy must be revisited or the applicant can consider a realignment of the existing infrastructure in order to achieve the required distances.

c. Illustrate the zone of influence of the proposed footings, demonstrating the zone of influence extending a minimum of 300mm below the invert level of all sewer infrastructure in proximity.

d. Demonstrate a minimum 2.4 metres unobstructed vertical clearance from the finished surface level above Council sewerage infrastructure including the property inspection opening (IO), with the exception of maintenance structures which must have unobstructed vertical clearance.

e. Ensure all the items noted in Appendix A of Ensure all the items noted in Appendix A of Council's Building Over or Near Council Sewer, Water Supply and Stormwater Infrastructure Guideline is included and demonstrated.

f. Demonstrate a minimum of 1000mm from the edge of the manhole (below ground) to the nearest face of any footing. This must include consideration for the thickness of the manhole walls.

D Pre-Construction CCTV

The applicant is required to carry out and submit to Council a pre-construction CCTV inspection video and written report for review. This information is required to establish a baseline as to the existing condition of the sewer main. Post-construction CCTV will be conditioned to ensure the proposal has not damaged or adversely affected the sewer main. Please note: Council will not accept the pre-construction CCTV inspection video and written report unless it meets the following criteria:

a. The pre-construction CCTV inspection video and condition report shall be compiled in accordance with the WSA 05-2020-4.1 Conduit Inspection Reporting Code of Australia and only be undertaken by suitably qualified persons.

b. A tilt/panning head camera shall be used. Only colour CCTV equipment may be used.

c. The camera shall be raised in position to reduce the risk of picture distortion and the lens shall be positioned to look along the axis of the sewer main.

d. Prior to the pre-construction CCTV survey, all mains must be cleaned so a full inspection of the main can be undertaken. The pre-construction CCTV survey shall give a clear view of each internal cut-out at junctions and house connection branches looking along the laterals.

e. Should the manhole be covered or blockages in the sewer main make the survey unattainable in its entirety, the contractor is to notify Council 1300 000 928 for service personnel to attend.

f. The pre-construction CCTV must be accompanied by a service report detailing camera

position, any blockages, and observations as to the condition of the main.

E Form 15 – Provide a form 15 which includes:

Wording certifying that:

a. The proposal complies with the relevant Performance Criteria identified in the QDC MP1.4. (ie: complies with P1 and P2)

Certification:

b. The Form 15 must be certified by an appropriately qualified RPEQ and lists all relevant design drawings including author, revision and date for each relevant drawin

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 **15 May 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.auDo 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



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

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Cash is not accepted.

There have been changes to our centres, for locations and opening hours please visit **cityofgoldcoast.com.au/contactus**

20-OS-01286_C

How to contact us

cityofgoldcoast.com.au

Council of the City of Gold Coast
PO Box 5042 GOLD COAST MC QLD 9726

NAB Connect

BPAY Report

Payment Type: BPAY
Payment ID: 327423948
Value date: 27-Aug-2026

Authorisation Details

Authoriser:
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Signature:

Status:	Processed	**Total Amount:**	AUD $8,193.00
Pay from account:	BOSFORM PL/084-402 825272000	**Description:**	

Biller Name:	Biller Code:	Customer Reference No:	Amount:
Q LEAVE	574897	000754499	$8,193.00

End of Report