

# Development Application Checklist

Existing dwellings (single occupation)  
alterations and additions, garages/carports,  
sheds, pergolas, etc

# 02



The following checklist will help you prepare and lodge a complete application. Please confirm that your application contains all the information listed within the table below by placing a CROSS ☒ in the appropriate Yes/No/NA column titled 'Applicant'. **Incomplete applications will be returned to the applicant.**

**Even though this application may be accepted for lodgement, Council reserves the right to request further information, if necessary, upon formal assessment of the proposal.**

Lot Number	<input type="text"/>	Section	<input type="text"/>	DP/NPP/SP	<input type="text"/>
	<input type="text"/>		<input type="text"/>		<input type="text"/>

Item	See DA Guide	Applicant		
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ALWAYS REQUIRED		Y	N	NA
<b>Development Application Form</b> completed in full.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Owners Consent.</b>	5.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Genuine estimate of demolition/construction cost of works.</b>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site Plan</b> to scale of 1:100 or 1:200 (for rural allotments scale may be reduced).	3.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Floor plans</b> detailing existing and proposed floor layout, coloured to show new work, to scale of 1:100 or 1:200.	3.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site analysis plan(s)</b> (existing condition and design response) to a scale of 1:100 or 1:200. Refer Appendix 7.2 Tweed DCP A1 - Part A.	3.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Elevations</b> coloured or highlighted to show new work and to scale of 1:100 or 1:200.	3.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sections</b> coloured to show new work and to scale of 1:50; 1:100 or 1:200.	3.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Statement of Environmental Effects.</b>	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Response to Tweed DCP Section A1 Part A.</b>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Detail to address DCP A15 - Waste Minimisation and Management.</b>	A.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The submitted application is in accordance with the Electronic Lodgement Checklist (ELC).</b>	5.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you checked the required fees for your application? The correct fees must be paid at the lodgement of the application. Detailed information on DA fees is provided on Council's web site.	-	<input type="checkbox"/>	<input type="checkbox"/>	-

REQUIRED IN CERTAIN CIRCUMSTANCES		Y	N	NA
<b>Advertising and Notification Fees</b> - see Tweed DCP A11.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Integrated Development Special Requirements</b> <b>When:</b> development requires permits from non-Council bodies. A cheque for \$320 (made payable to the relevant authority) and \$140 (made payable to Tweed Shire Council) is required for each approval body referral.	A.18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrated cheques must be received by Council before the DA will be officially lodged.				
<b>DCP A1 - Variation Statement(s) and supporting diagrams</b> <b>When:</b> a variation is sought to controls.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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		Y	N	NA
<b>REQUIRED IN CERTAIN CIRCUMSTANCES</b>				
<b>State Environmental Planning Policy 1 - Development Standards or a variation under Clause 4.6 of TLEP 2014 and TCCLEP 2012</b> <b>When:</b> the applicant wishes to vary a development standard through a written objection.	4.13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Swimming Pools</b> if the application includes a swimming pool details of the pool location and a separate BASIX certificate is to be provided for pools with a capacity greater than 40,000 litres and detail to address DCP Section A1 Part A Section 6.3.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>BASIX Certificate</b> ( <a href="http://www.basix.nsw.gov.au">http://www.basix.nsw.gov.au</a> ) <b>Note:</b> BASIX certificates are only valid for 3 months from the date of issue.	A.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Demolition Work Plan</b> <b>When:</b> where demolition of structures are proposed.	A.32	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Landscape Plans</b> to scale of 1:100 or 1:200 <b>When:</b> vegetation is proposed for removal.	3.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Shadow Diagram</b> to scale of 1:100 or 1:200 <b>When:</b> for dwellings greater than one storey where the proposal may result in adverse overshadowing to adjacent properties OR for any dwelling where the proposed structure will cast a shadow onto any adjoining foreshore land.	3.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Geo-Technical Report</b> <b>When:</b> Construction/bulk excavation works are proposed on or adjacent to a boundary or the site/area has a history of land slip instability.	A.13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Contamination Reports</b> <b>When:</b> land is contaminated or potentially contaminated.	A.15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Acid Sulfate Soils Management Plan</b> <b>When:</b> land is identified as being within classes 1-5 on the Acid Sulfate Soils Map.	A.16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Flood Impact Assessment</b> <b>When:</b> the land is identified as being located within flood liable or located within a known flood prone area.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>On-site Sewerage Management System Management Plan</b> <b>When:</b> where effluent disposal is to be undertaken on the site.	A.23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Noise Attenuation Report</b> <b>When:</b> a) land is located within the Aircraft Noise Exposure Forecast (ANEF) contour plan, b) Dwellings are proposed within 30 metres to a classified road c) Dwellings proposed within 32 metres of the centre line of road at Casuarina Way, "Salt" Kingscliff.	A.22 A.28	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Heritage Impact Assessment</b> <b>When:</b> proposal is within a Heritage Conservation Area or is associated with a heritage item.	4.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Aboriginal Heritage – Cultural Heritage Assessment Report</b> <b>When:</b> a proposal is on land of known or potential Aboriginal heritage significance.	4.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<b>Bushfire Management Assessment Report</b> <b>When:</b> land is identified as being bushfire prone. If clearing is required for Asset Protection Zones also refer to the <i>Biodiversity Conservation Act 2016</i> requirements.	A.26	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Biodiversity Conservation Act 2016 requirements</b> <b>When:</b> if a proposal includes clearing of native vegetation or prescribed impacts on biodiversity. The following information must be provided with an application at a minimum: <ul style="list-style-type: none"> <li>- Printout of the Biodiversity Values Map and Threshold Tool signed and dated the day of or day before submission of application; and</li> <li>- Access NSW BioNet (free online tool) to see if any threatened species have been recorded on the lot and provide a comment in the application; and</li> <li>- Plan showing the clearing threshold calculations including incidental required clearing e.g. driveways, Land Application Areas (LAA) and Asset Protection Zones (APZ).</li> </ul> A Biodiversity Development Assessment Report (BDAR) may be required in certain circumstances.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Koala Habitat Assessment</b> <b>When:</b> a proposal is located within a Koala Management Precinct as identified in the Tweed Coast Comprehensive Koala Plan of Management.	4.15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Coastal Hazard Erosion Assessment</b> <b>When:</b> where land adjoins the coastal foreshore and is within the maximum 100 year hazard line.	A.31	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Statement of Political Donations and Gifts</b> (only if applicable).	5.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OTHER APPLICATIONS THAT CAN BE SUBMITTED WITH YOUR APPLICATION		Y	N	NA
<b>Construction Certificate</b> - prior to commencement of any building work: <ul style="list-style-type: none"> <li>- Structural details ie: footing and floor slab design framing and bracing details addressing relevant Building Code of Australia requirements.</li> <li>- Specifications of the work.</li> </ul>	5.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Long Service Levy</b> <b>When:</b> any construction work valued at \$25,000 or more.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Driveway Application - Section 138 of the Roads Act</b> Required prior to issue of Construction Certificate. See driveway form for required plans/attachments.	5.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Plumbing and Drainage Application – (Sewer and Septic) On-site Sewerage management and Hydraulic Work - Section 68 of the Local Government Act</b> Required prior to issue of Construction Certificate. See plumbing and drainage form for required plans/attachments.	5.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Stormwater and/or erosion and sediment control works - Section 68 of the Local Government Act</b> Required prior to issue of Construction Certificate. See stormwater/erosion form for required plans/attachments.	5.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>