

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"/>
	<input type="text"/>		<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>		<input type="text"/>

Item	See DA Guide	Applicant		
		Y	N	NA
<b>ALWAYS REQUIRED</b>				
<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>Site Plan</b> to scale of 1:100 or 1:200.	3.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Floor plans</b> to scale of 1:100 or 1:200.	3.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Elevations</b> to scale of 1:100 or 1:200.	3.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sections</b> 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> and detail to address Tweed DCP A2.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Detail to address Tweed DCP A15 - Waste Minimisation and Management.</b>	A.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Contaminated Land.</b> Have you considered 6 contaminated land questions referenced in the DA guide?	A.15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Schedule of Colours and Materials</b> (may be shown on plans).	A.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Landscape Plan</b> to scale of 1:100 or 1:200.	A.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Plan details of any Advertising signage</b> - see Checklist 11	-	<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>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>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"/>

Development Application Checklist 09  
Commercial/Industrial Development

Item	See DA Guide	Applicant			
<b>REQUIRED IN CERTAIN CIRCUMSTANCES</b>			Y	N	NA
<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>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>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>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><i>Biodiversity Conservation Act 2016</i> 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>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>Heritage Impact Assessment</b> <b>When:</b> proposal is within a 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> 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>Statement of Political Donations and Gifts</b> (only if applicable).	5.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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<b>OTHER APPLICATIONS THAT CAN BE SUBMITTED WITH YOUR APPLICATION</b>		<b>Y</b>	<b>N</b>	<b>NA</b>
<b>Construction Certificate</b> - prior to commencement of any building work: - Structural details ie: footing and floor slab design framing and bracing details addressing relevant Building Code of Australia requirements. - Specifications of the work.	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"/>