

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		
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ALWAYS REQUIRED		Y	N	NA
<b>Review of Environmental Factors.</b>	-	<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>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.	-	<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>Elevations</b> to scale of 1:100 or 1:200.	3.3	<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>Schedule of Colours and Materials</b> (may be shown on plans).	A.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Advertising and Notification Fees</b> - see Tweed DCP A11.	-	<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"/>

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Part V Application

Item	See DA Guide	Applicant		
REQUIRED IN CERTAIN CIRCUMSTANCES		Y	N	NA
<p><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:</p> <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> <p>A Biodiversity Development Assessment Report (BDAR) may be required in certain circumstances.</p>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><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.</p>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Waste Management Plan.</b></p>	A.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Heritage Impact Statement</b>  <b>When:</b> proposal is within a conservation area or is associated with a heritage item.</p>	4.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Aboriginal Heritage – Cultural Heritage Assessment Report</b>  <b>When:</b> a proposal is on land of known or potential Aboriginal heritage significance.</p>	4.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Statement of Political Donations and Gifts</b> (only if applicable).</p>	5.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>