

Development Application Checklist  
 Events/Festivals  
 (other than events on Council administered land  
 and road reserves)

15



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) including: - Existing structures and proposed temporary structures (marquee tents, stages etc) - Vehicle access points to and from the site (including emergency vehicles). - Proposed car parking areas. - Waste/recycling bin locations. - Food stall locations. - Security station. - First aid station.	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>Event details including:</b> - Description of proposed event including type and purpose. - Proposed date, start and finish times (including all associated works e.g. setup, dismantling and clearing of the site). - Estimated number of people at the event. - Event organisers contact details.	-	<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"/>
<b>Traffic report/traffic control plan</b> – including parking, traffic controllers, pedestrian safety, public transport details and details of any proposed road closures.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Waste Management Plan</b> (before, during and after the event, including litter management and number of, location and maintenance of toilet facilities).	A.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Letter of support from NSW Police.</b>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Community Consultation – prior communication with the local community/nearby residents is advised</b> (notification/advertising of the event may also be required as part of the development application process).	-	<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"/>	-

# Development Application Checklist 15

Events/Festivals

(other than events on Council administered land and road reserves)

Item	See DA Guide	Applicant		
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.  Integrated cheques must be received by Council before the DA will be officially lodged.	A.18	<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>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>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>Details of temporary structures.</b>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sale of Food</b> – details of compliance with requirements of the Food Act, Food Safety Standards and Council’s code for one day events. Please refer to Council’s website <a href="#">HERE</a> .	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Amusement rides</b> – documentation is required indicating that appropriate licensing (NSW Work Cover etc) has been obtained, along with appropriate public liability.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fireworks</b> – documentation is required indicating that the appropriate licensing (NSW Work Cover etc) has been obtained, along with appropriate public liability.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Noise</b> – details of any live music/amplified music is to be provided, including duration (noise impact assessment may be required).	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Security measures – security staff must be licensed</b> (NSW Police must be advised of security measures).	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>A lighting plan needs to be provided for evening events.</b>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Signage details</b> - location, size and wording.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Development Application Checklist 15

Events/Festivals

(other than events on Council administered land and road reserves)

Item	See DA Guide	Applicant		
		Y	N	NA
<b>REQUIRED IN CERTAIN CIRCUMSTANCES</b>				
<b>Confirmation of whether NSW Rural Fire Services, National Parks and Wildlife Services or NSW Waterways have been contacted with regard to the event.</b>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Water Supply Management Plan</b> (if reticulated water supply is not available to the subject site).	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Community Consultation – prior communication with the local community/nearby residents is advised</b> (notification/advertising of the event may also be required as part of the development application process).	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Copy of event notification sent to the NSW Ambulance service.</b>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Heritage Impact Statement</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>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>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"/>
<b>Statement of Political Donations and Gifts</b> (only if applicable).	5.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<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>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"/>