



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 may cause delays. Council may 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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PRE-REQUISITE APPLICATIONS - Required in certain circumstances - MUST accompany any CDC application where required		Y	N	NA
Bushfire Assessment BAL Risk Certificate - Required when subject land is identified as being bushfire affected land.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flood Lot Control Certificate - Required when subject land is identified as being flood prone land.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BASIX Certificate (http://www.basix.nsw.gov.au) All new dwellings and additions with a total estimated cost of works of \$50,000 or more. NOTE: BASIX certificates are only valid for 3 months from the date of issue.	A.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A permit under Council's Tree Preservation Orders - TPOs provide criteria where vegetation removal is exempt, however outside of the set criteria, an application must be lodged with Council.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driveway Application - Required for approval of any driveway crossover. See driveway application form for required plans.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plumbing and Drainage Application – (Sewer and Septic) - Required for approval of any plumbing work. See form for required plans/reports.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
On-site Sewerage Management System Management Plan When: where effluent disposal is to be undertaken on the site.	A.23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stormwater and/or Erosion and Sediment Control Works - Required when installing a pipe across nature strip to connect to a public drain and/or area of soil disturbance over 35m ² . See form for required plans.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CDC APPLICATIONS - Always required - MUST accompany any CDC application for new dwellings and additions		Y	N	NA
Complying Development Certificate Application Form completed in full.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Owners Consent – If you are submitting the application on behalf of the owner.	A.34	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Genuine estimate of construction cost of works.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan to scale of 1:100 or 1:200 (for rural allotments scale may be reduced) For additions show existing and proposed structures. Highlight new work - plan must also identify any proposed fencing and height of fencing.	A.1.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floor plans to scale of 1:100 or 1:200 For additions show existing and proposed floor layout. Highlight new work.	A.1.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Complying Development Certificate
Application Checklist

Item	See DA Guide	Applicant		
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Always required - MUST accompany any CDC application for new dwellings and additions		Y	N	NA
Elevations to scale of 1:100 or 1:200 Highlighted to show new work.	A.1.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sections to scale of 1:50, 1:100 or 1:200 Highlighted to show new work. Which identifies construction materials and overall height of the building above ground level (existing).	A.1.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Details of any proposed cut & fill on the site identifying proposed height, retaining walls and setbacks from boundaries. Details of size and location of landscaped areas. Details of driveway position and carparking on the site.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction Details: All construction details including: - Structural/Engineers details ie footing and floor slab design framing and bracing details addressing relevant Building Code of Australia requirements and signed by a practicing Engineer. - Detailed Specifications	5.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional information where CDC application involves the installation of a swimming pool		Y	N	NA
Plans to scale of 1:100 or 1:200 to including pool location, coping levels, distance of water line and distance of pool coping to any boundary, location of pool pump and details of pump enclosure, pool pump specifications, the height of any boundary fence to be used as pool fencing, the location of any adjoining water body, elevations detailing fencing when pool fencing is visible from the street - (for rural allotments scale maybe reduced).	3.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BASIX - A separate BASIX Certificate is to be provided for pools with a capacity greater than 40,000 litres.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REQUIRED IN CERTAIN CIRCUMSTANCES		Y	N	NA
Long Service Levy When: any construction work valued at \$25,000 or more.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Statement of Political Donations and Gifts (only if applicable).	5.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



This checklist is to be used to ensure the application is complete. Please place a CROSS in the appropriate Yes/No/NA column.

IMPORTANT NOTE:

If the submission is not in accordance with this checklist, it may result in the application not being accepted for lodgement. Furthermore, if an application is not submitted electronically, Council will impose an additional lodgement fee to cover costs of scanning.

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.

- NOTES:**
1. Electronic lodgement options:
Physical Media (CD, DVD, USB)
Tweed Shire Council website
Email eda@tweed.nsw.gov.au
 2. Items denoted by an asterisk (*) are **mandatory**.
 3. Each individual PDF **is not** to exceed 20MB in size.
 4. PDF's **should be** compressed to PDF version 1.6 (Adobe Acrobat version 7.0 or above).
 5. Plans **are to** reflect correct orientation (in a form which allows documents to be viewed on a web page without the need for manual adjustment).
 6. There should be **no blank** pages within the documents.
 7. PDF's **are not** to be protected, secured or zipped.
 8. PDF's are to be named appropriately, consistent with the list below **and not** include the following symbols: dash - underscore _ or ampersand &.
 9. Created by a software program, not by scanner where possible.

Item	File Name to be used	Applicant
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COMPLYING DEVELOPMENT CERTIFICATE APPLICATION		Y	N	NA
Covering letter	Covering Letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CDC Application form*	CDC Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Owners consent if supplied separately*	Owners Consent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CDC Checklist* (where available)	Checklist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any reports or assessments eg: traffic report; bushfire report; acid sulfate, report etc	Traffic Report, Bushfire Report, Acid Sulfate Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BASIX certificate/s* (where required) (should be orientated in a landscape layout)	BASIX	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Development Application Electronic Lodgement Checklist
 Electronic Lodgement Checklist

Item	File Name to be used	Applicant
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OTHER ANCILLARY APPLICATIONS WHEN SUBMITTED WITH THE APPLICATION		Y	N	NA
Sewer application form (and hydraulic plans only if required)	Sewer Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Septic application form & effluent consultant's report if septic	Septic Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driveway application form and plans	Driveway Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stormwater application form and plans	Stormwater Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water application form	Water Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BAL Risk Certificate	BALCert	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flood Lot Control Certificate	FloodCert	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permit – Tree Preservation Order	TPOPermit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>