



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:**
- Electronic lodgement options:
Physical Media (CD, DVD, USB Thumb Drive)
Tweed Shire Council website
Email eda@tweed.nsw.gov.au
 - Items denoted by an asterisk (*) are **mandatory**.
 - Each individual PDF **is not** to exceed 20MB in size.
 - PDF's **should be** compressed to PDF version 1.6 (Adobe Acrobat version 7.0 or above).
 - 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).
 - There should be **no blank** pages within the documents.
 - PDF's **are not** to be protected, secured or zipped.
 - PDF's are to be named appropriately, consistent with the list below **and not** include the following symbols: dash - underscore _ or ampersand &.
 - Created by a software program, not by scanner where possible.

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	File Name to be used	Applicant
------	----------------------	-----------

DEVELOPMENT APPLICATION/SECTION 96 APPLICATION		Y	N	NA
Covering letter	Covering Letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DA form* Modification form*	Development Application, Modification 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"/>
Checklist* (where available)	Checklist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Development Application Electronic Lodgement Checklist
Electronic Lodgement Checklist

Item	File Name to be used	Applicant		
------	----------------------	-----------	--	--

DEVELOPMENT APPLICATION/SECTION 96 APPLICATION		Y	N	NA
Statement of Environmental Effects (if separate to DA form)* NOTE: If your SEE is large and exceeds the 10MB file size limit you need to break the file down into separate PDFs and ensure you name each file appropriately	Statement of Environmental Effects	<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"/>
DA plan/s*	DA Plans	<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"/>

ADDITIONAL INFORMATION REQUIRED FOR COMBINED DA & CC		Y	N	NA
Any reports or assessments eg: fire safety schedule, etc	Fire Safety, etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CC plans if contain more detail than DA plans relevant to CC*	CC Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specifications*	Specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 consultants 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"/>