

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"/>

Item	See DA Guide	Applicant		
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ALWAYS REQUIRED		Y	N	NA
<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>Genuine estimate of demolition/construction cost of works.</b>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site Plan</b> to scale of 1:100 or 1:200 (for rural allotments scale may be reduced).	3.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Statement of Environmental Effects.</b>	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>Demolition Work Plan.</b>	A.32	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Section 68 of the Local Government Act (erosion and sediment control works)</b> <b>When:</b> land is to be disturbed/stormwater drainage connection to a public system.	-	<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.	4.15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sewer Disconnection Application</b> <b>When:</b> a sewer connection is provided to the site and requires capping as a result of the demolition.	-	<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>Heritage Impact Assessment</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"/>

Development Application Checklist 05  
Demolition

Item	See DA Guide	Applicant		
<b>REQUIRED IN CERTAIN CIRCUMSTANCES</b>		Y	N	NA
<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>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>Statement of Political Donations and Gifts</b> (only if applicable).	5.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>