

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		
ALWAYS REQUIRED		Y	N	NA
<b>Application to Modify Consent 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>Modification Report/Covering Letter</b> describing in detail the full extent of the modification including conditions of consent to be modified and proposed plans.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Copy of original Development Consent</b> <b>When:</b> the amendment involves modification of plans, the original approved plans are to be provided. <b>When:</b> The amendment involves the modification of conditions, a copy of the original consent is required.	3.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Any associated reports</b> <b>When: impacts of the</b> proposed modification requires more detailed assessment eg traffic, stormwater, sewer, contamination, heritage, bushfire, koala habitat assessment.	-	<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>Advertising and Notification Fees</b> - see Tweed DCP A11.	-	<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"/>