

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		
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ALWAYS REQUIRED		Y	N	NA
Development Application Form completed in full.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Owners Consent.	5.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Genuine estimate of demolition/construction cost of works.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Statement of Environmental Effects and detail that addresses the following: - Car parking and access assessment stating compliance with Section A2 - Tweed DCP. - Nature of the business including type, size, quantity of goods to be made, stored or retailed. - Hours of operation. - Number of employees. - Any proposed signage - see Checklist 11. - Plant & machinery to be installed.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan to scale of 1:100 or 1:200.	3.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floor plans coloured to show new work and to scale of 1:100 or 1:200.	3.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The submitted application is in accordance with the Electronic Lodgement Checklist (ELC).	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
Advertising and Notification Fees - see Tweed DCP A11.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrated Development Special Requirements When: 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.	A.18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Application for Trade Waste Agreement When: wastes are to be disposed of through Council's piped effluent disposal system.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Development Application Checklist 12
Commercial and industrial – change of use

Item	See DA Guide	Applicant		
REQUIRED IN CERTAIN CIRCUMSTANCES		Y	N	NA
Access and Traffic Impact Assessment Report When: On sites with constrained access and proposals that are likely to create a significant impact on local traffic and parking conditions.	4.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acoustic Assessment Report When: Sites that are currently impacted or in proximity to any major noise generating activities such as airports or major roads.	A.22	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waste Management Plan When: increasing waste generation, any new putrescible waste or food processing.	A.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heritage Impact Assessment When: 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"/>
Statement of Political Gifts and Donations (only if applicable).	5.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OTHER APPLICATIONS THAT CAN BE SUBMITTED WITH YOUR APPLICATION		Y	N	NA
Construction Certificate - 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"/>
Long Service Levy When: any construction work valued at \$25,000 or more.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plumbing and Drainage Application – (Sewer and Septic) On-site Sewerage management and Hydraulic Work - Section 68 of the Local Government Act Required prior to issue of Construction Certificate. See plumbing and drainage form for required plans/attachments.	5.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>