

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		
		Y	N	NA

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"/>
Site Plan to scale of 1:100 or 1:200.	3.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elevations to scale of 1:100 or 1:200.	3.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Statement of Environmental Effects and detail to address.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schedule of Colours and Materials (may be shown on plans).	A.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Landscape Plan to scale of 1:100 or 1:200.	A.9	<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"/>
Evidence of Community Consultation.	4.14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photomontage of proposed telecommunications facility.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Radiofrequency Electro Magnetic Emissions (RF-EME) levels.	-	<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. Integrated cheques must be received by Council before the DA will be officially lodged	A.18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aircraft safety specifications report including consultation with Gold Coast Airport When: land falls within the flight zone.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contamination Reports When: land is contaminated or potentially contaminated.	A.15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acid Sulfate Soils Management Plan When: 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"/>

Development Application Checklist 13
Telecommunications facility

Item	See DA Guide	Applicant		
REQUIRED IN CERTAIN CIRCUMSTANCES		Y	N	NA
Bushfire Management Assessment Report When: land is identified as being bushfire prone. If clearing is required for Asset Protection Zones also refer to the <i>Biodiversity Conservation Act 2016</i> requirements	A.26	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Biodiversity Conservation Act 2016 requirements When: 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"> - Printout of the Biodiversity Values Map and Threshold Tool signed and dated the day of or day before submission of application; and - 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 - Plan showing the clearing threshold calculations including incidental required clearing e.g. driveways, Land Application Areas (LAA) and Asset Protection Zones (APZ). A Biodiversity Development Assessment Report (BDAR) may be required in certain circumstances.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flood Impact Assessment When: the land is identified as being located within flood liable or located within a known flood prone area.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Koala Habitat Assessment When: 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"/>
Waste Management Plan.	A.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heritage Impact Statement When: proposal is within a conservation area or is associated with a heritage item.	4.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aboriginal Heritage – Cultural Heritage Assessment Report When: a proposal is on land of known or potential Aboriginal heritage significance.	4.9	<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"/>
OTHER APPLICATIONS THAT CAN BE SUBMITTED WITH YOUR APPLICATION		Y	N	NA
Construction Certificate - prior to commencement of any building work: <ul style="list-style-type: none"> - 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"/>
Driveway Application - Section 138 of the Roads Act Required prior to issue of Construction Certificate. See driveway form for required plans/attachments.	5.3	<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"/>

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OTHER APPLICATIONS THAT CAN BE SUBMITTED WITH YOUR APPLICATION		Y	N	NA
Stormwater and/or erosion and sediment control works - Section 68 of the Local Government Act Required prior to issue of Construction Certificate. See stormwater/erosion form for required plans/attachments.	5.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>