

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"/>
Statement/Covering Letter describing in detail the full extent of the works, including any proposed staging.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan of the Proposed Strata Subdivision.	A.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of approved plans of original development consent where applicable.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of the original development consent where applicable.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Construction Certificate , including any correspondence in relation a final Building Inspection/Occupation Certificate - where applicable.	-	<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"/>
Any draft S88B Instruments.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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"/>

Item	See DA Guide	Applicant		
REQUIRED IN CERTAIN CIRCUMSTANCES		Y	N	NA
<p>Biodiversity Conservation Act 2016 requirements</p> <p>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:</p> <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). <p>A Biodiversity Development Assessment Report (BDAR) may be required in certain circumstances.</p>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Integrated Development Special Requirements</p> <p>Required for: Combined DA's for residential development and associated Strata Subdivisions; or Strata Subdivision for an existing/approved residential development which was not assessed against Section 79BA of the <i>Environmental Planning and Assessment Act 1979</i>.</p> <p>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.</p>	A.18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>