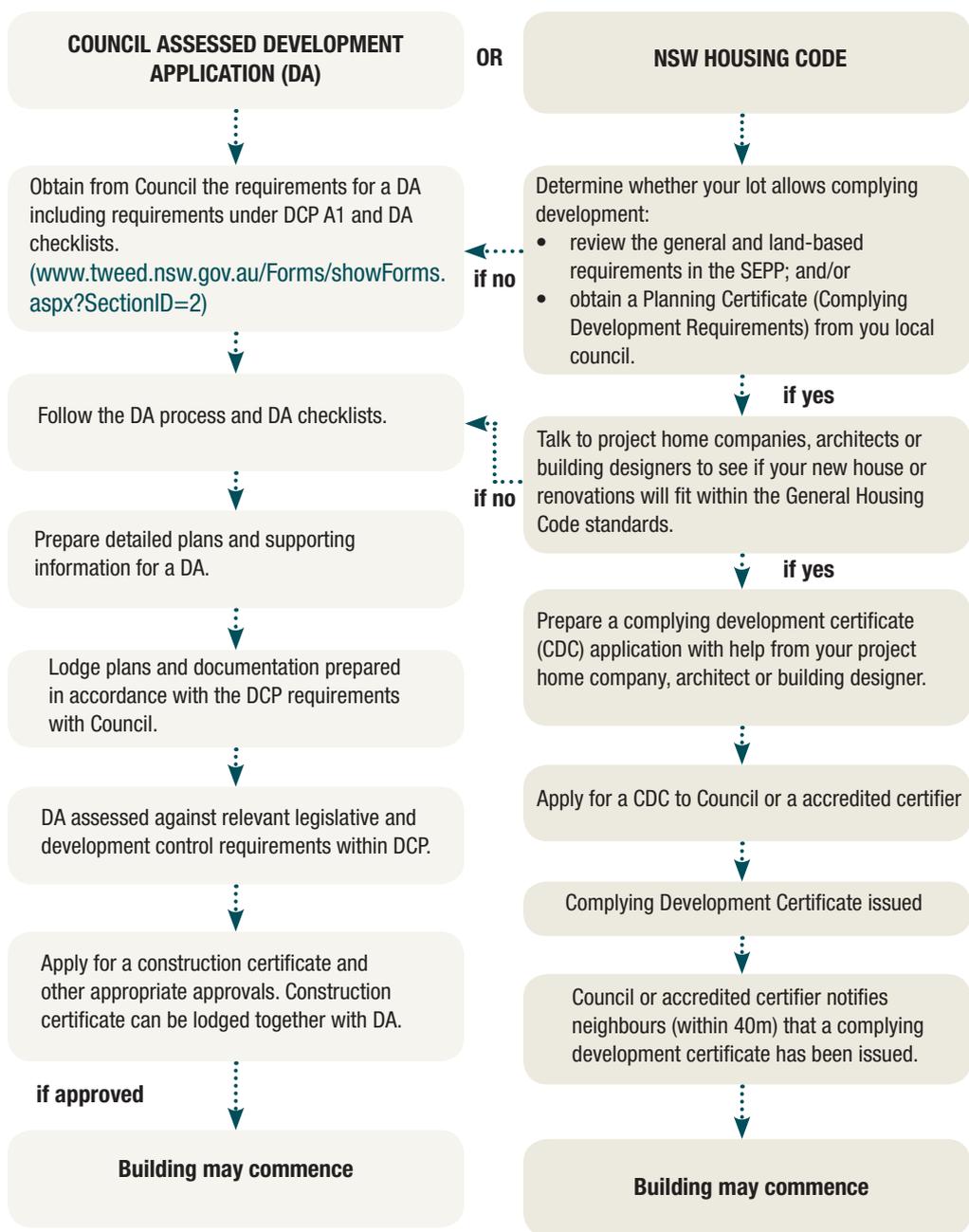


How do I get my approval to build?

Your guide to building a house



Council Development Application or Complying Development Certificate under the NSW Housing Code?

If you are considering building a new home in the Tweed Shire there are two processes to get an approval to build your new home:

- Council Development Application,
- NSW Housing Code Complying Development Certificate.

Council Development Application Process

Under the Council’s development application approvals process applications are assessed against DCP A1 Residential and Tourist Development Code which provides detailed planning and design control guidelines. DCP A1 can be downloaded at: www.tweed.nsw.gov.au/PlanDevBuild/PlanningTweedPlanningDocuments.aspx

Development Application forms and checklists can be downloaded from the Council’s website at: www.tweed.nsw.gov.au/Forms/showForms.aspx?SectionID=2

NSW Housing Code

Although the NSW Housing Code can potentially be a cheaper and faster way of getting your approval, not all sites and buildings will be eligible as a complying development. There are a number of criteria which need to be satisfied before you can lodge an application. To download a checklist for NSW Housing Code eligibility criteria go to: www.housingcode.planning.nsw.gov.au/Resources.aspx

How do you make an application to build with Council?

Making an application involves the following steps:

STEP 1 - Talk to Council staff about controls, policies and standards to be addressed

Council's website: www.tweed.nsw.gov.au provides customers with access to all planning control documents and supporting detail. Just follow the [Planning/Development/Building](#) link from the home page of Council's website. These details are an essential starting point for designing your proposal. You will save time and expense if you discuss your needs early. Council provides rostered staff including Planners, Building Surveyors and Technical Officers through its Murwillumbah Office who are available to answer most enquiries at the counter or by the telephone.

STEP 2 - Consider all the design issues

Before you can start to prepare a design for your proposal, you need to carefully consider all the issues, which will affect the design. A well informed initial [site analysis](#) is the first step in developing an appropriate design for your block. This will identify the solar orientation, prevailing breezes, key views and other opportunities and constraints. By carefully analysing all the design issues, you will come up with a better development proposal which suits the site and might reduce overall construction and ongoing maintenance costs.

STEP 3 - Prepare all of the documentation for your application including plans, drawings.

Your plans and drawings will show us what you are proposing to do to help us fully understand your proposal. The type of plans required will vary depending on what you are proposing to develop. To find out which plans are required for your proposal, refer to submission requirements matrix within DCP A1. DCP A1 can be downloaded at: www.tweed.nsw.gov.au/PlanDevBuild/PlanningTweedPlanningDocuments.aspx

STEP 4 - Prepare a Statement of Environmental Effects

To assist us in assessing the potential impact of your proposal, we need information in addition to that shown on your plans, drawings and other documents. A Statement of Environmental Effects (SEE) is a written document outlining in detail the likely impacts of the proposal, and any proposed measures to mitigate those impacts.

A SEE will be required with every Development Application however, the information required with the SEE will vary depending upon the type of development. The SEE – Issues Matrix within the [Development Application Guide](#) has been designed to help you assess just what information should be included in your SEE.

STEP 5 - Complete the development application form and checklist.

Two separate application forms have been prepared for the two main development Categories:

- (1) Single dwelling houses and associated structures; and
- (2) Development other than single dwelling houses and associated structures.

A development can be lodged as either a stand alone development application

The key requirements include:

- Development Application form (DA or DA/CC)
- Owners consent
- Cost Estimate of works
- Plans (site analysis, site plan, floor plans, sections, elevations)
- Shadow diagrams
- Statement of Environmental effects
- Basix Certificate
- CD of electronic documents
- Fees

Other Applications

- Construction certificate (CC)
- Long Service Levy
- Driveway application (s.138)
- Plumbing and Drainage Application (s.68)
- Stormwater erosion and sediment control (s.68)

STEP 6 - Submit your application

Development applications may be lodged with Tweed Shire Council by mail, in person (only at the Murwillumbah Office) or submitted electronically by e-planning, an internet based lodgement system. More details about e-planning can be found at: www.tweed.nsw.gov.au/PlanDevBuild/DATracking.aspx.

Processing your application

After you have successfully lodged your development application you will be allocated an assessing officer who will handle your application and become your point of liaison with Council.

Based on a merits assessment of your proposal your DA will either be approved with conditions or refused. Letters of determination will be sent to applicants. Most DAs are determined under the delegated authority of senior Council officers rather than needing to go to Council however certain larger developments and those of high public interest can be reported to Council for determination.

NSW Councils generally work off a 40 day turn around timeframe for development applications.