

## Development Application Checklist

Existing dwellings (single occupation)  
alterations and additions, garages/carports,  
sheds, pergolas, etc

# 02



The following checklist will help you prepare your application. Please confirm that your application contains all the information listed within the table below by placing a crossing in the appropriate Yes/No/NA column titled 'Applicant'. Incomplete applications will not proceed past the pre-lodgement stage on the NSW Planning Portal.

**Council reserves the right to request further information, if necessary, upon formal assessment of the proposal.**

Item	See DA Guide	Applicant		
		Y	N	NA
<b>ALWAYS REQUIRED</b>				
<b>Owners Consent</b> - signed form required.	5.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Genuine estimate of demolition/construction cost of works.</b>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Plans</b>				
a) <b>Site Plan</b> to scale of 1:100 or 1:200 (for rural allotments scale may be reduced).	3.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) <b>Survey Site Plan with Contours</b> from a Registered Surveyor with specific site levels in the location of the proposed works depicting property boundaries. If your property falls within a rural zoning please call Council to see if this survey is necessary. However, any works within 1.5m of a residential boundary or 10m of a rural boundary or a structure on sloping land will require a site survey upfront.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) <b>Floor Plans</b> detailing existing and proposed floor layout, coloured to show new work, to scale of 1:100 or 1:200.	3.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) <b>Site Analysis Plan(s)</b> (existing condition and design response) to a scale of 1:100 or 1:200. Refer Appendix 7.2 Tweed DCP A1 - Part A.	3.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) <b>Elevations</b> coloured or highlighted to show new work and to scale of 1:100 or 1:200.	3.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) <b>Sections</b> coloured to show new work and to scale of 1:50; 1:100 or 1:200.	3.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) <b>Landscape Plans</b> to scale of 1:100 or 1:200 (when vegetation is proposed for removal).	3.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h) <b>Demolition Work Plan</b> (where demolition of structures are proposed).	A.32	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i) <b>Shadow Diagram</b> to scale of 1:100 or 1:200 (when dwellings greater than one storey where the proposal may result in adverse overshadowing to adjacent properties OR for any dwelling where the proposed structure will cast a shadow onto any adjoining foreshore land).	3.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Statement of Environmental Effects</b> - refer to DA preparation guide.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Response to Tweed DCP Section A1 Part A.</b>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Detail to address DCP A15 - Waste Minimisation and Management.</b>	A.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>REQUIRED IN CERTAIN CIRCUMSTANCES</b>		Y	N	NA
<b>Written request to vary a development standard under Clause 4.6 of the relevant Tweed LEP (or Clause 59 of TLEP 2000)</b> demonstrating -				
(a) compliance with the development standard is unreasonable or unnecessary in the circumstances of the case, and	4.14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) there are sufficient environmental planning grounds to justify contravening the development standard.				
<b>When:</b> a variation to the development standards is proposed e.g. to the minimum lot size, building height or floor space ratio.				

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<b>Advertising and Notification</b> - see Community Engagement and Participation Plan.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>DCP A1 - Variation Statement(s) and supporting diagrams</b> <b>When:</b> a variation is sought to controls.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Swimming Pools</b> if the application includes a swimming pool details of the pool location and a separate BASIX certificate is to be provided for pools with a capacity greater than 40,000 litres and detail to address DCP Section A1 Part A Section 6.3.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>BASIX Certificate</b> ( <a href="http://www.basix.nsw.gov.au">http://www.basix.nsw.gov.au</a> ) <b>Note:</b> BASIX certificates are only valid for 3 months from the date of issue.	A.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Geo-Technical Report</b> <b>When:</b> Construction/bulk excavation works are proposed on or adjacent to a boundary or the site/area has a history of land slip instability.	A.13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Contamination Reports</b> <b>When:</b> land is contaminated or potentially contaminated.	A.15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Acid Sulfate Soils Management Plan</b> <b>When:</b> 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"/>
<b>Flood Impact Assessment</b> <b>When:</b> 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"/>
<b>On-site Sewerage Management System Management Plan</b> <b>When:</b> where effluent disposal is to be undertaken on the site.	A.23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Noise Attenuation Report</b> <b>When:</b> a) land is located within the Aircraft Noise Exposure Forecast (ANEF) contour plan, b) Dwellings are proposed within 30 metres to a classified road c) Dwellings proposed within 32 metres of the centre line of road at Casuarina Way, "Salt" Kingscliff.	A.22  A.28	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Heritage Impact Assessment</b> <b>When:</b> 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"/>
<b>Aboriginal Heritage – Cultural Heritage Assessment Report</b> <b>When:</b> a proposal is on land of known or potential Aboriginal heritage significance.	4.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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REQUIRED IN CERTAIN CIRCUMSTANCES		Y	N	NA
<b>Bushfire Management Assessment Report</b> <b>When:</b> 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"/>
<b>Biodiversity Conservation Act 2016 requirements</b> <b>When:</b> 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"> <li>- Printout of the Biodiversity Values Map and Threshold Tool signed and dated the day of or day before submission of application; and</li> <li>- 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</li> <li>- Plan showing the clearing threshold calculations including incidental required clearing e.g. driveways, Land Application Areas (LAA) and Asset Protection Zones (APZ).</li> </ul> A Biodiversity Development Assessment Report (BDAR) may be required in certain circumstances.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Koala Habitat Assessment</b> <b>When:</b> 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"/>
<b>Coastal Hazard Erosion Assessment</b> <b>When:</b> where land adjoins the coastal foreshore and is within the maximum 100 year hazard line.	A.31	<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"/>

OTHER APPLICATIONS THAT CAN BE SUBMITTED WITH YOUR APPLICATION		Y	N	NA
<b>Construction Certificate</b> - prior to commencement of any building work: <ul style="list-style-type: none"> <li>- Structural details ie: footing and floor slab design framing and bracing details addressing relevant Building Code of Australia requirements.</li> <li>- Specifications of the work.</li> </ul>	5.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Long Service Levy</b> <b>When:</b> any construction work valued at \$25,000 or more.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Driveway Application - Section 138 of the Roads Act 1993</b> 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"/>
<b>Plumbing and Drainage Application - (Sewer and Septic) On-site Sewerage management and Hydraulic Work - Section 68 of the Local Government Act 1993</b> 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"/>
<b>Stormwater and/or erosion and sediment control works - Section 68 of the Local Government Act 1993</b> 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"/>