

Development Application Checklist

Pontoons and Boatramps

04



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
ALWAYS REQUIRED				
Owners Consent:				
- where on a natural waterway, the owner is NSW Crown Lands.	5.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- where on a man-made waterway, the owner is Council. This needs to be requested and obtained prior to Development Application lodgement.				
Genuine estimate of demolition/construction cost of works.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plans				
a) Site Plan including detail showing the property boundaries, existing buildings, contours of the land, location of the proposed pontoon/boat ramp, position of any adjoining pontoons/boat ramps, revetment wall, pedestrian access, etc. to scale of 1:100 or 1:200.	3.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Survey Site Plan with Contours 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) Pontoon/Boat Ramp design plan including fixing points to scale of 1:100 or 1:200.	3.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Engineering Plans by a National Engineering Register (NER) Qualified Engineer that the pontoon can withstand without dislodgement the 1% Annual Exceedance Probability (AEP) flood taking into account height and velocity with appropriate allowance for buildup of debris. The design flood velocity is to be documented on the Engineering Plans.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Structural Design Certificate by a registered professional Structural Engineer to address the flood compatibility of the proposed structure for the 1% AEP flood.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Statement of Environmental Effects including any impact on the waterway or proposed vegetation removal.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pontoon Licence Agreement is required for a Pontoon on a Council waterway. Please provide a copy of your current insurance with up to \$20 million public liability cover in order for us to prepare your licence agreement. If approved, a personalised Pontoon Licence Agreement will then be sent to you for signing. This document will need to be submitted to Council prior to the issue of the construction certificate.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Detail to address Tweed DCP A15 - Waste Minimisation and Management.	A.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you consulted and addressed the Tweed River Domestic Structures Strategy?	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you consulted and addressed the Tweed Shire Council Guidelines for Installation of Pontoons and Boatramps?	A.35	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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REQUIRED IN CERTAIN CIRCUMSTANCES		Y	N	NA
Advertising and Notification - see Community Engagement and Participation Plan.	-	<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"/>
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"/>
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 \$250,000 or more.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>