

Development Application Checklist

Subdivision

08



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		
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ALWAYS REQUIRED		Y	N	NA
Owners Consent - signed form required.	5.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Locality Sketch to scale of 1:500 or 1:1000.	3.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plans: including existing configuration and easements and proposed plan of subdivision to scale of 1:100, 1:200 or an appropriate scale for size of subdivision. Plans must be dimensioned, showing lot sizes and building envelopes.	A.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Statement of Environmental Effects including detail to address Tweed DCP Part A5 and permissibility under relevant Local Environmental Plan and applicable SEPPs.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any draft S88B Instruments.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contaminated Land. Have you considered 6 contaminated land questions referenced in the DA guide?	A.15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stormwater Management Plan. (Only required when works are proposed).	A.12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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"/>
Detail to address Tweed DCP A15 - Waste Minimisation and Management.	A.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preliminary Engineering Drawings of Civil Works including roads, water, sewerage, natural and proposed earthworks etc. When: Earthworks or civil works are proposed.	A.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Geo-Technical Report When: construction/bulk excavation works are proposed on or adjacent to a boundary or the site/area has a history of land slip instability.	4.13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Development Standards or a variation under Clause 4.6 of TLEP 2014 and TCCLEP 2012 When: the applicant wishes to vary a development standard through a written objection.	A.13	<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"/>
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"/>

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<p>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:</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>Flood Impact Assessment When: the land is identified as being located within flood liable or located within a known flood prone area.</p>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>On Site Sewerage Management System Management Plan When: where effluent disposal is to be undertaken on the site.</p>	A.23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Koala Habitat Assessment When: a proposal is located within a Koala Management Precinct as identified in the Tweed Coast Comprehensive Koala Plan of Management.</p>	4.15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Evidence of Dwelling Entitlement When: where rights to maintain an existing dwelling are required.</p>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Heritage Impact Assessment When: proposal is within a Heritage Conservation Area or is associated with a Heritage Item.</p>	4.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Statement of Political Donations and Gifts (only if applicable).</p>	5.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>