

# Development Application Checklist

Commercial/Industrial Development

# 09



**TWEED**  
SHIRE COUNCIL

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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<b>ALWAYS REQUIRED</b>		<b>Y</b>	<b>N</b>	<b>NA</b>
<b>Owners Consent</b> - signed form required.	5.6	<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.	3.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) <b>Floor plans</b> to scale of 1:100 or 1:200.	3.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) <b>Elevations</b> to scale of 1:100 or 1:200.	3.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) <b>Sections</b> to scale of 1:50; 1:100 or 1:200.	3.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) <b>Shadow Diagram</b> to scale of 1:100 or 1:200 <b>When:</b> for 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"/>
f) <b>Landscape Plan</b> to scale of 1:100 or 1:200.	A.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Statement of Environmental Effects</b> and detail to address Tweed DCP A2.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Detail to address Tweed DCP A15</b> - Waste Minimisation and Management.	A.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Contaminated Land.</b> Have you considered 6 contaminated land questions referenced in the DA guide?	A.15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Schedule of Colours and Materials</b> (may be shown on plans).	A.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Plan details of any Advertising signage</b> - see Checklist 11.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>REQUIRED IN CERTAIN CIRCUMSTANCES</b>		<b>Y</b>	<b>N</b>	<b>NA</b>
<b>Advertising and Notification</b> - see Community Engagement and Participation Plan.	-	<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>Development Standards or a variation under Clause 4.6 of TLEP 2014 and TCCLEP 2012.</b> <b>When:</b> the applicant wishes to vary a development standard through a written objection.	4.13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Demolition Work Plan</b> <b>When:</b> where demolition of structures are proposed.	A.32	<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"/>

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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>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>Heritage Impact Assessment</b> <b>When:</b> proposal is within a 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> 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>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"/>