

Development Application Checklist

Events/Festivals
(other than events on Council administered land
and road reserves)

15



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		
		Y	N	NA
ALWAYS REQUIRED		Y	N	NA
Owners Consent - signed form required.	5.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plans				
a) Site Plan (to scale of 1:100 or 1:200) including: <ul style="list-style-type: none"> - Existing structures and proposed temporary structures (marquee tents, stages etc) - Vehicle access points to and from the site (including emergency vehicles). - Proposed car parking areas. - Waste/recycling bin locations. - Food stall locations. - Security station. - First aid station. 	3.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Lighting plan needs to be provided for evening events.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Waste Management Plan (before, during and after the event, including litter management and number of, location and maintenance of toilet facilities).	A.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Traffic report/traffic control plan – including parking, traffic controllers, pedestrian safety, public transport details and details of any proposed road closures.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Statement of Environmental Effects and detail to address Tweed DCP A2.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Event details including: <ul style="list-style-type: none"> - Description of proposed event including type and purpose. - Proposed date, start and finish times (including all associated works e.g. setup, dismantling and clearing of the site). - Estimated number of people at the event. - Event organisers contact details. 	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Letter of support from NSW Police.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community Consultation – prior communication with the local community/nearby residents is advised (notification/advertising of the event may also be required as part of the development application process).	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advertising and Notification - see Community Engagement and Participation Plan.	-	<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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REQUIRED IN CERTAIN CIRCUMSTANCES		Y	N	NA
<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>Details of temporary structures.</p>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Sale of Food - details of compliance with requirements of the <i>Food Act 2003</i>, Food Safety Standards and Council's code for one day events.</p>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Amusement rides - documentation is required indicating that appropriate licensing (NSW WorkCover etc) has been obtained, along with appropriate public liability.</p>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Fireworks – documentation is required indicating that the appropriate licensing (NSW WorkCover etc) has been obtained, along with appropriate public liability.</p>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Noise – details of any live music/amplified music is to be provided, including duration (noise impact assessment may be required).</p>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Security measures – security staff must be licensed (NSW Police must be advised of security measures).</p>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Signage details - location, size and wording.</p>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Confirmation of whether NSW Rural Fire Services, National Parks and Wildlife Services or Department of Planning, Industry and Environment have been contacted with regard to the event.</p>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Water Supply Management Plan (if reticulated water supply is not available to the subject site).</p>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Community Consultation – prior communication with the local community/nearby residents is advised (notification/advertising of the event may also be required as part of the development application process).</p>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Copy of event notification sent to NSW Ambulance.</p>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Heritage Impact Statement When: proposal is within a conservation area or is associated with a heritage item.</p>	4.9	<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>Aboriginal Heritage - Cultural Heritage Assessment Report When: a proposal is on land of known or potential Aboriginal heritage significance.</p>	4.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Statement of Political Donations and Gifts (only if applicable).	5.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 \$25,000 or more.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stormwater and/or erosion and sediment control works - Section 68 of the <i>Local Government Act 1993</i> 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"/>