

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.	3.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Elevations to scale of 1:100 or 1:200.	3.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Statement of Environmental Effects - refer to DA preparation guide.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
REQUIRED IN CERTAIN CIRCUMSTANCES		Y	N	NA
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"/>
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"/>
Flood Impact Assessment When: 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"/>
Flora and fauna Assessment When: the land contains native vegetation.	A.25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stormwater Quality and Erosion control Assessment When: the existing land is proposed to be altered.	3.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heritage Impact Statement When: proposal is within a conservation area or is associated with a heritage item.	4.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aboriginal Heritage – Cultural Heritage Assessment Report When: a proposal is on land of known or potential Aboriginal heritage significance.	4.9	<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: - 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"/>

Development Application Checklist 16

Earthworks

Item	See DA Guide	Applicant		
REQUIRED IN CERTAIN CIRCUMSTANCES		Y	N	NA
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: - 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"/>