

## 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
<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) including: <ul style="list-style-type: none"> <li>- Existing structures and proposed temporary structures (marquee tents, stages etc)</li> <li>- Vehicle access points to and from the site (including emergency vehicles).</li> <li>- Proposed car parking areas.</li> <li>- Waste/recycling bin locations.</li> <li>- Food stall locations.</li> <li>- Security station.</li> <li>- First aid station.</li> </ul>	3.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) <b>Lighting plan needs to be provided for evening events.</b>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) <b>Waste Management Plan</b> (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) <b>Traffic report/traffic control plan</b> – 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"/>
<b>Statement of Environmental Effects</b> and detail to address Tweed DCP A2.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Event details including:</b> <ul style="list-style-type: none"> <li>- Description of proposed event including type and purpose.</li> <li>- Proposed date, start and finish times (including all associated works e.g. setup, dismantling and clearing of the site).</li> <li>- Estimated number of people at the event.</li> <li>- Event organisers contact details.</li> </ul>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Letter of support from NSW Police.</b>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Community Consultation – prior communication with the local community/nearby residents is advised</b> (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"/>
<b>Advertising and Notification</b> - see Community Engagement and Participation Plan.	-	<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"/>
<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"/>

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REQUIRED IN CERTAIN CIRCUMSTANCES	Y	N	NA	
<p><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:</p> <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> <p>A Biodiversity Development Assessment Report (BDAR) may be required in certain circumstances.</p>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><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.</p>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Details of temporary structures.</b></p>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Sale of Food</b> - 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><b>Amusement rides</b> - 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><b>Fireworks</b> – 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><b>Noise</b> – 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><b>Security measures – security staff must be licensed</b> (NSW Police must be advised of security measures).</p>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Signage details</b> - location, size and wording.</p>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>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.</b></p>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Water Supply Management Plan</b> (if reticulated water supply is not available to the subject site).</p>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Community Consultation – prior communication with the local community/nearby residents is advised</b> (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><b>Copy of event notification sent to NSW Ambulance.</b></p>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Heritage Impact Statement</b>  <b>When:</b> 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><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.</p>	4.15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Aboriginal Heritage - Cultural Heritage Assessment Report</b>  <b>When:</b> 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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<b>REQUIRED IN CERTAIN CIRCUMSTANCES</b>		<b>Y</b>	<b>N</b>	<b>NA</b>
<b>Statement of Political Donations and Gifts</b> (only if applicable).	5.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<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 \$250,000 or more.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Stormwater and/or erosion and sediment control works - Section 68 of the <i>Local Government Act 1993</i></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"/>