Development Application Checklist

Change of use from Residential to Tourist and Visitor Accommodation

19

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		
ALWAYS REQUIRED		Y	N	NA
Owners Consent - signed form required. **Note:** please be advised if in Strata Plan (SP) and guests traverse or utilise communal facilities e.g. swimming pools, Owners Consent from the Body Corporate is required.	5.6	☐	☐	☐
Genuine estimate of demolition/construction/fit out (including any National Construction Code (NCC) requirements) cost of works.	-	☐	☐	☐
Statement of Environmental Effects and detail that addresses the following: - Nature of the business including type, maximum number of guests, number of guests per bedroom, number of employees, hours of operation, length of permitted stay - Plan of Management detailing the operation of development (managing, cleaning, servicing, payment, garbage collection, 24 hour contact details for complaints, actions in the event of natural hazards e.g. flood or fire, house rules which guests must sign and agree to) **Note:** House rules could include the following: garage and driveway available for parking for guests at all times, nominated hours for use of the swimming pool, are pets allowed?, who will put the bins out on collection day?, loud music will not be played, nominated quiet hours, are visitors allowed and maximum number of guests at any time, nominated smoking areas, noise bond - Car parking and access assessment stating compliance with Section A2 - Tweed DCP - Anticipated noise impacts and control measures - Impact on existing and future amenity of the neighborhood - National Construction Code (NCC) Report by an accredited Building Surveyor detailing the fire safety measures required - Any proposed signage - see Checklist 11.	4	☐	☐	☐
Plans a) **Site Plan** to scale of 1:100 or 1:200.	3.3	☐	☐	☐
b) **Floor plans** coloured to show guest areas and to scale of 1:100 or 1:200.	3.3	☐	☐	☐
Detail to address Tweed DCP A15 – Waste Minimisation and Management **Note:** Waste Management Plan required, also detail if a private contractor is being hired to make extra garbage collections after particular guests.	A.4	☐	☐	☐
Advertising and Notification - see Community Engagement and Participation Plan. **Note:** all residents in a Strata Plan (SP) will be notified.	-	☒	-	-
If building construction is required, the submitted application is in accordance with the relevant DA Checklist.	-	☐	☐	☐

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Item	See DA Guide	Applicant		
REQUIRED IN CERTAIN CIRCUMSTANCES		Y	N	NA
Bushfire Management Assessment Report **When:** land is identified as being bushfire prone. If clearing is required for Asset Protection Zones also refer to the *Biodiversity Conservation Act 2016* requirements.	A.26	☐	☐	☐
***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.	-	☐	☐	☐
Access and Traffic Impact Assessment Report **When:** On sites with constrained access and proposals that are likely to create a significant impact on local traffic and parking conditions.	4.5	☐	☐	☐
Contamination Report **When:** for new construction/building where land is contaminated or potentially contaminated.	A.15	☐	☐	☐
On-site Sewage Management System Management Plan **When:** where effluent disposal is to be undertaken on the site.	A.23	☐	☐	☐
Heritage Impact Assessment **When:** proposal is within a Heritage Conservation Area or is associated with a heritage item.	4.9	☐	☐	☐
Aboriginal Heritage – Cultural Heritage Assessment Report **When:** a proposal is on land of known or potential Aboriginal heritage significance.	4.9	☐	☐	☐
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	☐	☐	☐
Statement of Political Gifts and Donations (only if applicable).	5.9	☐	☐	☐