

# Development Application Checklist

Subdivision

# 08



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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ALWAYS REQUIRED		Y	N	NA
<b>Owners Consent</b> - signed form required.	5.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Locality Sketch</b> to scale of 1:500 or 1:1000.	3.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Plans:</b> including existing configuration and easements and proposed plan of subdivision to scale of 1:100, 1:200 or an appropriate scale for size of subdivision. Plans must be dimensioned, showing lot sizes and building envelopes.	A.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Statement of Environmental Effects</b> including detail to address Tweed DCP Part A5 and permissibility under relevant Local Environmental Plan and applicable SEPPs.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Any draft S88B Instruments.</b>	-	<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>Stormwater Management Plan.</b> (Only required when works are proposed).	A.12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REQUIRED IN CERTAIN CIRCUMSTANCES		Y	N	NA
<b>Written request to vary a development standard under Clause 4.6 of the relevant Tweed LEP (or Clause 59 of TLEP 2000)</b> demonstrating - (a) compliance with the development standard is unreasonable or unnecessary in the circumstances of the case, and (b) there are sufficient environmental planning grounds to justify contravening the development standard. <b>When:</b> a variation to the development standards is proposed e.g. to the minimum lot size, building height or floor space ratio.	4.14	<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>Detail to address Tweed DCP A15</b> - Waste Minimisation and Management.	A.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Preliminary Engineering Drawings of Civil Works</b> including roads, water, sewerage, natural and proposed earthworks etc. <b>When:</b> Earthworks or civil works are proposed.	A.2	<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.	4.13	<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"/>
<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>On Site Sewerage Management System Management Plan</b>  <b>When:</b> where effluent disposal is to be undertaken on the site.</p>	A.23	<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>Evidence of Dwelling Entitlement</b>  <b>When:</b> where rights to maintain an existing dwelling are required.</p>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Heritage Impact Assessment</b>  <b>When:</b> proposal is within a Heritage Conservation Area or is associated with a Heritage Item.</p>	4.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Statement of Political Donations and Gifts</b> (only if applicable).</p>	5.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>