

# Attending the Development Assessment Panel (DAP)



## What you need to know

### What the panel can do for you

Prior to lodging an application, the panel can provide you with technical advice in relation to your proposal. It is recommended that prior to making an appointment you make a preliminary check of the policy documents that may affect your property (see 'Website resources' in this brochure) and/or discuss your proposal with a Development Assessment Town Planner.

The panel will advise you whether your proposal is generally permissible, and will identify key town planning, building or engineering issues you will need to address in your development application.

In some cases the issues to be covered can seem overwhelming, however, the panel exists to assist you to overcome any hurdles you may face in the preparation of your development application to make the approval process as smooth as possible.

### What the panel cannot do

The Development Assessment Panel cannot approve your proposal at the meeting.

Even though the panel may advise you that your proposal is permissible, this does not guarantee approval, and your development application, when it arrives at Council, will be assessed on its merits.

### How to make an appointment

The Development Assessment Panel meets every Wednesday at 10:30 am, appointments are required.

You can make an appointment by calling the chairperson of the panel, on 02 6670 2400.

### What the panel requires from you

To confirm your appointment, the chairperson will require from you:

- a completed DAP Details form
- concept plans of your proposal.

The form and plans should be provided 14 days prior to the meeting. Email [tsc@tweed.nsw.gov.au](mailto:tsc@tweed.nsw.gov.au)



# Development Assessment Panel



## Attending the DAP continued ...

### Website resources

The following documents are available for downloading, free of charge, from Council's website:

- Development Control Plans (DCPs)
- Section 7.11 Plans (Contribution Plans)
- The Tweed Local Environmental Plan (TLEP) and zoning maps can be found on the NSW Legislation website. Links to the TLEP and zoning maps are provided on Council's website at [tweed.nsw.gov.au/land-use-planning-controls](http://tweed.nsw.gov.au/land-use-planning-controls)

### Information about your appointment

**Length of time:** Your appointment will be one hour in duration.

**Format:** You will have approximately 15 minutes to outline your proposal, after which Council's professional staff will advise you of the issues relating to your proposal.

**Minutes:** Written minutes will be provided to the applicant following the meeting.

### About the panel

Tweed Shire Council is committed to providing a high level of customer service. The Development Assessment Panel (DAP) meets each week to review development applications and provide advice regarding development proposals.

DAP is a staff panel which has senior representatives from various units within Council. For 'basic' appointments, staff from the following units provide comment:

- Development Assessment & Compliance
- Building & Environmental Health
- Roads & Stormwater

For more 'complex' appointments, additional representatives may be required from:

- Water & Wastewater
- Strategic Planning & Urban Development
- Sustainable Communities & Environment

The Panel exists to ensure that a coordinated approach across all of Council's Divisions is taken to the assessment of development applications.

### What does it cost?

The following fees are payable prior to the Development Assessment Panel meeting. Proof of payment is required prior to the meeting.

- Basic: \$1,060
- Complex: \$2,120

**Tweed Shire Council**  
**Planning and Regulation**  
**Phone 02 6670 2400**

[tweed.nsw.gov.au/development-applications](http://tweed.nsw.gov.au/development-applications)

