

Development Application Checklist

Residential Development B

Dual occupancy, secondary dwellings, town house, row houses alteration and additions, sheds, pergolas, swimming pools

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
Owners Consent - signed form required.	5.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Genuine estimate of demolition/construction cost of works.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plans				
a) Site Plan to scale of 1:100 or 1:200 (for rural allotments scale may be reduced).	3.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Floor plans to scale of 1:100 or 1:200.	3.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Site analysis plan(s) to scale of 1:100 or 1:200. Refer Appendix 7.2 Tweed DCP A1 - Part A.	3.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Elevations coloured or highlighted to show new work and to scale of 1:100 or 1:200.	3.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Sections coloured or highlighted to show new work and to scale of 1:50; 1:100 or 1:200.	3.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Landscape Plan to scale of 1:100 or 1:200.	A.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Statement of Environmental Effects and detail to address Tweed DCP A1 Part A for dual occupancies and secondary dwellings, Part B for town houses and row houses.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Detail to address Tweed DCP A15 - Waste Minimisation and Management.	A.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contaminated Land. Have you considered 6 contaminated land questions referenced in the DA guide?	A.15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BASIX Certificate (http://www.basix.nsw.gov.au) Note: BASIX certificates are only valid for 3 months from the date of issue.	A.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schedule of Colours and Materials.	A.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REQUIRED IN CERTAIN CIRCUMSTANCES		Y	N	NA
Written request to vary a development standard under Clause 4.6 of the relevant Tweed LEP (or Clause 59 of TLEP 2000) demonstrating -				
(a) compliance with the development standard is unreasonable or unnecessary in the circumstances of the case, and	4.14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) there are sufficient environmental planning grounds to justify contravening the development standard.				
When: a variation to the development standards is proposed e.g. to the minimum lot size, building height or floor space ratio.				
Advertising and Notification - see Community Engagement and Participation Plan.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tweed DCP A1 - Variation Statement(s) and Diagrams When: a variation is sought to controls.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Item	See DA Guide	Applicant		
		Y	N	NA
REQUIRED IN CERTAIN CIRCUMSTANCES				
Swimming Pools - see Checklist 03.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demolition Work Plan When: where demolition of structures are proposed.	A.32	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Geo-Technical Report When: construction/bulk excavation works are proposed on or adjacent to a boundary or the site/area has a history of land slip instability.	A.13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contamination Reports When: land is contaminated or potentially.	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"/>
Bushfire Management Assessment Report When: 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"/>
<i>Biodiversity Conservation Act 2016</i> 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"/>
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"/>
Shadow Diagram to scale of 1:100 or 1:200 When: for dwellings greater than one storey where the proposal may result in adverse overshadowing to adjacent properties OR for any dwelling where the proposed structure will cast a shadow onto any adjoining foreshore land.	3.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
On Site Effluent Management System Management Plan When: Where effluent disposal is to be undertaken on the site.	A.23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acoustic Assessment Report When: Sites that are currently impacted or in proximity to any major noise generating activities such as airports or major roads.	A.22	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heritage Impact Assessment When: proposal is within a Heritage Conservation Area or is associated with a heritage item.	4.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Heritage Impact Assessment When: proposal is within a Heritage 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"/>
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"/>
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 \$250,000 or more.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driveway Application - Section 138 of the Roads Act 1993 Required prior to issue of Construction Certificate. See driveway form for required plans/attachments.	5.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plumbing and Drainage Application – (Sewer and Septic) On-site Sewerage management and Hydraulic Work - Section 68 of the Local Government Act 1993 Required prior to issue of Construction Certificate. See plumbing and drainage form for required plans/attachments.	5.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stormwater and/or erosion and sediment control works - Section 68 of the Local Government Act 1993 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"/>