

Development Application Checklist

Existing dwellings (single occupation)
alterations and additions, garages/carports,
sheds, pergolas, etc

02



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
ALWAYS REQUIRED				
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) Survey Site Plan with Contours from a Registered Surveyor with specific site levels in the location of the proposed works depicting property boundaries. If your property falls within a rural zoning please call Council to see if this survey is necessary. However, any works within 1.5m of a residential boundary or 10m of a rural boundary or a structure on sloping land will require a site survey upfront.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Floor Plans detailing existing and proposed floor layout, coloured to show new work, to scale of 1:100 or 1:200.	3.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Site Analysis Plan(s) (existing condition and design response) to a 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"/>
e) 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"/>
f) Sections coloured 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"/>
g) Landscape Plans to scale of 1:100 or 1:200 (when vegetation is proposed for removal).	3.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h) Demolition Work Plan (where demolition of structures are proposed).	A.32	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i) Shadow Diagram to scale of 1:100 or 1:200 (when 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"/>
Statement of Environmental Effects - refer to DA preparation guide.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Response to Tweed DCP Section A1 Part A.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Detail to address DCP A15 - Waste Minimisation and Management.	A.4	<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 -	4.14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(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.				
When: a variation to the development standards is proposed e.g. to the minimum lot size, building height or floor space ratio.				

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REQUIRED IN CERTAIN CIRCUMSTANCES		Y	N	NA
Advertising and Notification - see Community Engagement and Participation Plan.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DCP A1 - Variation Statement(s) and supporting diagrams When: a variation is sought to controls.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Swimming Pools if the application includes a swimming pool details of the pool location and a separate BASIX certificate is to be provided for pools with a capacity greater than 40,000 litres and detail to address DCP Section A1 Part A Section 6.3.	-	<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"/>
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 contaminated.	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"/>
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"/>
On-site Sewerage 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"/>
Noise Attenuation Report When: a) land is located within the Aircraft Noise Exposure Forecast (ANEF) contour plan, b) Dwellings are proposed within 30 metres to a classified road c) Dwellings proposed within 32 metres of the centre line of road at Casuarina Way, "Salt" Kingscliff.	A.22 A.28	<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"/>
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"/>

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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 <i>Biodiversity Conservation Act 2016</i> requirements.	A.26	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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: <ul style="list-style-type: none"> - 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"/>
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"/>
Coastal Hazard Erosion Assessment When: where land adjoins the coastal foreshore and is within the maximum 100 year hazard line.	A.31	<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: <ul style="list-style-type: none"> - 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"/>