

APPLICATION FOR DEVELOPMENT APPROVAL AND / OR BUILDING APPROVAL

About this form

You must use this form to apply for development approval under the *Planning Act 2002 (NI)* and / or building approval under the *Building Act 2002 (NI)*.

How to complete this form

1. Ensure that all fields have been filled out correctly in BLOCK LETTERS.
2. Please note that fields on this form marked with an * are mandatory and must be completed before submitting this form.
3. Once completed you may submit this form by email, mail or in person. Please see Lodgement Details for further information.
4. If there is insufficient space to provide details on this form, please attach a separate sheet(s).

Privacy

The information you provide in this application will enable your application to be assessed by Council and any relevant agency. If you do not provide the requested information Council will not be able to accept your application. Your application will be notified and made available for inspection if the use or development is classified as permitted use or development; or published in the Gazette for comment if the application is classified as permissible with consent use or development. Council will also keep details of the application in a Register that can be viewed by the public at any time. Please contact the Council if the information in your application is incorrect or if it changes.

Your personal information will be collected, stored, used and treated in compliance with the *Privacy Act 1988 (Cth)* and the Australian Privacy Principles (APP) in force from time to time. Where they are not inconsistent with the above Commonwealth laws, Section 739 of the *Local Government Act 1993 (NSW)(NI)* (protection of privacy) as well as the NSW Model Privacy Management Plan for Local Government and the Privacy Code of Practice for Local Government (NSW) may also be or become applicable to our management and use of your personal information.

Notes

Before completing your application, we recommend you consult with Council's Planning or Building staff to discuss your proposal and any specific planning and building requirements. Typically, this will require 15-30 minutes; however, this may vary depending on the complexity of your application.

When you are ready to lodge your application, we recommend that you make an appointment to have a Pre DA lodgement meeting with Planning or Building staff to ensure you submit all relevant information and plans required to describe and support your application. This will help to minimise delay in receiving a decision about your application. The Pre DA meeting is a free service; however if additional meetings are required before the Application is submitted you may be charged for additional meetings in accordance with Council's fees and charges policy.

After you have lodged your application, you will be advised whether the application has all the information required to be accepted for assessment. When your application has been assessed, you will receive a Notice of Decision on your application.

If you need help, wish to discuss your proposal or have any questions please contact the Council's Planning & Building Office:

E planning@nirc.gov.nf T (+6723) 22001

Council Bicentennial Complex,
39 Taylors Road, Burnt Pine,
Norfolk Island 2899

www.norfolkisland.gov.nf

This page is intentionally blank

APPLICATION FOR DEVELOPMENT APPROVAL AND / OR BUILDING APPROVAL

APPLICATION NO.		
------------------------	--	--

1. APPLICANT DETAILS (May be an agent acting on behalf of a landowner)			
Name Applicant 1			
	First Name	Last Name	
Name Applicant 2			
	First Name	Last Name	
Postal Address			
Phone No.		Mob. No.	
Email (s)			
Signature Applicant 1			
Signature Applicant 2			

2. LANDOWNER(S) DETAILS (if not the Applicant)			
Name			
	First Name	Last Name	
Name			
	First Name	Last Name	
Postal Address			
Phone No.		Mob. No.	
Email			
Signature(s) of all landowners. This signature provides landowner's permission for the Applicant to make this Development and / or Building Application only.			
Landowner 1			
Landowner 2			

3. PROPERTY DESCRIPTION							
Address							
Portion No.		Lot No.		Section No.		Land Area:	
Please attach a copy of the Title Search for the subject property:							
Current Land Use							
Land Tenure		Freehold		Crown Lease		Un-alienated Crown Land	
		Road Reserve		Vacant Crown Land			
Zoning		Rural		Mixed Use		Open Space	Airport
		Rural Residential		Business		Conservation	Roads
		Residential		Industrial		Special Use	

4. THE TYPE(S) OF USE, DEVELOPMENT AND / OR BUILDING INCLUDED IN THIS APPLICATION <i>(please tick where relevant)</i>	
<input type="checkbox"/>	Residential E.g. Dwelling House, Dual Occupancy, Multiple Dwellings
<input type="checkbox"/>	Tourist Accommodation E.g. Accommodation Units, Hotel, Resort, Tourist Park
<input type="checkbox"/>	Commercial E.g. Business Premises, Food & Drink Premises, Shop, Tourist Attraction, Entertainment Facility, Health Care Service
<input type="checkbox"/>	Industrial E.g. General, Light, Rural, Noxious, Hazardous or Offensive, Extractive
<input type="checkbox"/>	Community E.g. Educational Establishment, Hospital, Community Facility
<input type="checkbox"/>	Infrastructure E.g. Electricity Works, Waste Facilities, Communications Facilities, Transport Facilities, Roadworks
<input type="checkbox"/>	Public Facilities E.g. Airport, Car Park, Port Service, Public Building
<input type="checkbox"/>	Recreation E.g. Open Space, Outdoor Sport and Recreation Facility, Indoor Sport and Recreation Facility, Park
<input type="checkbox"/>	Subdivision E.g. Create additional lots; Boundary adjustment; Amalgamation of lots
<input type="checkbox"/>	Alterations and Additions Structural changes to existing structure(s)
<input type="checkbox"/>	Ancillary structures Structures integral and subservient to another development e.g. garage, shed, verandah
<input type="checkbox"/>	Change of Use Changing the purpose of a premises e.g. from residence to holiday house, from shop to offices.
<input type="checkbox"/>	Signage E.g. Advertising structures and signs, Directional and guidance signs.
<input type="checkbox"/>	Earthworks Excavation, filling, site works
<input type="checkbox"/>	Other

5. THE ACTIVITIES INVOLVED IN THE PROPOSED USE OR DEVELOPMENT <i>(please tick where relevant)</i>	
<input type="checkbox"/>	Erecting, altering or adding to a building or structure
<input type="checkbox"/>	A temporary building, structure, or use
<input type="checkbox"/>	Subdividing land
<input type="checkbox"/>	Demolition
<input type="checkbox"/>	Changing the use of land or a building or the classification of a building under the Building Code of Australia (without building, subdividing or demolishing)

6. DESCRIPTION OF PROPOSAL

Please describe details of your proposal here Please include all components of the use, development and / or building activity; such as the number of lots created if subdivision; number of dwellings / units to be developed; number of bedrooms; number of seats if Food & Drink Premises; Hours of operation for commercial or industrial activity; volume of production if processing or manufacturing. (attach additional pages if more space is required)

7. APPLICATION FEES

Development and Building Application fees are specified in Council’s Annual Operational Plan and are based on the estimated cost of building and works. It is necessary to specify the total estimated cost of building and works (including labour and materials) to determine the fees for the Development and or Building Application. For development that involves building work, Council is currently assessing fees on the basis of \$1200.00 / square metre. This is required prior to acceptance of the Application.

Total estimated cost of building and works	\$
--	----

8. USE, DEVELOPMENT AND BUILDING DETAILS & MATERIALS (as applicable)

Gross floor area of all new proposed buildings			
Gross floor area of all existing buildings on site			
Total roof area (sqm) of all buildings on the lot			
Total number of bedrooms			
Maximum height of new building(s) or structure(s) in metres			
Building setbacks – minimum distance to front, rear, and side boundaries in metres. <i>Note: it will be necessary to peg out the general footprint of proposed structures at the subject land.</i>	Boundary	Distance	Orientation
	Front		
	Rear		
	Side		
	Side		
Wall construction material (external) & colour			
Floor construction material			
Roof construction material & colour			

Frame construction material		
Water supply and storage <i>Note: Please refer to DCP No. 2 - Water Resources for minimum water storage requirements.</i>	Water tank material	
	Water tank capacity (existing)	
	Water tank capacity (new)	
	Total combined capacity (new and existing tanks)	
On-site wastewater management system proposed / existing (e.g., sewer connection, AWTS, other – please specify;) and total capacity <i>Note: Please refer to DCP No. 2 - Water Resources for minimum waste water management requirements.</i>	Type of system	
	System tank capacity	
Advertising Structure or Sign - construction material, size, total number of signs or structures (new and existing) <i>Note: Please refer to DCP No. 4 – Outdoor Advertising Structures and Signs to determine requirements and standards for the display of signage.</i>	Construction material	
	Total Display Area	
	Maximum height of structure	
	Total number of signs or structures	
Describe any earthworks required as a component of building work; such as site works to create building pad, construct access and driveways, retaining walls, drainage works. Include total volume of earthworks (m ² and m ³) <i>Note: an Earthworks Plan as described in section 11 will be required to support your Application if in excess of 50 cubic metres</i>		
Swimming pool - above ground / below ground, dimensions, (length, depth, width) construction materials and dimensions for associated decking / structures/ fences and gates.		

9. BUILDER'S DETAILS (if applicable; and if a builder has been selected)			
Name			
Phone No.		Mob No.	
Email:			

10. CONSULTATION WITH COUNCIL INFRASTRUCTURE, SERVICES AND ENVIRONMENT STAFF

In planning and designing your proposed development you should contact relevant Council staff with responsibility for infrastructure and services to ensure infrastructure required for your development is available or can be made available; to determine whether there any specific requirements for infrastructure and services and whether any additional permits, licences or approvals may be required for your proposal.

You should also consult with Council's environment staff to determine any specific environmental matters to consider in developing your proposal, such as identifying protected trees or potential impacts on threatened species; and requirements for additional permits and approvals.

It is strongly suggested that you present a description of your proposal and preliminary building plans for your development to enable the relevant Council staff to provide advice on requirements.

Please request the relevant staff member(s) to email their advice to you as the Applicant and to also email direct to planning@nirc.gov.nf. Alternatively, advice can be provided in the spaces below.

Contact	Comments
Electricity Team Leader, John Christian Ph: 22078, 23206 Email: john.christian@nirc.gov.nf Mitchell Graham Email: mitchell.graham@nirc.gov.nf	
Waste & Environment Water storage and wastewater management requirements Team Leader, Arthur Travalloni Ph: 22609 Email: arthur.travalloni@nirc.gov.nf	
Fire Service Team Leader, Shane Wallis Ph: 22049 Email: shane.wallis@nirc.gov.nf	
Telecom Team Leader, Simon Peapell Ph: 23905 Email: simon.peapell@nirc.gov.nf	
Public Works Road works, driveways Section Leader, Mal Snell Ph: 22006 Email: malcolm.snell@nirc.gov.nf	
Environment Protected trees, Argentine ants etc Senior Environmental Officer, Tara Patel Ph: 22001 Mob 51097 Email: tara.patel@nirc.gov.nf	

11. OTHER APPROVALS	
<i>You may need approvals, licences or permits under other legislation in force on Norfolk Island such as those listed below. Please tick the relevant legislation. If in doubt, please contact the Planning Office.</i>	
	<i>Environmental Protection and Biodiversity Protection Act 1999 (Cth). Please refer to http://www.environment.gov.au/protection/environment-assessments</i>
	<i>Crown Lands Act 1996 (NI) – applies to Crown land.</i>
	<i>Local Government Act 1993 (NSW)(NI) – approvals may be required for specified activities.</i>
	<i>Trees Act 1997 (NI) – permit required to remove protected trees. Please refer to the <i>Trees Regulations 1999</i> - Schedule of Protected Trees.</i>
	<i>Public Reserves Act 1997 (NI) – permit required for an activity in a Public Reserve.</i>
	<i>Subdivision Act 2002 (NI) – registration of plan of subdivision.</i>
	<i>Tourist Accommodation Act 1984 (NI) – registration of tourist accommodation.</i>
	<i>Sale of Food Act 1950 (NI) – licence required for production and / or sale of food.</i>
	<i>Liquor Act 2005 (NI) – licence required to supply liquor.</i>
	<i>Heritage Act 2002 (NI) – Proposals for use or development that affect listed heritage items .</i>
	<i>Roads Act 2002 (NI) – opening and closing public roads.</i>
	<i>Other Approvals</i>

12. ENVIRONMENTAL IMPACTS OF YOUR DEVELOPMENT	
<i>To assess your proposal, we need to understand any potential impacts it may have on the environment. Depending on the nature and scale of your proposal, you may need to either:</i>	
<ol style="list-style-type: none"> <i>1. Provide a Description of Potential Environmental and Heritage Impacts in your Development Application; or</i> <i>2. Submit a Statement of Environmental Effects with your Development Application; or</i> <i>3. Submit an Environmental Impact Statement prepared in accordance with the Planning Act 2002 (NI) & Planning Regulations 2004 (NI) with your Development Application.</i> 	
<i>Please consult Council's Planning Office to determine which environmental impact assessment documentation is required for your proposal. Please tick below the information provided with this application.</i>	
Environmental Impact Statement attached:	
Statement of Environmental Effects attached:	
Description of Potential Environmental and Heritage Impacts:	
Description of Potential Environmental and Heritage Impacts:	
<i>Please describe the potential impact of your proposed use or development on the environment and heritage of the development site and surrounding area.</i>	

15. DEVELOPMENT APPLICATION AND / OR BUILDING APPLICATION - CHECKLIST OF REQUIREMENTS

Applications shall contain information as is necessary to determine compliance with the Norfolk Island Plan, Planning Act 2002 (NI), and Building Act 2002 (NI). Clause 12 of the Norfolk Island Plan 2002 specifies matters (listed below) that must be included in a Development Application, where applicable and relevant. It is the responsibility of the Applicant to demonstrate that each of the matters listed has been addressed by placing a tick in the relevant box. Failure to provide all the relevant information may result in the Application not being accepted by Council or delays in the processing of the application.

Requirement	Yes	No	N/A
a) The name and address of the applicant, the location of the land, a copy of the title to the land, the name and address of the owner, and written consent from the owner of the land if not the applicant.			
b) The use or development of the land at the date of application.			
c) The intended use or development of the land.			
d) A plan or plans drawn to a scale available on a standard scale rule which show clearly:			
(i) the relationship of the land to lot boundaries, levels or contours, title boundaries and roads;			
(ii) rights of way, easements and covenants affecting the land;			
(iii) existing buildings, works, trees, and vegetation;			
(iv) site preparation – including details of buildings and works to be demolished, areas to be cut and/or filled, existing vegetation and trees to be removed, and other land clearing;			
(v) proposed buildings, works, and services, and alterations to existing buildings and works – including floor plans, elevations, dimensions, relative site levels, provisions for drainage, and the purpose of rooms, other spaces and structures;			
(vi) existing and proposed vehicular access/egress points to roads from the land, and the areas set aside and other provisions made for vehicular passage, manoeuvring and parking;			
(vii) existing and proposed landscaping – including details of site beautification, tree planting, and screening;			
(viii) the materials proposed for construction purposes and the colour of such materials on all exterior surfaces;			
(ix) signs – including details of dimensions, wording, logos, colours, illumination, supporting structures, and positioning on buildings and works and the method of affixing thereto;			
(x) floodlighting and other exterior lighting including the location and strength of illumination.			
(xi) A written statement by or on behalf of the Applicant of the likely impact of the proposed use or development on the environment and heritage; and			
(xii) A written statement from relevant infrastructure managers regarding the infrastructure requirements necessary to enable the proposed use or development, and the availability of such infrastructure; and / or the need to upgrade any infrastructure to support the proposed use or development.			

LODGEMENT DETAILS

You can lodge the completed Application by:

Email: planning@nirc.gov.nf

Deliver: Council Bicentennial Complex
39 Taylors Road
Burnt Pine
NORFOLK ISLAND 2899

Mail: Norfolk Island Regional Council
P.O. Box 95
NORFOLK ISLAND 2899

What now: Once your application is received a Council Officer will respond within 10 working days to advise whether your application has all the information that is required for the application to be accepted for assessment.

OFFICIAL USE ONLY

Receiving Officer:

Date:

CONSIDERATION OF ADEQUACY FOR ACCEPTANCE – TO BE COMPLETED BY COUNCIL

Application satisfactory to lodge and accept

Yes

No

Additional information required before the application will be accepted:

Planning Act 2002 (NI):

Development Approval Required:

Yes

Tick category:

Category of Development

Permitted Use or Development

Permissible (with consent) Use or Development

Declared significant development

Building Act 2002 (NI):

Building Approval Required:

Yes

No

APPLICATION ACCEPTANCE – TO BE COMPLETED BY COUNCIL

Officer:

Date:

Not for publication

INTERNAL USE ONLY			
Application Fees	Assessment		
Assessment Fee Paid:	\$	Application No.	
Assessment Fee Receipt No.		Receipt Date:	
Combined Development Application & Building Application			Yes
Development Application only			Yes
Building Application only			Yes
Building Inspection Fees			
Stage A Fees Paid:	\$	Receipt Date:	
Stage B Fees Paid:			
Stage C Fees Paid:			
Stage D Fees Paid:			
Stage E Fees Paid:			
Additional Inspection(s)			