



ABN 6010 3855 713

## APPLICATION FOR MODIFICATION OF DEVELOPMENT APPROVAL AND / OR BUILDING APPROVAL

### About this form

You must use this form to apply for modification of a development approval under the *Planning Act 2002 (NI)* and / or modification of a 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 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 that 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 spend some time 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.

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 & Development Office:

Planning & Development

Norfolk Island Regional Council

PO Box 95, Norfolk Island 2899 | New Military Barracks, Kingston, Norfolk Island

**T** (+6723) 23595 | **M** (+6723) 50929 | **E** [planning@nirc.gov.nf](mailto:planning@nirc.gov.nf)

[www.norfolkisland.gov.nf](http://www.norfolkisland.gov.nf)



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**APPLICATION FOR MODIFICATION OF  
DEVELOPMENT APPROVAL AND / OR BUILDING APPROVAL**

APPLICATION NO.

ORIGINAL APPLICATION NUMBER

**1. APPLICANT'S 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			
<b>2. LANDOWNER'S DETAILS (if not the Applicant)</b>			
Name			
	First Name	Last Name	
Name			
	First Name	Last Name	
Postal Address			
Phone No.		Mob. No.	
Email			
Signature(s) of <b>all</b> landowners. This signature provides landowner's consent to lodge this Development and / or Building Application Modification only.			
Signature Land owner 1			
Signature Land owner 2			

3. PROPERTY DESCRIPTION							
Address							
Portion No.		Lot No.		Section No.		Land Area:	
Portion No.		Lot No.		Section No.		Land Area:	
Land Tenure	<input type="checkbox"/> Freehold		<input type="checkbox"/> Crown Lease		<input type="checkbox"/> Vacant Crown Land		
	<input type="checkbox"/> Road Reserve		<input type="checkbox"/> Un-alienated Crown Land				
Zoning	<input type="checkbox"/> Rural		<input type="checkbox"/> Rural Residential		<input type="checkbox"/> Residential		
	<input type="checkbox"/> Mixed Use		<input type="checkbox"/> Business		<input type="checkbox"/> Light Industry		
	<input type="checkbox"/> Industry		<input type="checkbox"/> Open Space		<input type="checkbox"/> Conservation		
	<input type="checkbox"/> Special Use		<input type="checkbox"/> Airport		<input type="checkbox"/> Roads		
Please attach a copy of the Title Search for the subject property <input type="checkbox"/>							
What is the land currently used for?							

4. WHAT TYPE(S) OF USE, DEVELOPMENT AND / OR BUILDING IS INCLUDED IN THIS APPLICATION? Please tick all relevant boxes	
<input type="checkbox"/>	<b>Residential</b> (Tourist Accommodation Units; Dual Occupancy; Dwelling House; Multiple Dwelling)
<input type="checkbox"/>	<b>Commercial</b> (E.g. Business Premises / Office, Food Premises, Shop, Tourist Facility)
<input type="checkbox"/>	<b>Industrial</b> (General; Light; Rural; Noxious, Hazardous or Offensive; Extractive)
<input type="checkbox"/>	<b>Home Industry or Home Occupation</b>
<input type="checkbox"/>	<b>Alterations and Additions</b> (to existing structure(s))
<input type="checkbox"/>	<b>Ancillary structures</b> such as Garage, Verandah, Shed
<input type="checkbox"/>	<b>Change of Use</b>
<input type="checkbox"/>	<b>Subdivision</b> (Create additional lots; Boundary adjustment; Amalgamation / Consolidation of lots) <input type="checkbox"/>
<input type="checkbox"/>	<b>Advertising Structure and / or Signage</b>
<input type="checkbox"/>	<b>Community</b> (E.g. Educational Establishment, Hospital, Public Building)
<input type="checkbox"/>	<b>Infrastructure</b> (E.g. Public Works, Electricity Works, Waste Facilities, Communications Facilities, Roadworks)
<input type="checkbox"/>	<b>Earthworks</b> (excavation, filling, site works)
<input type="checkbox"/>	<b>Other</b> (please specify) <input type="checkbox"/>
_____	
_____	
<b>Note:</b>	
<b>1. Activities listed in Clause 101 of the Norfolk Island Plan 2002 do not require development approval.</b>	
<b>2. Activities listed in Schedule 1 of the Building Regulations 2002 (NI) do not require building approval.</b>	

**5. DESCRIPTION OF PROPOSED MODIFICATION TO DEVELOPMENT AND / OR BUILDING APPROVAL**

Please indicate the type of modification you propose to make to your approval by ticking the appropriate box(es) below and providing a description of the proposed modification. You need to submit with your application a full description of the expected impacts of the modifications proposed, including relevant plans, drawings and compliance with relevant controls.

- A modification to correct a minor error, misdescription or miscalculation:

➤ Describe the modification and its expected impact:

- A modification to conditions(s) of development and / or building approval:

➤ Describe the modification and its expected impact

- A modification to change the date specified in the development and / or building approval on which the approval lapses:

➤ Describe the proposed date for the extension of the approval lapse date and the reasons for requiring the modification:

- Any other modification:

➤ Describe the modification and its expected impact:



**8. SUPPORTING INFORMATION**

You can support your application with additional material, such as plans, drawings and photographs, to clearly show what is proposed. Please list what you have attached.

**LODGEMENT DETAILS**

You can lodge the completed application by:

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

Email: [planning@nirc.gov.nf](mailto:planning@nirc.gov.nf)

In person: Customer Care Team or Planning Office  
Telecom Building Cell Block  
9 New Cascade Road New Military Barracks  
NORFOLK ISLAND NORFOLK ISLAND

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:
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**CONSIDERATION OF ADEQUACY OF APPLICATION FOR ACCEPTANCE – TO BE COMPLETED BY COUNCIL**

Application satisfactory to lodge and accept	Yes	No
Additional information required before the application will be accepted:		
<b>Planning Act 2002 (NI):</b>		
Accepted as a Modification of Development Approval Application	Yes	No
<b>Building Act 2002 (NI):</b>		
Accepted as a Modification of Building Approval Application	Yes	No

**APPLICATION ACCEPTANCE – TO BE COMPLETED BY COUNCIL**

Officer:	Date:
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*Not for publication*

<b>INTERNAL USE ONLY</b>			
Fee Paid:	\$	Modification Application No.	
Receipt No.		Combined Application to Modify Development Approval and Building Approval	Yes
Receipt Date:		Application to Modify Development Approval only	Yes
		Application to Modify Building Approval only	Yes
Original DA and /or BA number :			
Modification Application Fee advice attached			