

# LORD HOWE ISLAND BOARD

## Application to Modify Development Consent

**Date Received:** ..... **MDC No:** .....

If there is insufficient room on this form to describe the proposed modification, please support your application with additional information. Where modifications of the consent involve alterations to the approved plans, one copy of the amended plans must be provided.

---

### APPLICANT DETAILS

Mr       Mrs       Ms      Other: .....

Name: .....

Organisation: ..... ABN: .....

Postal Address: .....

Telephone: ..... Fax: .....

Email: .....

---

### PROPERTY DETAILS

Portion/Lot No.: ..... Lease No.: .....

---

### APPROVED DEVELOPMENT

Pursuant to Section 4.55 of the EPA Act 1979 application is hereby made to modify the following development consent.

Development Consent No.: ..... Date Approved: .....

Description: .....

---

### TYPE OF MODIFICATION

This application is made under Section 4.55 of the EPA Act 1979 as follows:

Minor S4.55 (1) – Indicate minor error, misdescription or miscalculation:

.....  
.....

Minimal S4.55 (1A) – Give details of the proposed modification involving minimal environmental impact and the expected impacts:

.....  
.....  
.....

Other S4.55 (2) – Give details of the proposed modification, the expected impacts and the reasons for seeking these modifications. Provide evidence that the development (as to be modified) will remain substantially the same as the approved development. Please refer to relevant conditions of consent where appropriate:

.....  
.....  
.....

---

**APPLICATION FEE**

Estimated cost of the original development: .....

Total fees lodged: ..... Date: ..... Receipt No.: .....

---

**APPLICANT/S OR APPLICANT’S AGENT DECLARATION**

Have you or any associated persons with a financial interest in this application in the last two years made any political donations or given any gifts to any local Board Member or Board employee?  Yes  No

If you ticked yes please fill out a Political Donations and Gift Disclosure Statement.

IMPORTANT NOTICE: It is an offence under the EP&A Act 1979 if you fail to disclose reportable donations and gifts.

---

**LEASEHOLDER AUTHORISATION**

All leaseholder/s of the land must sign this application.

As the leaseholder/s of the above property, I/we consent to this application.

Signature: ..... Signature: .....

Name: ..... Name: .....

Date: ..... Date: .....

---

**APPLICANT AUTHORISATION**

The applicant/s or the applicant’s agent must sign the application.

I apply for consent to carry out the development described in this application. I declare that all the information given is true and correct. I also understand that, if incomplete, the application may be delayed or rejected and more information may be requested within 21 days of lodgement.

Signature: ..... Signature: .....

Name: ..... Name: .....

Date: ..... Date: .....

State the capacity in which you are signing if you are not the applicant: .....

.....

---

## PRIVACY POLICY

The information you provide in this application will enable us, and any relevant state agency, to assess your application under the Environmental Planning and Assessment Act 1979 and other applicable state legislation. If the information is not provided, your application may not be accepted.

If your application is for designated development or advertised development, it will be available for public inspection and copying during a submission period. Your application, and any attached plans will be published on the Lord Howe Island Board website. Written notification of the application will also be provided to the neighbourhood. You have the right to access and have corrected information provided in your application. Please ensure that the information is accurate and advise us of any changes.

Documentation provided with an application may also be accessed in accordance with the requirements of the Government Information Access (GIPA) Act 2009.

---

## LODGEMENT

Before submitting your application, please ensure you have attached all the information the consent authority needs to assess your proposal. You can use the following checklist. Please place a cross in the box  next to any items you have attached:

### Plans

- A site plan of the land — **all applications**
- Plans or drawings of the proposal showing all dimensions — **all applications**
- An A4 size plan of the proposed building and other structures on the site - **all applications**
- A plan which is drawn to scale of all existing buildings.

### Environmental effects

- An environmental impact statement for a designated development proposal and an electronic version of the executive summary
- A statement of environmental effects — **required for all applications** that are not designated development
- An environmental report — **if required under clause 42 of the LHI LEP 2010**. Contact the Board to see if you need to prepare an environmental report.
- A species impact statement
- A Basix Certificate – The Building Sustainability Index (BASIX) applies to all residential dwelling types and is part of the development application process in NSW. A BASIX certificate **MUST** be obtained for “**BASIX affected development**”. For further information please refer to [www.basix.nsw.gov.au](http://www.basix.nsw.gov.au)
- Electrical supply form must be completed (for new / alteration / addition to existing supply).

### Staged development

- Information which describes the stages of the development
- A copy of any consents already granted for part of the development

### Supporting information

- Other material to support your application, such as photos, slides and models. *Please ensure any items listed as an Advisory Note as part of the Owner Consent approval have been addressed.*

### Application fee

- Your application fee — **required for all applications**.