

# LORD HOWE ISLAND BOARD

## APPLICATION FOR ENTRY TO LORD HOWE ISLAND

### GENERAL AVIATION

All aircraft require approval from the Lord Howe Island Board to land an aircraft when accessing Lord Howe Island.

\*NB: Exemptions may apply, for details please contact [administration@lhib.nsw.gov.au](mailto:administration@lhib.nsw.gov.au)

Lord Howe Island is a World Heritage listed location. Over 75% of the island is designated as a permanent park preserve, surrounded by the Lord Howe Island Marine Park which includes the world's southernmost coral reef. The marine park is underpinned by the Marine Estate Management Act 2014, Marine Estate Management Regulation 2017 and the Marine Estate Management (Management Rules) Regulation 1999.

Effective environmental protection assists with achieving Lord Howe Island's overarching environmental vision of protecting the island's World Heritage values, biodiversity and threatened species.

On-island environmental goals and undertakings are underpinned by the LHI Biodiversity Management Plan and supported by legislation including the NSW Biosecurity Act 2015, and the Lord Howe Island Act 1953.

#### In order to access Lord Howe Island please complete the following:

- Read and complete this application for entry form.
- Read and understand your responsibilities for ensuring you follow all relevant Biosecurity protocols outlined in the applicable Biosecurity Requirements for [aircraft](#).
- Payment of all fees is required to confirm your booking before your application is approved.
- Complete biosecurity actions as per the biosecurity requirements.
- Sign and return your completed Biosecurity Declaration and make your aircraft available for inspection.

#### APPLICATION TYPE

<input type="checkbox"/>	Private Aircraft
<input type="checkbox"/>	Commercial Aircraft
<input type="checkbox"/>	Other                      Details:

#### For international arrivals

<input type="checkbox"/>	Approval has been obtained from DAWE for Non-FPOE Entry and attached to this application.
<input type="checkbox"/>	Border Force supporting documentation is attached to this application.

#### YOUR DETAILS

Full Name (Name of responsible person)	
Company Name (If applicable)	
Full address	
Phone number	
Email address	

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**APPLICATION TO ACCESS THE LORD HOWE ISLAND AERODROME FACILITY**

The Lord Howe Island Regulation 2014 (the Regulation), Clause 96, (5) A person at the Island airport, or in charge of a vehicle at the airport, must comply with any reasonable direction given to the person by the Board in relation to the operation of the airport.

I, \_\_\_\_\_ being the Pilot or person in charge of the aircraft  
\_\_\_\_\_ seek the approval of the Lord Howe Island Board under the Lord Howe Island Regulation 2014, Clause 96, to use the LHI Aerodrome facility.

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**AIRCRAFT INFORMATION**

Aircraft Registration	
Number of people on board	
Type of aircraft	
Weight of aircraft	
Home Airfield	
Departure Airfield	
Date of Departure	
Date and Time of Arrival to LHI	
Date and Time of Departure from LHI	

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**LODGING YOUR APPLICATION:**

Please return this form to the Lord Howe Island Board Administration Office by e-mail: [arrivals@lhib.nsw.gov.au](mailto:arrivals@lhib.nsw.gov.au).

Please lodge your application as early as possible to ensure you are able to complete the required biosecurity actions prior to your departure. **Applications received less than 5 days prior to departure may not be accepted.**

**ENQUIRIES:****Airport Enquiries**

Please direct all aerodrome enquires to the Lord Howe Island Board Airport Manager on 02 6563 2066 or [arrivals@lhib.nsw.gov.au](mailto:arrivals@lhib.nsw.gov.au)

**Biosecurity Enquiries**

Please direct all enquires to the Lord Howe Island Board Biosecurity team on 02 6563 2066 or [biosecurity@lhib.nsw.gov.au](mailto:biosecurity@lhib.nsw.gov.au)

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## PAYMENT INFORMATION

Applications for access to the aerodrome have associated charges as determined by the Lord Howe Island Board. The current fees for the 2022/2023 financial year are:

<b>Landing Fees</b>	
Non-RPT per tonne per occasion - excluding island based aircraft	\$33.00
Tie down \ parking fees for non-RPT aircraft per night	\$28.00
Biosecurity Inspection Fee	\$158.00
<b>Environmental Levy</b>	
Commercial and non-commercial flights per sector per PAX (not payable if only staying one night; ie transiting)	\$24.04

Payment is required to confirm your booking before your application is approved. The administration office will contact you to make payment. Once payment has been received we will forward your approval.

**Please note:**

- *Environmental Levy subject to change 1 January each year.*
- *A 0.4% credit card surcharge will apply to all credit card transactions.*

**Cancellation policy:**

- *Where you elect to cancel your booking, if the arrival date is greater than 28 days from the date of arrival, a refund will be given for all fees charged except for the administration fee.*
- *Where you elect to cancel your booking 28 days or less before their arrival date, the booking is non-refundable, and no changes will be permitted.*

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## DECLARATION

By submitting this form you declare the following:

<input type="checkbox"/>	I have read and understood all required biosecurity arrival actions as outlined on the Lord Howe Island Board (LHIB) website. Biosecurity Requirements – Lord Howe Island Board - Aviation.
<input type="checkbox"/>	I understand that if my application is approved, it is <b>conditional</b> on the completion of all required biosecurity actions and that the failure to complete these actions may lead to my aircraft being refused airport parking, and that I may be charged an additional biosecurity inspection fee to conduct the appropriate biosecurity actions. Failure to complete all required biosecurity actions may result in me being liable for a breach of the NSW Biosecurity Act 2015.
<input type="checkbox"/>	I understand and accept that my aircraft may be subject to a biosecurity inspection on arrival to Lord Howe Island.
<input type="checkbox"/>	I accept full responsibility for the care and safety of my aircraft whilst it is at Lord Howe Island.

Signature	Date
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## PRIVACY NOTICE

The Lord Howe Island Board (LHIB), of Bowker Avenue Lord Howe Island, is collecting your personal information. LHIB is subject to the Privacy and Personal Information Protection Act 1998. Personal information means information or opinion about an individual whose identity is apparent or can be reasonably ascertained from the information or opinion.

The LHIB is collecting your personal information for the following purposes as relevant:

1. to assess if you meet the relevant requirements to be permitted to land your aircraft on Lord Howe Island.
2. to ensure that the biosecurity measures you have undertaken are suitable to ensure the protection of the Lord Howe Island environment and community.
3. for compliance and enforcement;
4. to obtain advice from professionals and/or NSW Department of Primary Industries (DPI) for the purposes of assessing your biosecurity measures
5. for safety purposes relating to your aircraft and passengers, and the associated safety and well-being of others on Lord Howe Island
6. for internal training or data analysis
7. to make contact with previous applicants to advise of updates or changes to the guidelines

For any of the above purposes, the LHIB may disclose your personal information to enforcement officers (including authorised officers and NSW Police), relevant health and safety organisations, DPI and relevant staff at the Department of Planning, Industry and Environment as and when required. The LHIB will not disclose your personal information to any other third party, unless you provide consent, or it is permitted, or required to do so under law.

The LHIB may only use your personal information in a way which is consistent with these purposes or in a way that is otherwise permitted under law.

You may provide the personal information of other people when you complete this form. Before you do so, you must obtain their consent to provide this information and for it to be used in accordance with this Privacy Notice.

Providing your personal information to LHIB is voluntary, as landing your aircraft on Lord Howe Island is voluntary. But failure to provide your personal information will mean that the LHIB will not be able to allow you to land your aircraft on Lord Howe Island.

The LHIB will store your personal information electronically on its servers. The LHIB servers are secured by limited access and password protection. You have a right to access your personal information that is held by the LHIB. You also have a right to request that it be corrected or amended. For further information please contact the LHIB administration on 6563 2066.