

# LORD HOWE ISLAND BOARD

## Development Application

Section 4.12, Environmental Planning and Assessment Act 1979

Date Received:

03/09/2025

DA2025.5.1

11/09/2025

Development Application No.: ..... Date Lodged: .....

Use this form to apply for development consent to:

- Erect, alter or demolish a building or structure;
- Change the use of land or a building;
- Subdivide land;
- Display an advertisement;
- Any other development that requires consent from the Lord Howe Island Board.

To minimise delay in receiving a decision about your application, please ensure you submit all relevant information. To complete the form, please place a cross in the boxes ☐ and fill out the sections provided as appropriate. When your application has been assessed, you will receive a Notice of Determination. If you need help please phone or call the Board's office and discuss your queries with a development officer.

### APPLICANT DETAILS

☒ Mr ☐ Mrs ☐ Ms Other: .....

Name: GARY PAYTEN

Organisation: BEACHCOMBER LHI PK ABN: [REDACTED]

Postal Address: [REDACTED]

Telephone: [REDACTED]

Email: [REDACTED]

### OWNER CONSENT

Has Owner Consent been issued? ☐ Yes ☐ No Owner Consent No.: .....

### IDENTIFY THE LAND YOU PROPOSE TO DEVELOP

Portion/Lot No.: 328 Deposited Plan No.: .....

Lease No.: 1971/11

Address: [REDACTED]

### PROPOSED DEVELOPMENT

Describe the proposed development; give a detailed outline of what you are going to do. If it involves a building, indicated what it will be used for.

CONSTRUCT A ONE BEDROOM CABIN  
FOR THE PURPOSE OF ACCOMMODATING  
STAFF FOR BEACHCOMBER LODGE

Building Material: TIMBER

Roofing Material: Colourbond

## PAST/PRESENT LAND USES

State the past known uses of the site: ..... Clear Pasture

State the present known uses of the site: ..... as above

## STAGED DEVELOPMENT

You can apply for development consent for only part of your proposal now, and for the remaining part/s at a later time.

Are you applying for development consent in stages? ☐ Yes ☐ No

If yes please attach:

- Information which describes the stages of your development;
- A copy of any development consents you already have which relate to your development.

## PLANS OF THE LAND AND DEVELOPMENT

You need to provide a number of different plans that show what you intend to do. Step 4 of the Development Application Guide sets out which plans to provide and the details to include. Please submit 1 copy of the plans with the application. Please attach:

- A site plan of the land, drawn to scale;
- Plans or drawings of the proposal, drawn to scale and, where relevant;
- An A4 size plan of the proposed building and other structures on the site;
- A plan of any existing buildings (and uses), drawn to scale.

## ENVIRONMENTAL EFFECTS OF YOUR DEVELOPMENT

To assess your proposal, we need to understand the impacts it will have. Depending upon the nature and scale of your proposal, you need to provide one or more of the statements listed below to explain the environmental effects of your proposal.

Is your proposal likely to cause a major environmental impact (e.g. designated development)?

- ☐ Yes Please attach an environmental impact statement.  
☒ No Please attach a statement of environmental effects (SEE).

Is your proposal likely to cause have significant effect on threatened species, populations, ecological communities or their habitats?

- ☐ Yes Please attach a species impact statement.  
☒ No

## SUPPORTING INFORMATION

You can support your application with additional material such as photographs (including aerial photographs), slides and models to illustrate your proposal.

Please list what you have attached.

**NOTE:** It will be necessary for you to place pegs showing the location of all building extremities and height of buildings within seven days of lodging your development application. These pegs will allows inspection by Board staff at an early stage of your development assessment.



## APPLICATION FEE

For development that involves a building or other work, the fee for your application is based on the estimated cost of the development. If your development needs to be advertised to the public you may also need to include an advertising fee. Clauses 246 to 263 of the Environmental Planning and Assessment Regulation 2000 provide a schedule of fees.

*NOTE: Fees will be calculated in accordance with Cordell's Building estimates and will form the basis for the fee. To save time and any delays in processing your application, please contact us if you need help to calculate the fee for your application.*

Estimated cost of the development: ..... \$45,000.00 .....

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

Signature: ....

Name: .....

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.**

### Where to lodge your application

You can lodge your completed application form, together with attachments and fees at the Lord Howe Island Board's office.

## CONTACT DETAILS FOR YOUR INFORMATION

### Lord Howe Island Board

Bowker Avenue  
(PO Box 5)  
LORD HOWE ISLAND NSW 2898  
Phone: 02 6563 2066  
Fax: 02 6563 2127  
Email: [administration@lhib.nsw.gov.au](mailto:administration@lhib.nsw.gov.au)  
Website: [www.lhib.nsw.gov.au](http://www.lhib.nsw.gov.au)

### Lord Howe Island Marine Park Authority

Phone: 02 6563 2359  
Fax: 02 6563 2367  
Email: [lordhowe.marinepark@npws.nsw.gov.au](mailto:lordhowe.marinepark@npws.nsw.gov.au)  
Website: [www.mpa.nsw.gov.au](http://www.mpa.nsw.gov.au)

### Department of Infrastructure, Planning and Natural Resources – General Enquiries

Phone: 02 9228 6111  
Email: [infocentre@dipnr.nsw.gov.au](mailto:infocentre@dipnr.nsw.gov.au)  
Website: [www.dipnr.nsw.gov.au](http://www.dipnr.nsw.gov.au)

### Department of Infrastructure, Planning and Natural Resources – North Coast Office

49 Victoria Street  
(PO Box 6)  
GRAFTON NSW 2460  
Phone: 02 6642 0622  
Email: [northcoast@dipnr.nsw.gov.au](mailto:northcoast@dipnr.nsw.gov.au)  
Website: [www.dipnr.nsw.gov.au](http://www.dipnr.nsw.gov.au)  
BASIX Certificate: [www.basix.nsw.gov.au](http://www.basix.nsw.gov.au)



# LORD HOWE ISLAND BOARD

## Statement of Environmental Effects

A Statement of Environmental Effects must be completed and submitted with your development application, this is a requirement under the *Environmental Planning & Assessment Act 1979*. The Statement of Environmental Effects report explains the likely impacts of the development proposal taking into consideration relevant planning and environmental matters. If you require any clarification about what information needs to be included, please contact the Board's office on (02) 6563 2066.

Failure to submit a completed Statement of Environmental Effects report will result in the development application being rejected or incurring unnecessary delays before the application can be determined.

### APPLICANT DETAILS

Name: CARYL PAYTON  
Signed: [REDACTED] Date: 22/5/25

### PROPOSED DEVELOPMENT

Portion/Lot No.: 328 Deposited Plan No.: 1971/11  
Lease No.: [REDACTED]  
Address: [REDACTED]

Please tick the type/s of development you are applying for:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Dwelling House   | <input type="checkbox"/> Shed or Garage                              |
| <input type="checkbox"/> Additions to Dwelling House | <input type="checkbox"/> Dual Occupancy                              |
| <input type="checkbox"/> Home Business               | <input type="checkbox"/> Additions to Dual Occupancy                 |
| <input checked="" type="checkbox"/> Commercial       | <input type="checkbox"/> Subdivision including Boundary Realignments |

☒ Other – please describe: STAFF ACCOMMODATION

### DEVELOPMENT DESIGN ATTRIBUTES

#### EXISTING BUILDINGS

What buildings and/or structures already exist on the subject site? Existing structures located on the subject site (including their gross floor area where applicable) as well as adjoining properties need to be shown on a site plan. Please show floor space.

RESIDENTIAL HOUSE 250 sq metres  
LAUNDRY - STAND ALONE 10 sq metres  
GARAGE - STAND ALONE - 63 sq metres

The new staff unit is on portion 328 which is under the same lease as Beachcomber Lodge 1971/11 it will have a bedroom & bathroom Kitchen Removed.

DEVELOPMENT CONSENTS

If known, please list previous development and building approvals for the last 10 years which are considered relevant to this application. If necessary please consult Board staff.

DA Number	Development Description	Date of Consent
OA 2019 - 03	GARAGE	6/8/2018

OWNERS CONSENT

Please provide the reference number for the Owners Consent application. Please confirm that all conditions of owners consent have been met for this development application.

DEVELOPMENT REQUIREMENTS

DWELLINGS/RESIDENTIAL

Does your development comply with the maximum gross floor area and the minimum dwelling area (under Clause 20 & 23 LHI Local Environmental Plan 2010)? If yes, this must be demonstrated below.

Please specify if your development complies with the enlargements or extensions of a dwelling (under clause 27 LHI Local Environmental Plan 2010)? If yes, this must be demonstrated below.

COMMERCIAL

Please specify if your development complies with the requirements in Clause 22 for tourist accommodation, staff accommodation and commercial premises? If yes, this must be demonstrated below.

Yes - see attached Site Plan

ALL BUILDINGS – MAXIMUM BUILDING HEIGHT

Please specify if your development complies with the maximum building height (under clause 29 LHI LEP 2010)? If yes, this must be demonstrated below.

Yes - See Attached Plans.



## SUBDIVISION

Please specify if your development complies with the subdivision requirements under clause 21 of LHI LEP 2010? If yes, this must be demonstrated below.

## ZONING

Does your development meet the objectives of the zone in which the site is in? Please provide how the development meets these objectives (clause 13-19 LHI LEP 2010).

BUILDING COMPLIES WITH PORTION 528

## ENERGY EFFICIENCY

Does the development achieve the minimum BASIX requirements? To determine whether a BASIX certificate needs to be submitted with your application, please refer to [www.basix.nsw.gov.au/information/index.jsp](http://www.basix.nsw.gov.au/information/index.jsp). Each development application for a residential dwelling and each development application for alterations and additions must have a BASIX certificate.

## BOUNDARY SETBACKS

How far is your development setback from the front boundary?

10 m

How far is your development setback from the side and rear boundaries?

75 mtr approx from rear Boundary

40 mtr Northern Boundary 70 mtr Southern

Does the development comply with the Board's minimum setback requirements? If no, provide reasons why the development should be supported?

Yes

LANDSCAPING

Please specify if the development complies with the landscaping requirements for Zone 2 land (clause 33 LHI LEP 2010)? If yes, this must be demonstrated below.

Will comply with Requirements  
Hopwood trees have already been planted along  
with banana tree's & other fruit trees when  
available.

LAND ADJACENT TO ZONE 7 OR 8

Please specify if your development complies with the requirements for land adjacent to Zone 7 or 8 (under clause 34 LHI LEP 2010)? If yes, this must be demonstrated below.

CONSTRAINTS

FORESHORE DEVELOPMENT

Is your land within the foreshore development area? If yes, please how the development complies with foreshore development requirements (Clause 35 LHI LEP 2010).

No

AIRCRAFT NOISE

Is your land subject to the Australian Noise Exposure Forecast? If yes, the development may need to include an Acoustic Report with the application.

No

FLOODING

Is your land flood prone? If yes, what measures will be undertaken to ensure that:

- water is efficiently drained from your property without impacting upon any adjoining neighbours.
- the proposed development will not be adversely affected by flooding.

No



#### HERITAGE

Is the development listed as a heritage item, located in a heritage conservation area or located adjacent to any known heritage item or archaeological site? If yes, a Statement of Heritage Impact and referral to NSW Heritage Branch may be required.

No

#### SIGNIFICANT VEGETATION

Will the development require the removal of any vegetation in areas mapped as 'significant vegetation' in LHI LEP 2010 Sheet 3 as well as the proposed 'significant vegetation' map on exhibition? If yes, the proposed development may be prohibited.

No

#### RETENTION OF TREES AND LANDSCAPING

Will the development require the removal of any native trees and/or shrubs? If yes, please specify how many trees/shrubs need to be removed and indicate their location on the site/landscape plan.

No

#### RECOVERY PLANS AND HABITAT AREAS

Is the development consistent with approved Recovery Plans for the island? Does the development have any impacts on threatened species? If the answer to this question is yes then an Environmental Report, a seven part test or a Species Impact Statement may be required (Clause 42 of LHI Local Environment Plan 2010). It is important to remember that it is illegal to clear, modify, underscrub or remove any vegetation within areas of identified habitat.

No

Can the development be sited to retain existing vegetation? If no, explain why this is not possible.

Yes

Do you intend to provide any landscaping to compensate for the removal of vegetation? If yes, please include a landscape plans specifying the species to be used. If no, please explain why supplementary landscaping is not necessary.

N/A.

#### VISUAL APPEARANCE

Explain how the external appearance of the development has been designed to take into consideration of the adjoining properties and character of the area.

Construction will be timber and will comply with colour scheme requirements

#### VISUAL AND ACOUSTIC PRIVACY

Describe how the development has been designed to reduce any possible impact on the visual or acoustic privacy of adjoining properties. Consider the use of screening, landscaping, offsetting windows and balconies.

Have commenced landscaping for screening purposes

#### SOLAR ACCESS

Has the development been designed so that the main indoor and outdoor living spaces face north and east to take advantage of solar access? If yes, please specify the parts of the dwelling facing north and east.

Yes - Edding will face NNE

Does the development overshadow adjoining properties?

No



## VIEWS

Does the development obstruct any views from adjoining properties?

No

Is it possible to site the development to minimise the obstruction of views? If no, explain why this is not possible.

N/A

## PARKING AND TRAFFIC

How many on-site parking spaces are existing and how many will result from the proposed development?

N/A

Does the development provide adequate manoeuvring areas without impacting on existing access and parking arrangements? If no, please justify why the development should be supported.

Yes

## EARTHWORKS AND RETAINING WALLS

Does the site need to be excavated or filled? If yes, specify the maximum retaining wall heights and type of construction. Retaining wall details need to be shown on the development plans.

No

## WASTEWATER MANAGEMENT

Have you completed the Lord Howe Island Board Onsite Wastewater Management System checklist for Applicants and submitted with this application?

Will use existing Wastewater System

### STORMWATER RUNOFF DISPOSAL

How will excess stormwater runoff be disposed?

Water tank

### EROSION AND SEDIMENT CONTROL

What erosion and sediment control measure will be used to keep the soil on your site? Consider siltation fencing, diversion channels, stockpile protection, stormwater pit protection and gravel vehicle access.

N/A.

Where will the erosion and sediment control measures be provided on-site? Please identify the location of the erosion and sediment control measures on the site plan.

None

### OTHER CONSIDERATIONS

Are there any other particular measures proposed to mitigate and/or offset any significant impact caused by the development?

Upwood trees and banana trees  
have been planted to screen new  
building from view



# LORD HOWE ISLAND BOARD

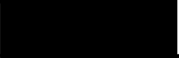
## ELECTRICAL SUPPLY

### NOTIFICATION OF PROPOSED ADDITIONS AND/OR ALTERATIONS TO EXISTING ELECTRICAL SUPPLY

To be submitted in duplicate and signed by the customer or the electrical contractor.

NAME OF APPLICANT: GARY PAYTEN

ADDRESS OF PREMISES: 

PORTION NO. 328 SERVICE NO. 

PARTICULARS OF PROPOSED ADDITIONS AND/OR ALTERATIONS:

LIGHTING POINTS		GPO'S		OTHER APPARATUS (Motors, Solar Heaters etc.)		
NO.	WATTS	SINGLE	DOUBLE	TYPE	NO.	WATTS
<del>1</del>	<del>(100W)</del>		8	Thermann	1	2400
5	150W					

Particulars of any work to be disconnected:

\_\_\_\_\_  
\_\_\_\_\_

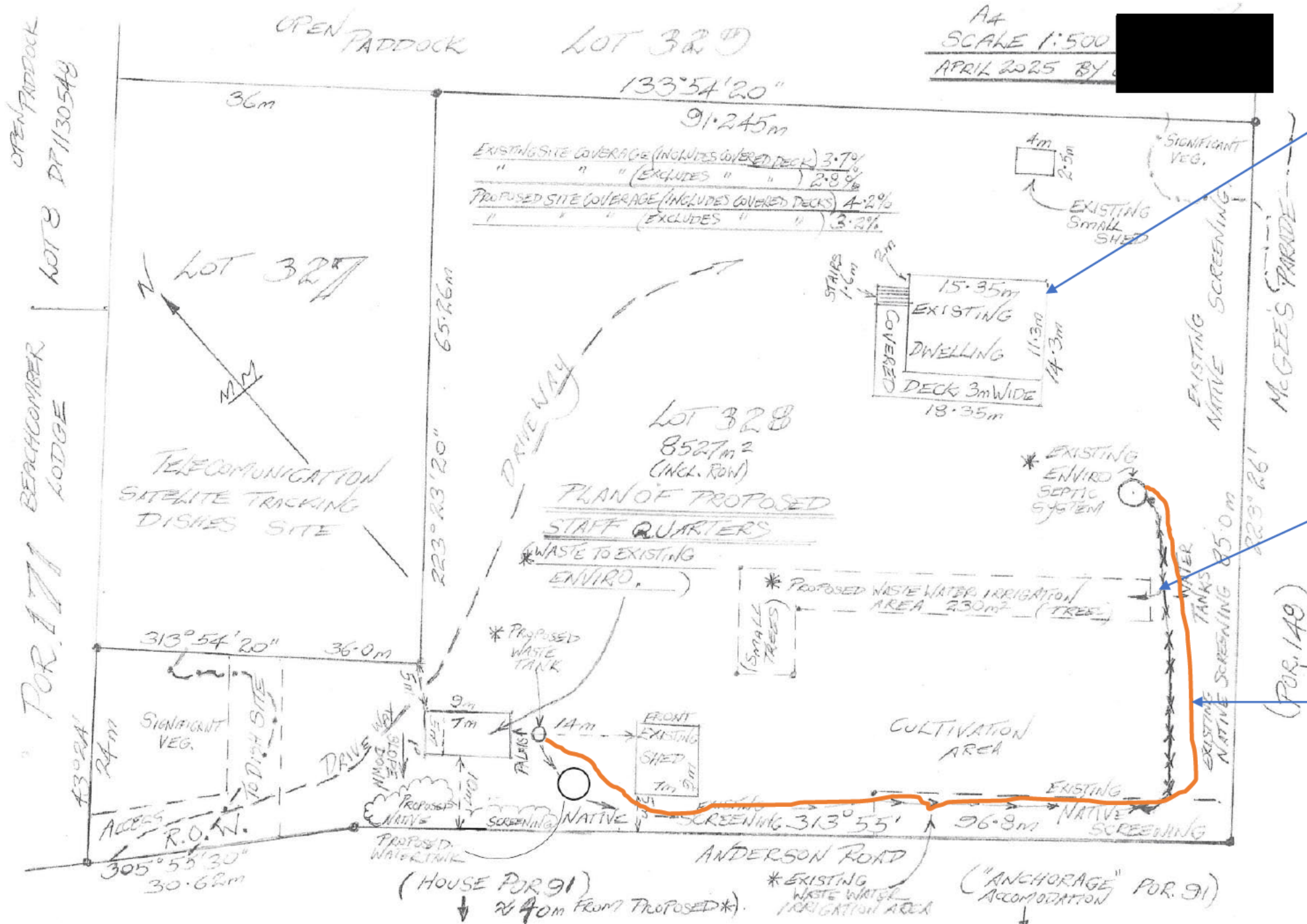
Name and Address of Electrical Contractor:

GARY PAYTEN BEACHCOMBER LHI

 Licence No. EC29697

Signature of Applicant:

Date: 2/5/25



4 Bed house  
= 600L/day

1994/12 DA  
system 8pax  
capacity


Addition of  
new  
sequencing  
valve

Proposed  
plumbing



PUBLIC HEALTH SERVICES BRANCH

The Manager  
Biocycle Pty. Ltd.



A 5258


Local Government Act, 1919.  
Ordinance 44, Clause 21.

15/06/1992

**CERTIFICATE OF APPROVAL NO. AST.016/92**  
**APPROVED SEWAGE TREATMENT PROCESS**

This is to certify that the system described hereunder, and submitted by :-

Biocycle Pty. Limited



has been accepted by the NSW Health Department as an approved sewage treatment system and may now be installed on domestic premises in accordance with the provisions of Ordinance 44, Local Government Act, 1919, subject to the following conditions enclosed hereon.

**SYSTEM:**     **BIOCYCLE AERATED SEPTIC TANK, ONE TANK  
FIBREGLASS 8 PERSON SYSTEM.**

**DESCRIPTION:**     *An aerobic sewage treatment facility designed to treat and disinfect all sewage wastes from a maximum of 8 persons occupying a single domestic dwelling and to dispose of all of the effluent from such treatment facility within the confines of the premises without nuisance or risk to Public Health. The Aerated Septic Tank System shall consist of a Primary Treatment Tank of at least 2700 L. capacity, a secondary tank divided into 2 aeration tanks of at least 1300 L. capacity each to which media has been added to increase the contact area for the take up of oxygen into the sewage wastes,*





RIDGELINE

FLOOR LEVEL  
GROUND LEVEL

3106



TIMBER BALUSTRADE  
TO NCC PART 3.9.2  
MIN. 1000mm HIGH  
MAX. SPACING 125mm

MIN. 400mm BEARER  
TO GROUND FOR VENTILATION  
AS PER NCC PART 3.4.1

POSTS &  
FOOTINGS TO  
ENG. DETAILS

METAL SHEET ROOF  
COLOUR TBC

GUTTERS NOT SUPPLIED

NORDIC SPRUCE WALLS  
AS SUPPLIED



NORDIC SPRUCE WALLS  
AS SUPPLIED

TIMBER BALUSTRADE  
TO NCC PART 3.9.2  
MIN. 1000mm HIGH  
MAX. SPACING 125mm

POSTS &  
FOOTINGS TO  
ENG. DETAILS

2276

3106

1

### RIGHT ELEVATION

SCALE: 1:100

2

### FRONT ELEVATION

SCALE: 1:100

The height to the top of the beaver will be 400-600mm so the building will NOT exceed maximum height of 7.5m.

RIDGELINE

FLOOR LEVEL  
GROUND LEVEL

3106

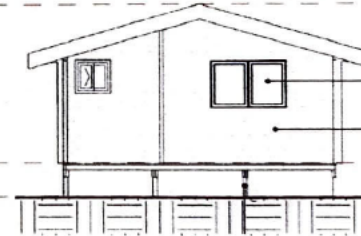
METAL SHEET ROOF  
COLOUR TBC

NORDIC SPRUCE WALLS  
AS SUPPLIED

POSTS &  
FOOTINGS TO  
ENG. DETAILS

MIN. 400mm BEARER TO  
GROUND FOR VENTILATION  
AS PER NCC PART 3.4.1

TIMBER BALUSTRADE  
TO NCC PART 3.9.2  
MIN. 1000mm HIGH  
MAX. SPACING 125mm



DOUBLE GLAZED  
WINDOWS AS SUPPLIED  
NORDIC SPRUCE WALLS  
AS SUPPLIED

POSTS &  
FOOTINGS TO  
ENG. DETAILS

3

### LEFT ELEVATION

SCALE: 1:100

4

### REAR ELEVATION

SCALE: 1:100

SCALE



REN DE NARDI

PAPER PLANS

ALL BUILDING WORKS TO BE CARRIED OUT IN ACCORDANCE WITH THE NATIONAL CONSTRUCTION CODE (NCC) AND TO THE SATISFACTION OF THE PRINCIPAL CERTIFYING AUTHORITY

DO NOT SCALE FROM THIS DRAWING. USE FIGURED DIMENSIONS ONLY. BUILDERS/CONTRACTORS ARE TO VERIFY ALL DIMENSIONS PRIOR TO COMMENCEMENT OF SITE WORK OR OFF-SITE FABRICATION

ISSUE:  
DATE:  
DETAIL:

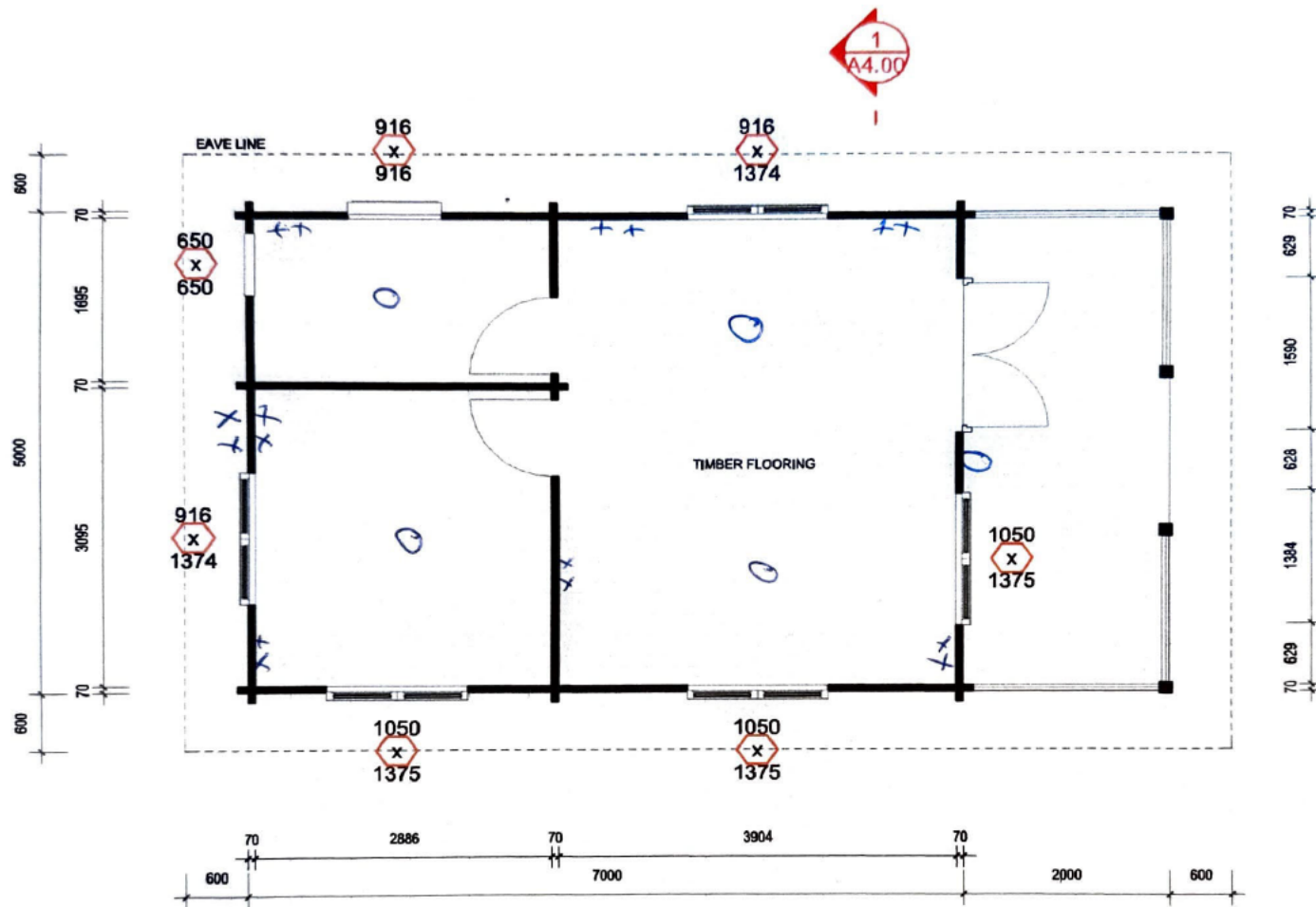
BYRON

CABIN LIFE  
MUWILLUMBAH NSW

2243  
Project no.

### ELEVATIONS

27 MARCH 2023 1:100 A3.00  
Date: Scale @A3: Sheet no. Revision  
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BEN DE NARDI

ALL BUILDING WORKS TO BE CARRIED OUT IN ACCORDANCE WITH THE NATIONAL CONSTRUCTION CODE (NCC) AND TO THE SATISFACTION OF THE PRINCIPAL CERTIFYING AUTHORITY

DO NOT SCALE FROM THIS DRAWING USE FIGURED DIMENSIONS ONLY. BUILDER/CONTRACTORS ARE TO VERIFY ALL DIMENSIONS PRIOR TO COMMENCEMENT OF SITE WORK OR OFF-SITE FABRICATION

ISSUE:  
DATE:  
DETAIL:

BYRON

CABIN LIFE  
MUWILLUMBAH NSW

2243  
Project no.

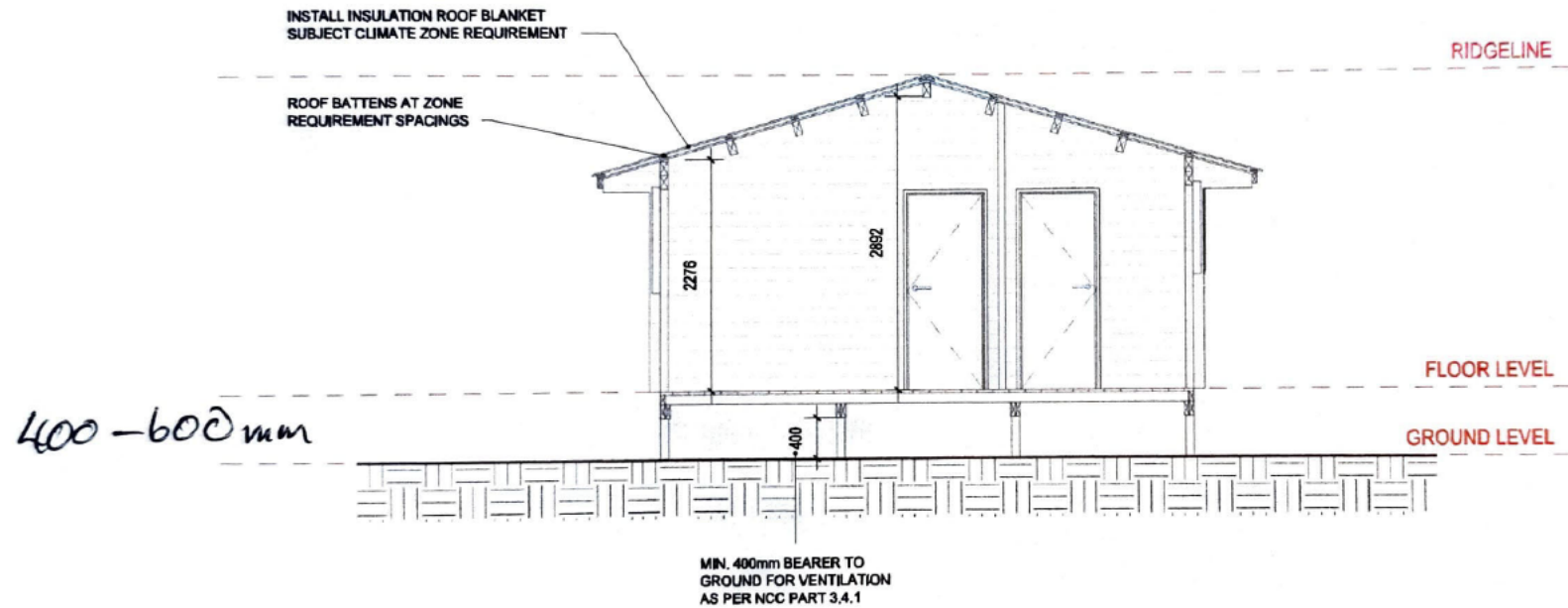
FLOOR PLAN

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A1.01  
Sheet no. Revision

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BEN DE NARDI

ALL BUILDING WORKS TO BE CARRIED  
OUT IN ACCORDANCE WITH THE  
NATIONAL CONSTRUCTION CODE (NCC)  
AND TO THE SATISFACTION OF THE  
PRINCIPAL CERTIFYING AUTHORITY

DO NOT SCALE FROM THIS DRAWING  
USE FIGURED DIMENSIONS ONLY.  
BUILDERS/CONTRACTORS ARE TO VERIFY  
ALL DIMENSIONS PRIOR TO COMMENCEMENT  
OF SITE WORK OR OFF-SITE FABRICATION

ISSUE:  
DATE:  
DETAIL:

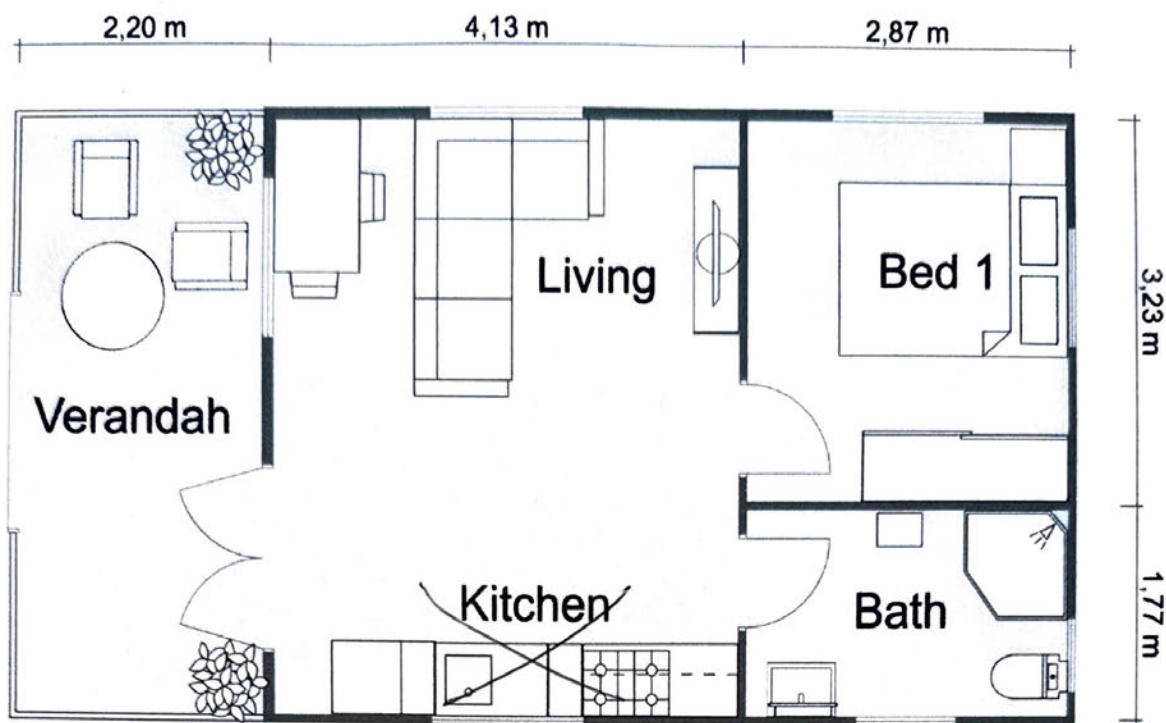
BYRON

CABIN LIFE  
MUWILLUMBAH NSW

2243  
Project no.

SECTIONS

27 MARCH 2023 1:50 A4.00  
Date: Scale @A3: Sheet no. Revision  
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Kitchen will not be  
installed as drawn.  
gross floor Area =  $46.46 \text{ m}^2$ .