



LORD HOWE ISLAND BOARD

APPLICATION FOR ENTRY TO LORD HOWE ISLAND

All private and commercial vessels and aircraft are required to apply to the Lord Howe Island Board for entry to Lord Howe Island.

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, Lord Howe Island Regulation 2014 and the Lord Howe Island Act 1953.

Please fill in the applicable below information and payment details and submit your application for entry **prior to departure** to the Lord Howe Island Board via arrivals@lhib.nsw.gov.au or 02 656 32127 (fax).

APPLICATION TYPE

- AIRCRAFT PRIVATE
- AIRCRAFT COMMERCIAL
- VESSEL PRIVATE
- VESSEL COMMERCIAL

- OTHER _____

DETAILS	
Company Name (If applicable)	
Full Name (Name of responsible person, master of vessel, operator, pilot, crew-chief, etc.)	
Full address	
Phone number	
Email address	

- I have read and understood all required biosecurity arrival actions as outlined on the Lord Howe Island Board (LHIB) website.
- I understand that if my application is approved, it is **CONDITIONAL** on the completion of all required biosecurity actions and that the failure to complete these actions may lead to my vessel/aircraft being refused a mooring/airport parking, that I may be charged an additional biosecurity inspection fee to conduct the appropriate biosecurity actions, and that I may have breached the NSW Biosecurity Act 2015 and be liable.
- I accept full responsibility for the care and safety of my vessel/aircraft whilst it is berthed at Lord Howe Island.

.....
Signature:

.....
Date:

VESSEL MOORING APPLICATION



ATTACHING A VESSEL TO A PUBLIC TEMPORARY MOORING IN THE LAGOON

The Lord Howe Island Regulation 2014 (the Regulation), Clause 90, approval for use of mooring apparatus states that: **(1)** A person must not, except in accordance with the approval of the Board, attach a vessel to a mooring apparatus in the Lagoon. **(2)** An approval referred to in subclause (1) may not be transferred between persons and may be cancelled by the Board at any time.

I, _____ being the Master or person in charge of the vessel

_____ seek the approval of the Lord Howe Island Board under the Lord Howe Island Regulation 2014, Clause 90, to attach the above vessel to a mooring apparatus in the Lagoon.

VESSEL INFORMATION	
Vessel Name	
Number of people on board	
Length of Vessel (m)	
Draft (m)	
Tonnage	
Home Port	
Port of Departure	
Date of Departure	
Date & Time of Arrival to LHI	
Date & Time of Departure from LHI	

LOGGING YOUR APPLICATION:

Please lodge your application as early as possible to ensure you are able to complete the required biosecurity actions prior to your departure. Last minute applications may not be accepted.

Please return this form to the Lord Howe Island Board Administration Office by e-mail: arrivals@lhib.nsw.gov.au or by fax: 02 6563 2127 prior to departure.

ENQUIRIES:

Mooring Enquiries

Please direct all mooring enquires to the Lord Howe Island Board Ranger on 02 6563 2066 or ranger@lhib.nsw.gov.au.

Biosecurity Enquiries

Please direct all enquires to the Lord Howe Island Board Biosecurity Team Leader on 02 6563 2066 or biosecurity@lhib.nsw.gov.au.



GENERAL AVIATION APPLICATION

ACCESSING 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.

AIRCRAFT INFORMATION	
Aircraft Registration	
Aircraft Type	
Aircraft Weight	
Number of people on board	
Home Airfield	
Port of Departure	
Date of Departure	
Date & Time of Arrival to LHI	
Date & Time of Departure from LHI	

LODGING YOUR APPLICATION:

Please lodge your application as early as possible to ensure you are able to complete the required biosecurity actions prior to your departure. Last minute applications may not be accepted.

Please return this form to the Lord Howe Island Board Administration Office by e-mail: arrivals@lhib.nsw.gov.au or by fax: 02 6563 2127 prior to departure.

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

Biosecurity Enquiries

Please direct all enquires to the Lord Howe Island Board Biosecurity Team Leader on 02 6563 2066 or biosecurity@lhib.nsw.gov.au

PAYMENT INFORMATION



FEES AND CHARGES

Applications for moorings and access to the aerodrome have associated charges as determined by the Lord Howe Island Board. Please check the fees and charges details on the website for the most up to date information.

Credit card details are required to secure your booking once your application is approved. Your credit card will be charged after you depart the island.

If the booking is cancelled for any reason you will be charged the administration fee only.

Please select your payment method:

Visa  **Mastercard** 

PAYMENT INFORMATION	
Name of Cardholder	
Card Number	
Expiry Date	
Signature	

E-mail address invoice will be sent to: _____

Payment can also be made before departure at the Lord Howe Island Board Administration Office, Bowker Avenue, Monday to Friday 8:30am to 4:30pm or by calling the Lord Howe Island Board administration on 02 6563 2066.

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 are eligible to access 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 and the associated safety and well-being of others on Lord Howe Island;

For any of the above purposes, the LHIB may disclose your personal information to enforcement officers (including authorised officers and NSW Police), or DPI and the Coordinator-General 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 entering 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 access 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.