

Request for return access to Lord Howe Island - residents



Use this form if on 22 March 2020 you resided on Lord Howe Island and you now want to return to your residence. The purpose of this form is to ensure compliance with the *Public Health (COVID-19 Lord Howe Island) Order 2020*

Section 1 - Personal Details	
Full Name:	
Address:	_____
City:	_____
State:	_____
Post Code:	_____
Contact phone number:	_____
Email address for all communications:	
Travel Details	
Proposed date of travel to LHI:	
Who are you proposing to travelling with? (Qantas, Eastern Air)	
Section 2 – Proof of residency	
<p>It is a requirement of the <i>Public Health (COVID-19 Lord Howe Island) Order 2020</i> that to access LHI you need to have been a resident on LHI as at 22 March 2020. The purpose of the following questions is to determine your residency status at the time of the Order. You may also wish to have regard to the <i>Lord Howe Island Board Policy: Request for Access to Lord Howe Island under the Public Health (COVID-19 Lord Howe Island) Order 2020</i>.</p> <p>Please note:</p> <ul style="list-style-type: none">• This application needs to be completed and submitted to the LHIB with all supporting documentation at least 10 working days prior to your proposed travel to LHI.• The LHIB will not be liable for any damages whatsoever associated with your travel in event that your application is not approved, including any flights booked prior to you receiving approval. <p>If you are not a resident but are seeking access to the Island to provide an essential service, please complete the 'Request for Access – Essential Services' form.</p>	
Section 2 – Provide detail in support of your claim of residency, attach records that support your claim.	

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Please provide the following details:

- Your usual home addresses
- Your reason for wanting to come to the Island
- Details of how long you have been off the Island (most recently)
- Your reason for being off the Island most recently. If this is an ongoing reason that requires you to depart and return to the Island please provide details and supporting documentation.

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- How long you have resided on the Island? If you have resided at different addresses in the last 5 years please set out details.
- Details of where you habitually resided (or stayed) on the mainland, or elsewhere
- Is there another resident on the Island that can confirm that you reside on the Island, and identify where you reside? If so, please advise who and provide their contact details.

Please ensure that you attach all relevant supporting documentation, including as to your habitual address such as a drivers' licence or bills; evidence as to your reason for being off the Island , such as vacation receipts and/or passenger cards; and anything else that shows that you continuously and in good faith were a resident of LHI at the time of the Order.

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Proposed Quarantine Arrangements – please note that the LHIB may require you to comply with certain quarantine measures based upon the health advice at the time. As such, these requirements are likely to change over time

Please detail where you propose staying during quarantine the required quarantine period, including details of the people that will be residing at the proposed place of accommodation

Contact details whilst in Quarantine

Phone number/email

Approvals

Approved/denied by:

Peter Adams - CEO, Lord Howe Island

Date:

If approved: The application is approved subject to the following quarantine requirements:

- 1.
- 2.
- 3.

If your application is approved you will be emailed a letter of approval and we will inform your nominated airline.

Privacy Notice

The Lord Howe Island Board (LHIB), of Bowker Avenue Lord Howe Island, is collecting your personal and health information. LHIB is subject to the *Privacy and Personal Information Protection Act 1998* and *Health Records Information Privacy Act 2002* in managing your personal and health information respectively. Personal information means information or opinion about an individual whose identity is apparent or can be reasonably ascertained from the information or opinion. Health information includes personal information about the health of an individual.

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

1. to assess if you are eligible to access Lord Howe Island while the *Public Health (COVID19 Lord Howe Island) Order 2020 (the Order)* is in effect;
2. to ensure that your proposed quarantine measures are suitable for the purpose of Order and the safety and well-being of others on Lord Howe Island;
3. for compliance and enforcement;
4. to obtain advice from health professionals and/or NSW Health for the purposes of assessing your proposed quarantine measures and the associated safety and well-being of others on Lord Howe Island; and/or
5. to provide to the Coordinator-General for the purposes of cl.5(3) of the Order and to provide any associated advice in relation to that decision.

For any of the above purposes, the LHIB may disclose your personal and health information to enforcement officers (including authorised officers and NSW Police), health professionals and/or NSW Health 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 and health 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 and health 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 and health information to LHIB is voluntary, as entering Lord Howe Island is voluntary. But failure to provide your personal and health information will mean that the LHIB will not be able to allow you to access Lord Howe Island.

The LHIB will store your personal and health information electronically on its servers. The LHIB servers are secured by limited access and password protection.

You have a right to access your personal and health 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.