

# LORD HOWE ISLAND BOARD

## Development Application

Section 4.12, Environmental Planning and Assessment Act 1979

Date Received:

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: .....

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

Postal Address: .....

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

Email: .....

### OWNER CONSENT

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

### IDENTIFY THE LAND YOU PROPOSE TO DEVELOP

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

Lease No.: .....

Address: .....

### 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.

Building Material:

Roofing Material:

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**PAST/PRESENT LAND USES**

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

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

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**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.
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**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. **3 copies** of the plans must be submitted 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.
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**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
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**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.*

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**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: .....

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

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**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.

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**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: .....

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**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: .....

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**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. 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.

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## 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 below.

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## 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

Internet: [www.dipnr.nsw.gov.au](http://www.dipnr.nsw.gov.au)  
Phone: 02 9228 6111  
Email: [infocentre@dipnr.nsw.gov.au](mailto:infocentre@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  
Fax: 02 6642 0640  
Em  
ail: [northcoast@dipnr.nsw.gov.au](mailto:northcoast@dipnr.nsw.gov.au)  
Website: [www.dipnr.nsw.gov.au](http://www.dipnr.nsw.gov.au) also for BASIX  
Certificate [www.basix.nsw.gov.au](http://www.basix.nsw.gov.au)