Norfolk Island

Public Reserves Act 1997 (NI)

APPLICATION FOR PERMIT TO CAMP IN A PUBLIC RESERVE

Controlled activity:

Camping at Point Hunter and Government House Grounds Reserves Summer 2026-27

About this form: You must use this form to apply for a permit to camp overnight at Point Hunter and Government House Grounds Reserves in Summer 2026-27. Under section 41 of the *Public Reserves Act 1997* (the Act), a person must not camp overnight in a reserve except in an area approved for the purpose. Camping is a controlled activity under Part 5 of the Act. This form is the written application required by section 25 of the Act and sets out the particulars of the activity and the grounds on which the application is made.

Where and when camping may be approved: Camping is permitted in Government House Grounds Reserve and Point Hunter Reserve between the dates specified in the Gazette and in the locations specified in the Gazette.

How to complete this form

1. Check the current Gazette notice for the camping period and the campsites available before you apply.
2. Ensure that all fields have been filled out correctly electronically or in BLOCK LETTERS if by hand.
3. Please note that fields on this form marked with an * are mandatory and must be completed before submitting this form. Mark each box ☐ that applies to you with a tick or an X.
4. The Conservator may require you to provide further particulars about the activity by written notice (section 25(2) of the Act).
5. Once completed you please submit this Form **by email to** customercare@nirc.gov.nf **or in person** at Customer Care. **Applications must be submitted by 27 November 2026.** Please see Lodgement Details for further information.
6. If there is insufficient space to provide details on this form, please attach a separate sheet(s). Applicants must provide sufficient information to process this application.

Privacy

Your personal information will be collected, stored, used and treated in compliance with the *Privacy Act 1988 (Cth)* and the Australian Privacy Principles (APP) in force from time to time. Where they are not inconsistent with the above Commonwealth laws, Section 739 of the *Local Government Act 1993 (NSW)(NI)* (protection of privacy) as well as the NSW Model Privacy Management Plan for Local Government and the Privacy Code of Practice for Local Government (NSW) may also be or become applicable to our management and use of your personal information.

APPLICATION FOR PERMIT TO CAMP IN A PUBLIC RESERVE

Controlled activity: Camping at Point Hunter and Government House Grounds Reserve

Summer 2026-27

(Public Reserves Act 1997 and Plans of Management for Norfolk Island Public Reserves)

PART 1 – APPLICANT DETAILS	
NAME OF APPLICANT	
ADDRESS	
EMAIL	
PHONE	
EMERGENCY CONTACT WHILE CAMPING (NAME AND PHONE)	
IS THE APPLICANT 18 YEARS OF AGE OR OVER?	☐ Yes ☐ No (see item 4 of 'How to complete this form')

PART 2 – CAMPSITE	
CAMPSITE REQUESTED (AS DESIGNATED IN THE CURRENT GAZETTE NOTICE AND ATTACHED TO THIS APPLICATION FORM)	First preference: Second preference:
Camping may only occur in an area approved for the purpose (section 41 of the Act). The campsite and area that may be used will be specified in the permit (section 26(2)(b) of the Act). Allocation of a campsite is subject to availability.	

PART 3 – CAMPING PERIOD	
DATE OF ARRIVAL (SET-UP) *	
DATE OF DEPARTURE (CAMP FULLY REMOVED) *	
TOTAL NUMBER OF NIGHTS *	
Camping permits will generally be granted for a maximum period of three (3) weeks. An extension may be considered where a campsite remains available and all permit conditions have been complied with.	
PART 4 – CAMP DETAILS	
MAXIMUM NUMBER OF PEOPLE TO BE ACCOMMODATED CAMPING AT THE SITE *	Total: Number of adults (18 years or over) camping per night: Number of people under 18 years comping per night
MAXIMUM NUMBER OF TENTS *	
DIMENSIONS OF TENTS (ESTIMATED FLOOR AREA IN M^2 & HEIGHT IN METRES)	
OTHER TEMPORARY STRUCTURES (FOR EXAMPLE A MARQUEE, SHELTER OR GAZEBO, TEMPORARY PRIVACY SHADE / TARPS)	☐ None ☐ Yes – details (type and size):

COOKING AND HEATING *	☐ Portable stove fuelled by liquefied petroleum gas (LPG) ☐ Portable barbecue fuelled by LPG ☐ Other (specify):
A person must not light, use or maintain a fire in a reserve except in a fireplace approved for the purpose or in a portable barbecue or stove in which heat is provided by the burning of LPG (section 40 of the Act).	
ADDITIONAL INFORMATION:	

PART 5– VEHICLE ACCESS TO THE CAMPSITE

A person must not use or leave a motor vehicle in a reserve except in or on an area approved for the purpose (section 44 of the Act). Private motor vehicles may be driven in the areas in which camping is permitted only to carry camping equipment for the setting up or taking down of camps approved by the Conservator (Part B section 17.8.2).

IS VEHICLE ACCESS TO THE CAMPSITE REQUESTED? *	☐ No – camping equipment will be carried by hand ☐ Yes – to set up and take down the camp only

PART 6– ACKNOWLEDGEMENT AND CAMPING CONDITIONS *

In making this application I understand:

1. **a permit granted to allow camping in Point Hunter and Government House Grounds Reserves will include conditions relating to, but not limited to, the following matters; and**
2. **if granted a permit, I will agree and comply with any conditions of the permit. Please tick each box.**

☐	**Approved area and period.** I will camp overnight only in the approved campsite, and only on the dates, approved in the permit, and will not camp overnight anywhere else in a reserve (section 41 of the Act; section 26(2)(a) and (b)).
☐	**Permit to be available.** I will keep the permit at the campsite and produce it for inspection if requested by a ranger or the Conservator of Public Reserves, to do so. I understand I will have complied if I produce it at the office of the Conservator within 3 days after the request (section 32 of the Act).
☐	**Directions and closures.** I will comply with directions given by a ranger or the Conservator of Public Reserves, and acknowledge a permit has no effect while a reserve is closed, and I will not enter or remain in a closed reserve (sections 34 to 36 of the Act).
☐	**Fires.** I will not light, use or maintain a fire except in a fireplace approved for the purpose or in a portable LPG barbecue or stove (section 40 of the Act).
☐	**Plants and trees.** I will not pick, remove or otherwise interfere with any plant, including self-sown trees and shrubs, and will not collect firewood. I will take care not to damage tree butts and roots (sections 42 and 43; Part A sections 11.8 and 11.12; Part B section 17.6.3.3).
☐	**Heritage and archaeology.** I will not dig, trench or excavate, use a metal detector, or interfere with any artefact, natural feature or structure and the archaeological deposits at the Emily Bay pine plantation (section 42; Part A sections 11.4 and 11.5; Part B sections 17.6.1.1 and 17.6.1.3).
☐	**Temporary structures.** I will erect only the tents and temporary structures approved in the permit and will not erect any permanent structure (Part B section 17.6.1.2).
☐	**Vehicles.** I will leave a motor vehicle only in the approved parking areas. (section 44; Part B sections 17.6.4.5 and 17.8.2).
☐	**Rubbish.** I will remove all rubbish and waste from the campsite and take responsibility for its legal disposal in the manner prescribed in the permit. I will remove all tents, ropes, temporary structures and equipment at the campsite and leave the campsite clean and in the condition in which I found it before my permit expires (section 38 of the Act).
☐	**Dogs.** I understand that dogs are not permitted to stay overnight at the campsite; and when at the camp site will be kept on a lead and in my company and I will take full responsibility for ensuring the dog does not roam into other camp sites or disturb other campers. I will not allow a dog to interfere with any

	native animal or its habitat and will remove and dispose of dog faeces in a responsible manner (Part A section 11.7).
☐	**Safety and nuisance.** I will not undertake any activity that may reasonably be expected to cause a hazard or nuisance including excessive or unreasonable noise and lighting at the camp site. (Part B sections 17.4.8 and 17.6.4.4).
☐	**Other reserve users.** I will not interfere with the use of the golf course or the enjoyment of the reserve by other members of the public (section 47 of the Act; Part B section 17.4.1).
☐	**Release and indemnity.** I understand that it is a condition of every permit that the permit holder signs a Release and Indemnity Form and the permit will not take effect until that is returned to the Conservator (Part A Appendix 3A for individuals or Appendix 3B for corporations).

PART 7 – DECLARATION *
I declare that the information given in this application, and in any document attached to it, is true and correct.
SIGNATURE OF APPLICANT(S) *
Date *

YOU CAN LODGE THE COMPLETED APPLICATION, WITH THE APPLICATION FEE AND THE SIGNED RELEASE AND INDEMNITY FORM, BY:	
EMAIL	customercare@nirc.gov.nf – Subject: Attention: 'Conservator of Public Reserves' – Camping Permit Application 2026-27
IN PERSON:	**Deliver to:** **Customer Care** **Council Bicentennial Complex** **39 Taylors Road**
WHAT NOW:	The Conservator will give you written notice of the decision on your application and provide your permit if approved (section 27 of the Act).

OFFICIAL USE ONLY	
RECEIVING OFFICER - NAME:	Date:

