

# NORFOLK ISLAND

## Regional Council

ABN 6010 3855 713

### APPLICATION FOR DEVELOPMENT APPROVAL AND / OR BUILDING APPROVAL

#### About this form

You must use this form to apply for development approval under the *Planning Act 2002 (NI)* and / or building approval under the *Building Act 2002 (NI)*.

#### How to complete this form

1. Ensure that all fields have been filled out correctly in BLOCK LETTERS.
2. Please note that fields on this form marked with an \* are mandatory and must be completed before submitting this form.
3. Once completed you may submit this form by email, mail or in person. Please see Lodgement Details for further information.
4. If there is insufficient space to provide details on this form, please attach a separate sheet(s).

#### Privacy

The information you provide in this application will enable your application to be assessed by Council and any relevant agency. If you do not provide the requested information Council will not be able to accept your application. Your application will be notified and made available for inspection if the use or development is classified as permitted use or development; or published in the Gazette for comment if the application is classified as permissible with consent use or development. Council will also keep details of the application in a Register that can be viewed by the public at any time. Please contact the Council if the information in your application is incorrect or if it changes.

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.

#### Notes

Before completing your application, we recommend you consult with Council's Planning or Building staff to discuss your proposal and any specific planning and building requirements. Typically, this will require 15-30 minutes; however, this may vary depending on the complexity of your application.

When you are ready to lodge your application, we recommend that you make an appointment to have a Pre DA lodgement meeting with Planning or Building staff to ensure you submit all relevant information and plans required to describe and support your application. This will help to minimise delay in receiving a decision about your application. The Pre DA meeting is a free service; however if additional meetings are required before the Application is submitted you may be charged for additional meetings in accordance with Council's fees and charges policy.

After you have lodged your application, you will be advised whether the application has all the information required to be accepted for assessment. When your application has been assessed, you will receive a Notice of Decision on your application.

If you need help, wish to discuss your proposal or have any questions please contact the Council's Planning & Building Office:

**E** [planning@nirc.gov.nf](mailto:planning@nirc.gov.nf) **T** (+6723) 22001

Council Bicentennial Complex,  
39 Taylors Road, Burnt Pine,  
Norfolk Island 2899

[www.norfolkisland.gov.nf](http://www.norfolkisland.gov.nf)

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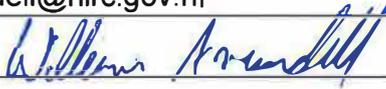
# NORFOLK ISLAND

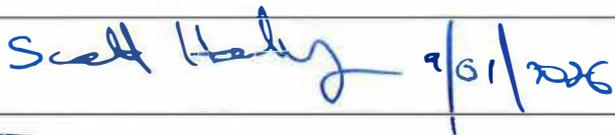
Regional Council

ABN 6010 3855 713

**APPLICATION FOR DEVELOPMENT APPROVAL AND / OR BUILDING APPROVAL**

|                 |       |          |
|-----------------|-------|----------|
| APPLICATION NO. | DA.BA | 2 / 2026 |
|-----------------|-------|----------|

|   |   |                    |       |
|---|---|--------------------|-------|
| <b>1. APPLICANT DETAILS (May be an agent acting on behalf of a landowner)</b> |   |                    |       |
| Name Applicant 1  |   |                    |       |
|   | First Name William  | Last Name Arundell |       |
| Name Applicant 2  |   |                    |       |
|   | First Name  | Last Name          |       |
| Postal Address  | Norfolk Island Regional Council   |                    |       |
| Phone No.   |   | Mob. No.           | 54747 |
| Email (s)   | william.arundell@nirc.gov.nf  |                    |       |
| Signature Applicant 1   |  |                    |       |
| Signature Applicant 2   |   |                    |       |

|   |  |                   |  |
|---|--|-------------------|--|
| <b>2. LANDOWNER(S) DETAILS (if not the Applicant)</b>   |  |                   |  |
| Name  | AGM - Norfolk Island Regional Council Roads Depot                                    |                   |  |
|   | First Name Scott   | Last Name Hackney |  |
| Name  |  |                   |  |
|   | First Name   | Last Name         |  |
| Postal Address  | 39 Taylors Road, Burnt Pine, Norfolk Island 2899                                     |                   |  |
| Phone No.   |  | Mob. No.          |  |
| Email   | scott.hackney@nirc.gov.nf  |                   |  |
| Signature(s) of all landowners. This signature provides landowner's permission for the Applicant to make this Development and / or Building Application only. |  |                   |  |
| Landowner 1   |  |                   |  |
| Landowner 2   |   |                   |  |

| 3. PROPERTY DESCRIPTION  |                                     |                   |   |                   |                                     |                         |                                     |
|--|-------------------------------------|-------------------|---|-------------------|-------------------------------------|-------------------------|-------------------------------------|
| Address  | Roads Depot - Ben Christian Drive   |                   |   |                   |                                     |                         |                                     |
| Portion No.  | 183                                 | Lot No.           | 1 | Section No.       | 29                                  | Land Area:              | 118h                                |
| Please attach a copy of the Title Search for the subject property: |                                     |                   |   |                   |                                     |                         |                                     |
| Current Land Use   | Airport and Special Use             |                   |   |                   |                                     |                         |                                     |
| Land Tenure  | <input checked="" type="checkbox"/> | Freehold          |   | Crown Lease       |                                     | Un-alienated Crown Land |                                     |
|  |                                     | Road Reserve      |   | Vacant Crown Land |                                     |                         |                                     |
| Zoning   |                                     | Rural             |   | Mixed Use         |                                     | Open Space              | <input checked="" type="checkbox"/> |
|  |                                     | Rural Residential |   | Business          |                                     | Conservation            |                                     |
|  |                                     | Residential       |   | Industrial        | <input checked="" type="checkbox"/> | Special Use             |                                     |
|  |                                     |                   |   |                   |                                     |                         |                                     |

| 4. THE TYPE(S) OF USE, DEVELOPMENT AND / OR BUILDING INCLUDED IN THIS APPLICATION<br>(please tick where relevant) |   |
|---|---|
| <input type="checkbox"/>  | <b>Residential</b><br>E.g. Dwelling House, Dual Occupancy, Multiple Dwellings   |
| <input type="checkbox"/>  | <b>Tourist Accommodation</b><br>E.g. Accommodation Units, Hotel, Resort, Tourist Park   |
| <input type="checkbox"/>  | <b>Commercial</b><br>E.g. Business Premises, Food & Drink Premises, Shop, Tourist Attraction, Entertainment Facility, Health Care Service |
| <input type="checkbox"/>  | <b>Industrial</b><br>E.g. General, Light, Rural, Noxious, Hazardous or Offensive, Extractive  |
| <input type="checkbox"/>  | <b>Community</b><br>E.g. Educational Establishment, Hospital, Community Facility  |
| <input type="checkbox"/>  | <b>Infrastructure</b><br>E.g. Electricity Works, Waste Facilities, Communications Facilities, Transport Facilities, Roadworks             |
| <input type="checkbox"/>  | <b>Public Facilities</b><br>E.g. Airport, Car Park, Port Service, Public Building   |
| <input type="checkbox"/>  | <b>Recreation</b><br>E.g. Open Space, Outdoor Sport and Recreation Facility, Indoor Sport and Recreation Facility, Park                   |
| <input type="checkbox"/>  | <b>Subdivision</b><br>E.g. Create additional lots; Boundary adjustment; Amalgamation of lots  |
| <input type="checkbox"/>  | <b>Alterations and Additions</b><br>Structural changes to existing structure(s)   |
| <input checked="" type="checkbox"/>   | <b>Ancillary structures</b><br>Structures integral and subservient to another development e.g. garage, shed, verandah                     |
| <input type="checkbox"/>  | <b>Change of Use</b><br>Changing the purpose of a premises e.g. from residence to holiday house, from shop to offices.                    |
| <input type="checkbox"/>  | <b>Signage</b><br>E.g. Advertising structures and signs, Directional and guidance signs.  |
| <input checked="" type="checkbox"/>   | <b>Earthworks</b><br>Excavation, filling, site works  |
| <input type="checkbox"/>  | <b>Other</b>  |

| 5. THE ACTIVITIES INVOLVED IN THE PROPOSED USE OR DEVELOPMENT<br>(please tick where relevant) |  |
|---|--|
| <input type="checkbox"/>  | Erecting, altering or adding to a building or structure  |
| <input checked="" type="checkbox"/>   | A <b>temporary building</b> , structure, or use  |
| <input type="checkbox"/>  | Subdividing land   |
| <input type="checkbox"/>  | Demolition   |
| <input type="checkbox"/>  | Changing the use of land or a building or the classification of a building under the Building Code of Australia (without building, subdividing or demolishing) |

| <b>6. DESCRIPTION OF PROPOSAL</b>   |
|---|
| <i>Please describe details of your proposal here Please include all components of the use, development and / or building activity; such as the number of lots created if subdivision; number of dwellings / units to be developed; number of bedrooms; number of seats if Food &amp; Drink Premises; Hours of operation for commercial or industrial activity; volume of production if processing or manufacturing. (attach additional pages if more space is required)</i> |
| Erection of Quicklock commercial Grade Dome between existing shipping containers (see attachments) to provide additional undercover parking for council machinery currently exposed to the elements.<br>Dome roof would cover an area of 6x6m, roof made of 610GSM commercial-grade PVC fabric with galvanised steel frame that can be locked/latched onto shipping containers.   |
| As this is intended to be a relocatable/portable structure, no rainwater capture is possible.   |

| <b>7. APPLICATION FEES</b>   |                        |
|--|------------------------|
| <i>Development and Building Application fees are specified in Council's Annual Operational Plan and are based on the estimated cost of building and works. It is necessary to specify the total estimated cost of building and works (including labour and materials) to determine the fees for the Development and or Building Application. For development that involves building work, Council is currently assessing fees on the basis of \$1200.00 / square metre. This is required prior to acceptance of the Application.</i> |                        |
| Total estimated cost of building and works   | \$ 20,000 inc shipping |

| <b>8. USE, DEVELOPMENT AND BUILDING DETAILS &amp; MATERIALS (as applicable)</b>   |                                    |          |             |
|---|------------------------------------|----------|-------------|
| Gross floor area of all new proposed buildings  | 6m x 10.88m                        |          |             |
| Gross floor area of all existing buildings on site  |                                    |          |             |
| Total roof area (sqm) of all buildings on the lot   | 6x6m roofed area                   |          |             |
| For residence class use or development -Total number of bedrooms  | N/A                                |          |             |
| Maximum height of new building(s) or structure(s) in metres   | 4.577m                             |          |             |
| Building setbacks – minimum distance to front, rear, and side boundaries in metres.<br><br><i>Note: it will be necessary to peg out the general footprint of proposed structures at the subject land.</i> | Boundary                           | Distance | Orientation |
|   | Front                              | N/A      | East        |
|   | Rear                               | N/A      | West        |
|   | Side                               | N/A      | North       |
|   | Side                               | 10m      | South       |
| Wall construction material (external) & colour  | Existing white shipping containers |          |             |
| Floor construction material   | Existing gravel                    |          |             |

|  |  |  |
|--|--|--|
| Roof construction material & colour  | White (or Green - dependant on availability) - 610GSM commercial-grade PVC fabric  |  |
| Frame construction material  | Galvonsised steel frame  |  |
| <b>WATER SUPPLY AND STORAGE</b>  |  |  |
| <i>Note: Please refer to DCP No. 2 - Water Resources for minimum water storage requirements.</i>   | Existing water tank capacity in litres   |  |
|  | New water tank capacity in litres  |  |
|  | Total combined water storage capacity in litres (new and existing tanks)   |  |
| <b>WASTEWATER MANAGEMENT SYSTEM</b>  |  |  |
| On-site wastewater management system planned as advised by Public Health and Environment Team: Please tick which applies.<br><br><i>Note: Please refer to DCP No. 2 - Water Resources for minimum waste water management requirements.</i>   | Connection to Norfolk Island sewer mains   |  |
|  | Onsite wastewater treatment system   |  |
|  | System tank capacity in litres   |  |
| <b>ADVERTISING STRUCTURES AND SIGNS</b>  |  |  |
| Details on signage – type, size, total number of signs or structures (new and existing)<br><br><i>Note: Please refer to DCP No. 4 – Outdoor Advertising Structures and Signs to determine requirements and standards for the display of signage.</i>   | Construction material  |  |
|  | Total Display Area   |  |
|  | Maximum height of structure  |  |
|  | Total number of signs or structures  |  |
| <b>EARTHWORKS</b>  |  |  |
| Earthworks: Describe any earthworks required as a component of building work; such as site works to create building pad, construct access and driveways, retaining walls, drainage works. Include total volume of earthworks (m <sup>2</sup> and m <sup>3</sup> )<br><br><i>Note: an Earthworks Plan as described in section 11 will be required to support your Application if in excess of 50 cubic metres</i> | Limited - existing site is flat and level, only minor excavations to enure containers sit level - less than 2 cubic meters |  |
| <b>OTHER STRUCTURES</b>  |  |  |
| Swimming pool - above ground / below ground, dimensions, (length, depth, width) construction materials and dimensions for associated decking / structures/ fences and gates.   |  |  |

| 9. BUILDER'S DETAILS (if applicable; and if a builder has been selected) |     |        |  |
|--|-----|--------|--|
| Name   | TBA |        |  |
| Phone No.  |     | Email: |  |

| 10. CONSULTATION WITH COUNCIL INFRASTRUCTURE, SERVICES AND ENVIRONMENT STAFF   |          |
|--|----------|
| <p><i>In planning and designing your proposed development you should contact relevant Council staff with responsibility for infrastructure and services to ensure infrastructure required for your development is available or can be made available; to determine whether there any specific requirements for infrastructure and services and whether any additional permits, licences or approvals may be required for your proposal.</i></p> <p><i>You should also consult with Council's environment staff to determine any specific environmental matters to consider in developing your proposal, such as identifying protected trees or potential impacts on threatened species; and requirements for additional permits and approvals.</i></p> <p><i>It is strongly suggested that you present a description of your proposal and preliminary building plans for your development to enable the relevant Council staff to provide advice on requirements.</i></p> <p><i>Please request the relevant staff member(s) to email their advice to you as the Applicant and to also email direct to <a href="mailto:planning@nirc.gov.nf">planning@nirc.gov.nf</a>. Alternatively, advice can be provided in the spaces below.</i></p> |          |
| Contact  | Comments |
| <p><b>Electricity</b><br/>           Team Leader, John Christian<br/>           Ph: 22078, 23206<br/>           Email: <a href="mailto:john.christian@nirc.gov.nf">john.christian@nirc.gov.nf</a><br/>           Mitchell Graham<br/>           Email: <a href="mailto:mitchell.graham@nirc.gov.nf">mitchell.graham@nirc.gov.nf</a></p>  |          |
| <p><b>Public Health and Environment</b><br/>           Water storage and wastewater management requirements<br/>           Tanya Bandow<br/>           Ph: 22001<br/>           Email: <a href="mailto:tanya.bandow@nirc.gov.nf">tanya.bandow@nirc.gov.nf</a></p>  |          |
| <p><b>Telecom</b><br/>           Team Leader, Simon Peapell<br/>           Ph: 23905<br/>           Email: <a href="mailto:simon.peapell@nirc.gov.nf">simon.peapell@nirc.gov.nf</a></p>  |          |
| <p><b>Public Works</b><br/>           Road works, driveways<br/>           Team Leader, Mal Snell<br/>           Ph: 22006<br/>           Email: <a href="mailto:malcolm.snell@nirc.gov.nf">malcolm.snell@nirc.gov.nf</a></p>  |          |
| <p><b>Biodiversity</b><br/>           Protected trees, Argentine ants etc<br/>           Team Leader, Douglas Donaldson<br/>           Ph: 22001<br/>           Email: <a href="mailto:douglas.donaldson@nirc.gov.nf">douglas.donaldson@nirc.gov.nf</a></p>  |          |

| <b>11. OTHER APPROVALS</b>  |   |
|---|---|
| <i>You may need approvals, licences or permits under other legislation in force on Norfolk Island <b>such as</b> those listed below. Please tick the relevant legislation. If in doubt, please contact the Planning Office.</i> |   |
|   | <i>Environmental Protection and Biodiversity Protection Act 1999 (Cth). Please refer to <a href="http://www.environment.gov.au/protection/environment-assessments">http://www.environment.gov.au/protection/environment-assessments</a></i> |
|   | <i>Crown Lands Act 1996 (NI) – applies to Crown land.</i>   |
|   | <i>Local Government Act 1993 (NSW)(NI) – approvals may be required for specified activities.</i>  |
|   | <i>Trees Act 1997 (NI) – permit required to remove protected trees. Please refer to the <i>Trees Regulations 1999</i> - Schedule of Protected Trees.</i>  |
|   | <i>Public Reserves Act 1997 (NI) – permit required for an activity in a Public Reserve.</i>   |
|   | <i>Subdivision Act 2002 (NI) – registration of plan of subdivision.</i>   |
|   | <i>Tourist Accommodation Act 1984 (NI) – registration of tourist accommodation.</i>   |
|   | <i>Sale of Food Act 1950 (NI) – licence required for production and / or sale of food.</i>  |
|   | <i>Liquor Act 2005 (NI) – licence required to supply liquor.</i>  |
|   | <i>Heritage Act 2002 (NI) – Proposals for use or development that affect listed heritage items .</i>  |
|   | <i>Roads Act 2002 (NI) – opening and closing public roads.</i>  |
|   | <i>Other Approvals</i>  |

| <b>12. ENVIRONMENTAL IMPACTS OF YOUR DEVELOPMENT</b>  |  |
|---|--|
| <i>To assess your proposal, we need to understand any potential impacts it may have on the environment. Depending on the nature and scale of your proposal, you may need to <b>either</b>:</i>  |  |
| <ol style="list-style-type: none"> <li><i>1. Provide a Description of Potential Environmental and Heritage Impacts in your Development Application; or</i></li> <li><i>2. Submit a Statement of Environmental Effects with your Development Application; or</i></li> <li><i>3. Submit an Environmental Impact Statement prepared in accordance with the Planning Act 2002 (NI) &amp; Planning Regulations 2004 (NI) with your Development Application.</i></li> </ol> |  |
| <i>Please consult Council's Planning Office to determine which environmental impact assessment documentation is required for your proposal. Please tick below the information provided with this application.</i>   |  |
| <b>Environmental Impact Statement attached:</b>   | Limited as any earthworks if required to consist largely of gravel |
| <b>Statement of Environmental Effects attached:</b>   |  |
| <b>Description of Potential Environmental and Heritage Impacts:</b>   |  |
| <b>Description of Potential Environmental and Heritage Impacts:</b>   |  |
| <i>Please describe the potential impact of your proposed use or development on the environment and heritage of the development site and surrounding area.</i>   |  |
| N/A - consistent with existing use of site  |  |
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |



### 15. DEVELOPMENT APPLICATION AND / OR BUILDING APPLICATION - CHECKLIST OF REQUIREMENTS

*Applications shall contain information as is necessary to determine compliance with the Norfolk Island Plan, Planning Act 2002 (NI), and Building Act 2002 (NI). Clause 12 of the Norfolk Island Plan 2002 specifies matters (listed below) that must be included in a Development Application, where applicable and relevant. It is the responsibility of the Applicant to demonstrate that each of the matters listed has been addressed by placing a tick in the relevant box. Failure to provide all the relevant information may result in the Application not being accepted by Council or delays in the processing of the application.*

| Requirement   | Yes | No | N/A |
|---|-----|----|-----|
| a) The name and address of the applicant, the location of the land, a copy of the title to the land, the name and address of the owner, and written consent from the owner of the land if not the applicant.  |     |    |     |
| b) The use or development of the land at the date of application.   |     |    |     |
| c) The intended use or development of the land.   |     |    |     |
| d) A plan or plans drawn to a scale available on a standard scale rule which show clearly:  |     |    |     |
| (i) the relationship of the land to lot boundaries, levels or contours, title boundaries and roads;   |     |    |     |
| (ii) rights of way, easements and covenants affecting the land;   |     |    |     |
| (iii) existing buildings, works, trees, and vegetation;   |     |    |     |
| (iv) site preparation – including details of buildings and works to be demolished, areas to be cut and/or filled, existing vegetation and trees to be removed, and other land clearing;   |     |    |     |
| (v) proposed buildings, works, and services, and alterations to existing buildings and works – including floor plans, elevations, dimensions, relative site levels, provisions for drainage, and the purpose of rooms, other spaces and structures;   |     |    |     |
| (vi) existing and proposed vehicular access/egress points to roads from the land, and the areas set aside and other provisions made for vehicular passage, manoeuvring and parking;   |     |    |     |
| (vii) existing and proposed landscaping – including details of site beautification, tree planting, and screening;   |     |    |     |
| (viii) the materials proposed for construction purposes and the colour of such materials on all exterior surfaces;  |     |    |     |
| (ix) signs – including details of dimensions, wording, logos, colours, illumination, supporting structures, and positioning on buildings and works and the method of affixing thereto;  |     |    |     |
| (x) floodlighting and other exterior lighting including the location and strength of illumination.  |     |    |     |
| (xi) A written statement by or on behalf of the Applicant of the likely impact of the proposed use or development on the environment and heritage; and  |     |    |     |
| (xii) A written statement from relevant infrastructure managers regarding the infrastructure requirements necessary to enable the proposed use or development, and the availability of such infrastructure; and / or the need to upgrade any infrastructure to support the proposed use or development. |     |    |     |

**LODGEMENT DETAILS**

You can lodge the completed Application by:

Email: [planning@nirc.gov.nf](mailto:planning@nirc.gov.nf)

Deliver: Council Bicentennial Complex  
39 Taylors Road  
Burnt Pine  
NORFOLK ISLAND 2899

Mail: Norfolk Island Regional Council  
P.O. Box 95  
NORFOLK ISLAND 2899

**What now:** Once your application is received a Council Officer will respond within 10 working days to advise whether your application has all the information that is required for the application to be accepted for assessment.

**OFFICIAL USE ONLY**

Receiving Officer: L Souza

Date: 12 January 2026

**CONSIDERATION OF ADEQUACY FOR ACCEPTANCE – TO BE COMPLETED BY COUNCIL**

Application satisfactory to lodge and accept

Yes

No

Additional information required before the application will be accepted:

**Planning Act 2002 (NI):**

Development Approval Required:

Yes

Tick category:

Category of Development

Permitted Use or Development

Permissible (with consent) Use or Development

✓

Declared significant development

**Building Act 2002 (NI):**

Building Approval Required:

Yes

No

**APPLICATION ACCEPTANCE – TO BE COMPLETED BY COUNCIL**

Officer: J Brown

Date: 16 January 2026

# Roads Depot

Proposed Dome - Roads depot

## Legend

 Norfolk Island Waste Management Center

Google Earth

Image © 2026 Airbus

 Norfolk Island Waste Management Center

Skimming  
contour

2.44m

SCALE  
1:100

70 m



