

APPLICATION FOR DEVELOPMENT APPROVAL AND / OR BUILDING APPROVAL

APPLICATION NO.	DABA	20/2026
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1. APPLICANT DETAILS (May be an agent acting on behalf of a landowner)			
Name Applicant 1			
	First Name	Last Name	
Name Applicant 2			
	First Name	Last Name	
Postal Address			
Phone No.		Mob. No.	
Email (s)			
Signature Applicant 1			
Signature Applicant 2			

2. LANDOWNER(S) DETAILS (if not the Applicant)			
Name			
	First Name	Last Name	
Name			
	First Name	Last Name	
Postal Address			
Phone No.		Mob. No.	
Email			
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	<i>Shae Messina</i>		
Landowner 2			

3. PROPERTY DESCRIPTION							
Address							
Portion No.		Lot No.		Section No.		Land Area:	
Please attach a copy of the Title Search for the subject property:							
Current Land Use							
Land Tenure		Freehold		Crown Lease		Un-alienated Crown Land	
		Road Reserve		Vacant Crown Land			
Zoning		Rural		Mixed Use		Open Space	Airport
		Rural Residential		Business		Conservation	Roads
		Residential		Industrial		Special Use	

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

5. THE ACTIVITIES INVOLVED IN THE PROPOSED USE OR DEVELOPMENT (please tick where relevant)	
	Erecting, altering or adding to a building or structure
	A temporary building, structure, or use
	Subdividing land
	Demolition
	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)

6. DESCRIPTION OF PROPOSAL
<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 & 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>

7. APPLICATION FEES		
<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>		
<table border="1"> <tr> <td>Total estimated cost of building and works</td> <td>\$</td> </tr> </table>	Total estimated cost of building and works	\$
Total estimated cost of building and works	\$	

8. USE, DEVELOPMENT AND BUILDING DETAILS & MATERIALS (as applicable)			
Gross floor area of all new proposed buildings			
Gross floor area of all existing buildings on site			
Total roof area (sqm) of all buildings on the lot			
For residence class use or development -Total number of bedrooms			
Maximum height of new building(s) or structure(s) in metres			
Building setbacks – minimum distance to front, rear, and side boundaries in metres. <i>Note: it will be necessary to peg out the general footprint of proposed structures at the subject land.</i>	Boundary	Distance	Orientation
	Front		
	Rear		
	Side		
	Side		
Wall construction material (external) & colour			
Floor construction material			

Roof construction material & colour		
Frame construction material		
WATER SUPPLY AND STORAGE		
<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)	
WASTEWATER MANAGEMENT SYSTEM		
On-site wastewater management system planned as advised by Public Health and Environment Team: Please tick which applies. <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	
ADVERTISING STRUCTURES AND SIGNS		
Details on signage – type, size, total number of signs or structures (new and existing) <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	
EARTHWORKS		
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 ² and m ³) <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>	<i>Refer to attachment - additional earthworks information 03 07 26</i>	
OTHER STRUCTURES		
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			
Phone No.		Email:	

10. CONSULTATION WITH COUNCIL INFRASTRUCTURE, SERVICES AND ENVIRONMENT STAFF	
<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> <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> <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> <i>Please request the relevant staff member(s) to email their advice to you as the Applicant and to also email direct to planning@nirc.gov.nf. Alternatively, advice can be provided in the spaces below.</i>	
Contact	Comments
Electricity Team Leader, John Christian Ph: 22078, 23206 Email: john.christian@nirc.gov.nf Mitchell Graham Email: mitchell.graham@nirc.gov.nf	Electricity emailed on 18 May 2026.
Public Health and Environment Water storage and wastewater management requirements Tanya Bandow Ph: 22001 Email: tanya.bandow@nirc.gov.nf	Tanya Bandow confirmed: 1. Development Control Plan No. 2 – Water Resources. - Assessed as a Residential Class – long term; 2. Catchment Area - satisfied; 3. Water storage capacity - exceeded; 4. Waste water - appropriate.
Telecom Team Leader, Simon Peapell Ph: 23905 Email: simon.peapell@nirc.gov.nf	Telecom emailed on 18 May 2026
Public Works Road works, driveways Team Leader, Mal Snell Ph: 22006 Email: malcolm.snell@nirc.gov.nf	Mal Snell confirmed: No issues with DA application.
Biodiversity Protected trees, Argentine ants etc Team Leader, Douglas Donaldson Ph: 22001 Email: douglas.donaldson@nirc.gov.nf	Tanya Bandow confirmed: 1. Trees/ biodiversity - not exceeding 50m3; 2. Environmental condition - no protected trees removed; 3. Ants - not within proximity of AAEP zone.

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

12. ENVIRONMENTAL IMPACTS OF YOUR DEVELOPMENT	
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 either: 1. Provide a Description of Potential Environmental and Heritage Impacts in your Development Application; or 2. Submit a Statement of Environmental Effects with your Development Application; or 3. Submit an Environmental Impact Statement prepared in accordance with the Planning Act 2002 (NI) & Planning Regulations 2004 (NI) with your Development Application. 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.	
Environmental Impact Statement attached:	
Statement of Environmental Effects attached:	
Description of Potential Environmental and Heritage Impacts:	
Description of Potential Environmental and Heritage Impacts: Please describe the potential impact of your proposed use or development on the environment and heritage of the development site and surrounding area.	
Refer to Attachment - Additional information Earthworks and north side boundary encroachment received 03 07 26	

13. PLANS AND MAPS	
<i>Applications must be supported by relevant plans and maps that clearly shows what is being proposed. A full list of the information that may be required is provided at Clause 12 of the Norfolk Island Plan 2002. Please tick below the information provided with this application.</i>	
	FLOOR PLANS - Drawings showing the plan and proposed usage at each floor level, elevations, sections and dimensions of the building, the sizes and locations of structural members to a scale of not less than 1:100.
	Drawings containing sufficient detail and at a scale appropriate to the work proposed to be carried out, to show the plumbing and drainage work to be carried out.
	SITE PLAN - Drawings to a scale of not less than 1:500 showing: - The boundaries and dimensions of the allotment, relevant easements and adjacent streets. - The position and dimension of the building to the boundaries of the allotment, existing buildings on the allotment and adjoining allotments together with details of the purposes for which the buildings are to be used. - The location of protected trees, identifying or specifying the species of the trees where the distance of the protected tree from the proposed building is less than or equal to the height of the tree plus 5 metres. - The levels of the site and of the floors of the building in relation to an adjoining street channel, if any.
	EARTHWORKS PLAN - Drawings (Site Plan) at a scale of not less than 1:100 showing at least: - Existing natural contour levels and proposed finished contour levels. - Cross section plans showing the nature, extent and depth of excavation and /or land filling and associated works, batter slopes and any retaining structures.
	SUBDIVISION - Preliminary Plan of Subdivision
	In the case of an alteration or modification of a building, a statement that describes the purposes for which the building has been used and is to be used.

14. SUPPORTING INFORMATION
<i>You can support your application with additional material, such as photographs, to illustrate your proposal. Please list what you have attached. (Attach additional pages if more space is required)</i>
<i>Refer to Attachment - Additional information Earthworks and north side boundary encroachment received 03 07 26</i>

15. DEVELOPMENT APPLICATION AND / OR BUILDING APPLICATION - CHECKLIST OF REQUIREMENTS			
<i>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.</i>			
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

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: Planning

Date: 1 June 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: 6 July 2026

ATTACHMENT - ADDITIONAL INFORMATION

EARTHWORKS AND NORTH SIDE BOUNDARY ENCOACHMENT - 03 07 26

23 John Quintal Road - Statement in Support of Development Application

1. Justification for Northern Side Boundary Encroachment

The proposed shed is to be constructed in substantially the same location as the existing shed. Retaining this position minimises disturbance to the site and avoids the removal of established native trees, which is consistent with the objectives of the Coastal Environment Overlay to protect the natural coastal environment.

Maintaining the existing location also preserves adequate manoeuvring space for vehicles entering and exiting the garage, ensuring the site continues to function safely and efficiently. The proposed shed has been designed with a roof pitch and orientation that enhances privacy between the subject property and the adjoining northern property. The neighbouring owners, have been consulted regarding the proposal and have expressed their support.

Overall, the proposal represents a replacement of an existing structure with no additional impact on the coastal environment or adjoining properties. By retaining the established building location, the development minimises vegetation clearing and site disturbance while maintaining the practical use of the property.

2. Earthworks

The area proposed for minor earthworks is immediately in front of the proposed guest house. This location is practical for the manufacture of mud bricks, as it is adjacent to the building site, reducing the need to transport materials across the property.

The purpose of the excavation is to obtain the clay-rich ferrosol required for on-site mud brick construction. The proposed methodology is to:

- Excavate the underlying clay-rich ferrosol for use in manufacturing mud bricks.
- Reinstall the stockpiled topsoil upon completion of the excavation.
- Re-grade the area to blend with the surrounding landform.
- Re-vegetate the disturbed area to restore ground cover and minimise any long-term visual or environmental impacts.

The selected area comprises slightly elevated and uneven ground, potentially resulting from the removal of an old tree long ago. Following reinstatement, the regraded surface will provide a more even area for ongoing maintenance, including mowing.

The total volume of earthworks is intended to remain below **50 m³**. Importantly, the works will be located well back from the coastal cliff edge to ensure there is no disturbance to the coastal environment or potential mutton bird nesting habitat. Based on observations over many years, mutton birds do not appear to nest anywhere near that section, likely due to the steep nature of the cliff face or the very thick grass. Nevertheless, the proposed setback has been chosen to ensure the works avoid any potential impact on coastal ecological values and is consistent with the objectives of the Coastal Environment Overlay.

As the excavated material will be used to construct mud bricks for the proposed development, the earthworks minimise the need to import construction materials, reducing transport impacts and making efficient use of locally available natural resources. The disturbed area will be rehabilitated following completion of the excavation, ensuring there are no lasting adverse impacts on the site's landscape character or environmental values.