

APPLICATION FOR DEVELOPMENT APPROVAL AND / OR BUILDING APPROVAL

APPLICATION NO.	DABA	22/2026
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1. APPLICANT DETAILS (May be an agent acting on behalf of a landowner)

Name Applicant 1	Bekki Murray First Name Last Name		
Name Applicant 2	 First Name Last Name		
Postal Address	PO Box 174 Norfolk Island 2899		
Phone No.	22621	Mob. No.	614 11 779 670
Email (s) Bekki.m24@outlook.com			
Signature Applicant 1	BekkiMurray		
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			
Landowner 2			

3. PROPERTY DESCRIPTION							
Address	New Cascade Road, Norfolk Island						
Portion No.	13a	Lot No.	52	Section No.	11	Land Area:	1.689h
Please attach a copy of the Title Search for the subject property:							
Current Land Use	Residential						
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>
See attached document

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>\$ 318,000</td> </tr> </table>	Total estimated cost of building and works	\$ 318,000
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8. USE, DEVELOPMENT AND BUILDING DETAILS & MATERIALS (as applicable)			
Gross floor area of all new proposed buildings	101m² 117m² Extension (265m² overall existing house)		
Gross floor area of all existing buildings on site	370m ² - Existing House + 2 Sheds		
Total roof area (sqm) of all buildings on the lot	578m ²		
For residence class use or development -Total number of bedrooms	3		
Maximum height of new building(s) or structure(s) in metres	As per existing roof height - 4.69m		
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	30m	South
	Rear	131m	North
	Side	21m	East
	Side	31m	West
Wall construction material (external) & colour	James Hardie - Linea Boards Painted Black to match existing sheds with white feature walls		
Floor construction material	Suspended timber floor on timber bearers and joists supported by timber / concrete piers.		

Roof construction material & colour	Colorbond - Custom Ord - Night Sky (Black)	
Frame construction material	Timber framing	
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	33000 gallons + well
	New water tank capacity in litres	N/A
	Total combined water storage capacity in litres (new and existing tanks)	33000 gallons + well
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	No
	Onsite wastewater treatment system	Septic
	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>	No earthworks required for extension	
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	Mal Tarrant		
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	Nothing at this time from Electricity as this is an existing customer. Any electrical alterations that would require an 'Application for supply' to be submitted will be under the guidance of electrical contractor. Regards mitch
Public Health and Environment Water storage and wastewater management requirements Tanya Bandow Ph: 22001 Email: tanya.bandow@nirc.gov.nf	attahced
Telecom Team Leader, Simon Peapell Ph: 23905 Email: simon.peapell@nirc.gov.nf	N/a
Public Works Road works, driveways Team Leader, Mal Snell Ph: 22006 Email: malcolm.snell@nirc.gov.nf	If it is intended to utilize the existing driveway/s then Works have no issues with this DA as presented. If any further information is required, please contact me on 50403 in the first instance. Malcolm Snell
Biodiversity Protected trees, Argentine ants etc Team Leader, Douglas Donaldson Ph: 22001 Email: douglas.donaldson@nirc.gov.nf	attached

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.	
See attached document	

13. PLANS AND MAPS	
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.	
☒	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.

[illegible]

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: 9 July 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

x

Declared significant development

Building Act 2002 (NI):

Building Approval Required:

Yes

No

APPLICATION ACCEPTANCE – TO BE COMPLETED BY COUNCIL

Officer: J Brown

Date: 15 July 2026

Public Health and Environment

From: Tanya Bandow <tanya.bandow@nirc.gov.nf>

Sent: Friday, 3 July 2026 3:12 PM

Subject: RE: Pn13a New Cascade Road - Application Section 10 Environmental Health Comments

Hi Chloe

Waste Water Management

Please note that, under the provisions of Development Control Plan 2 (DCP2), any increase in the wastewater loading generated by the proposed development may require the existing wastewater management system to be upgraded to ensure it has sufficient capacity to accommodate the additional load and continues to comply with the relevant performance requirements.

For on-site treatment system options, the Fuji Clean ACE1200 and Ozzi Kleen RP10 systems are both commonly used on Norfolk Island. Fuji Clean units are typically airfreighted to the island by Peter Buffet, while Ozzi Kleen systems are available locally through Christian Bailey Agencies (brochures attached for reference).

The use of systems already established on the island can provide practical advantages, including easier servicing, maintenance, and access to spare parts. Local plumbing contractors have advised that, while they do not have a strict preference for a particular brand, they generally recommend selecting systems that are already in use locally for these reasons.

Water Catchment & storage

- Total roof catchment area (m²) following completion of the proposed works. 578m²
- Total rainwater storage capacity (litres), including any existing and proposed tanks. 150,020.97 Litres

For assessment purposes, the dwelling has been considered equivalent to a three-bedroom residence under DCP No. 2, resulting in an indicative demand of:

- 560 litres per day;
- Minimum storage capacity of 70,000 litres; and
- Minimum roof catchment area of 200m²

Based on the information provided, the proposed development exceeds the minimum water catchment and storage requirements prescribed under DCP2. The proposal is therefore considered capable of providing an adequate water supply for the intended use.

Section 6: Proposed Development Description

Renovation and extension to an existing single dwelling, including internal alterations and the construction of a new addition to improve the functionality and amenity of the home.

The proposed works include:

- Internal reconfiguration of the existing floor plan
- Construction of a single-storey extension to accommodate additional indoor and outdoor living space
- Renovation of existing kitchen, bathroom and living areas
- External alterations including new windows, doors and cladding to integrate the extension with the existing dwelling
- Associated plumbing, electrical and drainage works as required

The development will result in:

- One single detached dwelling (as per existing)
- 3 bedrooms
- 2.5 bathrooms
- The use of the property will remain as a single residential dwelling

The proposal has been designed to complement the existing dwelling and surrounding neighbourhood while improving the functionality, liveability and long-term use of the home.

Section 12: Description of Potential Environmental and Heritage Impacts

The proposal comprises the renovation and extension of an existing single residential dwelling. The use of the property will remain unchanged, with no subdivision or change in land use proposed.

The development is not expected to result in any significant environmental impacts. Construction activities will be temporary in nature, with any noise, dust and construction waste managed using standard building practices. Existing drainage and wastewater disposal systems will remain.

The property is subject to the Cascade Agricultural Settlement Site Heritage Overlay. The proposed works are confined to the existing dwelling and established residential area and will not encroach upon, disturb or alter the identified heritage remnants or areas of archaeological significance. As such, the proposal is not expected to adversely affect the heritage significance of the Cascade Agricultural Settlement Site.

The proposed development is compatible with the surrounding residential area and is not expected to adversely impact the amenity of neighbouring properties or the environmental or heritage values of the site.