

NORFOLK ISLAND

Regional Council

ABN 6010 3855 713

APPLICATION FOR DEVELOPMENT APPROVAL AND / OR BUILDING APPROVAL

APPLICATION NO.

DABA

19 /2025

1. APPLICANT DETAILS (May be an agent acting on behalf of a landowner)

Name Applicant 1	Jason McCoy		
	First Name	Last Name	
Name Applicant 2			
	First Name	Last Name	
Postal Address	891 / 89 New Cascade Road		
Phone No.		Mob. No.	52031
Email (s)	jasondmccoy70@gmail.com		
Signature Applicant 1	<i>Jason McCoy</i>		
Signature Applicant 2			

2. LANDOWNER(S) DETAILS (if not the Applicant)

Name	Patrick Balmer		
	First Name	Last Name	
Name			
	First Name	Last Name	
Postal Address	9 Oakmont Avenue, Cornubia, Qld, AUST, 4130		
Phone No.		Mob. No.	+61433643913
Email	pat@autocable.com.au		
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>[Signature]</i>		
Landowner 2			

3. PROPERTY DESCRIPTION							
Address							
Portion No.	52b1	Lot No.	4	Section No.	21	Land Area:	805m2
Please attach a copy of the Title Search for the subject property:				attached			
Current Land Use	Vacant						
Land Tenure	<input checked="" type="checkbox"/>	Freehold		Crown Lease		Un-alienated Crown Land	
		Road Reserve		Vacant Crown Land			
Zoning		Rural	<input checked="" type="checkbox"/>	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)		
<input type="checkbox"/>	Residential	E.g. Dwelling House, Dual Occupancy, Multiple Dwellings
<input checked="" type="checkbox"/>	Tourist Accommodation	E.g. Accommodation Units, Hotel, Resort, Tourist Park
<input type="checkbox"/>	Commercial	E.g. Business Premises, Food & Drink Premises, Shop, Tourist Attraction, Entertainment Facility, Health Care Service
<input type="checkbox"/>	Industrial	E.g. General, Light, Rural, Noxious, Hazardous or Offensive, Extractive
<input type="checkbox"/>	Community	E.g. Educational Establishment, Hospital, Community Facility
<input type="checkbox"/>	Infrastructure	E.g. Electricity Works, Waste Facilities, Communications Facilities, Transport Facilities, Roadworks
<input type="checkbox"/>	Public Facilities	E.g. Airport, Car Park, Port Service, Public Building
<input type="checkbox"/>	Recreation	E.g. Open Space, Outdoor Sport and Recreation Facility, Indoor Sport and Recreation Facility, Park
<input type="checkbox"/>	Subdivision	E.g. Create additional lots; Boundary adjustment; Amalgamation of lots
<input type="checkbox"/>	Alterations and Additions	Structural changes to existing structure(s)
<input type="checkbox"/>	Ancillary structures	Structures integral and subservient to another development e.g. garage, shed, verandah
<input type="checkbox"/>	Change of Use	Changing the purpose of a premises e.g. from residence to holiday house, from shop to offices.
<input type="checkbox"/>	Signage	E.g. Advertising structures and signs, Directional and guidance signs.
<input type="checkbox"/>	Earthworks	Excavation, filling, site works
<input type="checkbox"/>	Other	

5. THE ACTIVITIES INVOLVED IN THE PROPOSED USE OR DEVELOPMENT (please tick where relevant)	
<input checked="" type="checkbox"/>	Erecting, altering or adding to a building or structure
<input type="checkbox"/>	A temporary building, 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)

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>
New duplex tourist accommodation with central firewall dividing 2x2 bedroom units and 2 bathrooms each.
Parking spaces for up to 6 cars within boundaries.
Timber framed construction on concrete floor, Colorbond roof, Fibre cement cladding, Aluminium joinery

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>	
Total estimated cost of building and works	\$ \$261,312.00

8. USE, DEVELOPMENT AND BUILDING DETAILS & MATERIALS (as applicable)			
Gross floor area of all new proposed buildings	217.76 sq.m		
Gross floor area of all existing buildings on site	n/a		
Total roof area (sqm) of all buildings on the lot	361.94 sq.m		
For residence class use or development -Total number of bedrooms	4		
Maximum height of new building(s) or structure(s) in metres	4.8m		
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	5.455m	East
	Rear	5.088m	West
	Side	3.150m	North
	Side	3.071m	South
Wall construction material (external) & colour	Hardies 'Axon' panel & 'Linea' weatherboard. Light grey		
Floor construction material	Concrete		

Roof construction material & colour	Corrugated Colorbond. Grey	
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	n/a
	New water tank capacity in litres	130kl
	Total combined water storage capacity in litres (new and existing tanks)	130kl
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>	Scrape 50mm vegetation off surface footprint: Duplex, carport, verandahs & driveways: Total area: 372.4 sq.m Remove 140 cu.m earth to accommodate underfloor water storage tank. 140 lineal metres/16.6 cu.m trenching for services	
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	
<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 planning@nirc.gov.nf. Alternatively, advice can be provided in the spaces below.</i></p>	
Contact	Comments
Electricity Team Leader, John Christian Ph: 22078, 23206 Email: john.christian@nirc.gov.nf Mitchell Graham Email: mitchell.graham@nirc.gov.nf	attached
Public Health and Environment Water storage and wastewater management requirements Tanya Bandow Ph: 22001 Email: tanya.bandow@nirc.gov.nf	2 x 2 bedroom + 2 x tv rooms for duplex development proposal - Tourist accommodation. Proposed Total roof 361.94sqm Water storage 130kl - meets the min requirement. Connection to the Water Assurance Scheme (WAS) is required under DCP2 as the property lies within the designated WAS connection area.
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	attached
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	
<p>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:</p> <ol style="list-style-type: none"> 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. <p>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.</p>	
Environmental Impact Statement attached:	✓
Statement of Environmental Effects attached:	
Description of Potential Environmental and Heritage Impacts:	
<p>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.</p>	
see attached	

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: <ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> - 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

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)

[illegible]

15. DEVELOPMENT APPLICATION AND / OR BUILDING APPLICATION - CHECKLIST OF REQUIREMENTS			
<p><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></p>			
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: J Brown

Date: 12 08 25

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: 20 August 2025



Architectural Draughting and Design

(Licensed Practitioner in Building and Design)

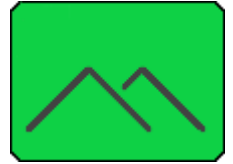
ABN: 24 713 413 783

89 New Cascade Road

Norfolk Island

Ph: 52031

Email: jasondmccoy70@gmail.com



Balmer Duplex. Taylors Road

Environmental and Heritage Impact Statement

The proposed development has been carefully assessed in relation to its potential environmental and heritage impacts. The site is not located within or adjacent to any areas of environmental sensitivity, including protected habitats, waterways, or conservation zones. No native vegetation will be removed, and all construction activities will be managed in accordance with relevant environmental protection guidelines to prevent pollution, erosion, or disturbance to surrounding land.

Furthermore, the site is not listed on any local, state, or national heritage registers, nor does it contain any known heritage items or archaeological significance. The proposed works will not alter or affect the character, integrity, or context of any heritage assets in the vicinity.

Based on this assessment, it is concluded that the proposed development will have **no adverse environmental or heritage impact** and is fully compliant with applicable planning and environmental regulations.

Jason McCoy
Architectural Draughting & Design
52031

NORFOLK ISLAND

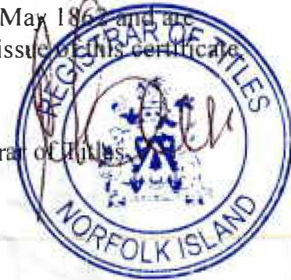


CERTIFICATE OF TITLE

The particulars in this certificate relate to an estate in fee simple granted on 06 May 1862 and are certified to be the registered particulars in respect of the parcel/s at the time of issue of this certificate.

Registered on 18 February 2022 by

Registrar of Titles

**Registered Proprietor and Tenancy**

PATRICK DUNCAN BALMER

Sole Proprietor

Land

Lot	Section	Portion	Area	Sheet Number
4	21	52b1	805m2	55

Notations

Instrument No	Description	Comments
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Related Titles

Instrument No	Description	Registered
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Encumbrances

Instrument No	Description	Registered
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Delivered to: Patrick D. Balmer

9 Oakmont Ave, CORNUSIA .. QUEENSLAND.4130

Diagram is attached on the next page

