

# NORFOLK ISLAND

Regional Council

ABN 6010 3855 713

## APPLICATION FOR DEVELOPMENT APPROVAL AND / OR BUILDING APPROVAL

APPLICATION NO.	DA	3/2024
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1. APPLICANT'S DETAILS (May be an agent acting on behalf of a landowner)			
Name Applicant 1	<i>Terence Cruise</i>		
	First Name	Last Name	
Name Applicant 2			
	First Name	Last Name	
Postal Address	<i>Box 96 Norfolk Island 2899</i>		
Phone No.	<i>24424</i>	Mob. No.	<i>54848</i>
Email (s)	<i>terence@norfolk.nt</i>		
Signature Applicant 1	<i>[Signature]</i>		<i>27/9/24</i>
Signature Applicant 2			

2. LANDOWNER(S) DETAILS (if not the Applicant)			
Name	<i>1. Wesley Cooper</i>		
	First Name	Last Name	
Name	<i>2. Kerry Douvan OAM</i>		
	First Name	Last Name	
Name	<i>3. Paul Finch OAM</i>		
	First Name	Last Name	
Postal Address	<i>Box 96 Norfolk Island 2899</i>		
Phone No.	<i>22896</i>	Mob. No.	<i>52676</i>
Email	<i>wesentk@gmail.com</i>		
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	<i>[Signature]</i>		
— " 3	<i>[Signature]</i>		

<b>3. PROPERTY DESCRIPTION</b> <i>Norfolk Is RSL Sub Branch</i>					
Address <i>105 Taylors Rd Norfolk Is 2899</i>					
Portion No.	<i>390</i>	Lot No.	<i>41</i>	Section No.	<i>14</i>
				Land Area:	<i>2023sqm</i>
Please attach a copy of the Title Search for the subject property:					
Current Land Use					
Land Tenure	<input checked="" type="checkbox"/>	Freehold		Crown Lease	
		Road Reserve		Vacant Crown Land	
Zoning		Rural		Mixed Use	
		Rural Residential	<input checked="" type="checkbox"/>	Business	
		Residential		Industrial	
				Open Space	
				Conservation	
				Special Use	
				Airport	
				Roads	

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

<b>5. THE ACTIVITIES INVOLVED IN THE PROPOSED USE OR DEVELOPMENT</b> <i>(please tick where relevant)</i>	
<input checked="" type="checkbox"/>	Erecting, <u>altering</u> 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

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)

*Alter existing signboard to include 3D illuminated lettering and TV.*

### 7. APPLICATION FEES

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.

Total estimated cost of building and works

*\$ 11,900.00*

### 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			
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		
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>	Water tank material	
	Water tank capacity (existing)	
	Water tank capacity (new)	
	Total combined capacity (new and existing tanks)	
On-site wastewater management system proposed / existing (e.g., sewer connection, AWTs, other – please specify;) and total capacity  <i>Note: Please refer to DCP No. 2 - Water Resources for minimum waste water management requirements.</i>	Type of system	
	System tank capacity	
Advertising Structure or Sign - construction material, 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	Timber
	Total Display Area	3.9 m <sup>2</sup>
	Maximum height of structure	1000 mm
	Total number of signs or structures	One
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> )  <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>		
Swimming pool - above ground / below ground, dimensions, (length, depth, width) construction materials and dimensions for associated decking / structures/ fences and gates.		

<b>9. BUILDER'S DETAILS</b> (if applicable; and if a builder has been selected)			
Name	Brentt Jones		
Phone No.	27355	Mob No.	52730
Email:	brenttjones@ninetel.com		



**10. CONSULTATION WITH COUNCIL INFRASTRUCTURE, SERVICES AND ENVIRONMENT STAFF**

*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 are any specific requirements for infrastructure and services and whether any additional permits, licences or approvals may be required for your proposal.*

*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.*

*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.*

*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](mailto:planning@nirc.gov.nf). Alternatively, advice can be provided in the spaces below.*

Contact	Comments
<b>Electricity</b> Team Leader, John Christian Ph: 22078, 23206 Email: <a href="mailto:john.christian@nirc.gov.nf">john.christian@nirc.gov.nf</a> Mitchell Graham Email: <a href="mailto:mitchell.graham@nirc.gov.nf">mitchell.graham@nirc.gov.nf</a>	N/A
<b>Public Health and Environment</b> Water storage and wastewater management requirements Team Leader, Arthur Travalloni Ph: 22001 Email: <a href="mailto:arthur.travalloni@nirc.gov.nf">arthur.travalloni@nirc.gov.nf</a>	N/A
<b>Fire Service</b> Team Leader, Shane Wallis Ph: 22049 Email: <a href="mailto:shane.wallis@nirc.gov.nf">shane.wallis@nirc.gov.nf</a>	N/A
<b>Telecom</b> Team Leader, Simon Peapell Ph: 23905 Email: <a href="mailto:simon.peapell@nirc.gov.nf">simon.peapell@nirc.gov.nf</a>	N/A
<b>Public Works and Depot</b> Road works, driveways Team Leader, Mal Snell Ph: 22006 Email: <a href="mailto:malcolm.snell@nirc.gov.nf">malcolm.snell@nirc.gov.nf</a>	N/A
<b>Biodiversity</b> Protected trees, Argentine ants etc Team Leader, Tara Patel Ph: 22001 Email: <a href="mailto:tara.patel@nirc.gov.nf">tara.patel@nirc.gov.nf</a>	N/A

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.	
<input type="checkbox"/>	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>
<input type="checkbox"/>	Crown Lands Act 1996 (NI) – applies to Crown land.
<input type="checkbox"/>	Local Government Act 1993 (NSW)(NI) – approvals may be required for specified activities.
<input type="checkbox"/>	Trees Act 1997 (NI) – permit required to remove protected trees. Please refer to the Trees Regulations 1999 - Schedule of Protected Trees.
<input type="checkbox"/>	Public Reserves Act 1997 (NI) – permit required for an activity in a Public Reserve.
<input type="checkbox"/>	Subdivision Act 2002 (NI) – registration of plan of subdivision.
<input type="checkbox"/>	Tourist Accommodation Act 1984 (NI) – registration of tourist accommodation.
<input type="checkbox"/>	Sale of Food Act 1950 (NI) – licence required for production and / or sale of food.
<input type="checkbox"/>	Liquor Act 2005 (NI) – licence required to supply liquor.
<input type="checkbox"/>	Heritage Act 2002 (NI) – Proposals for use or development that affect listed heritage items.
<input type="checkbox"/>	Roads Act 2002 (NI) – opening and closing public roads.
<input type="checkbox"/>	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 <b>either</b> :	
<ol style="list-style-type: none"> <li>1. Provide a Description of Potential Environmental and Heritage Impacts in your Development Application, or</li> <li>2. Submit a Statement of Environmental Effects with your Development Application; or</li> <li>3. Submit an Environmental Impact Statement prepared in accordance with the Planning Act 2002 (NI) &amp; Planning Regulations 2004 (NI) with your Development Application.</li> </ol>	
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:	<input type="checkbox"/>
Statement of Environmental Effects attached:	<input type="checkbox"/>
Description of Potential Environmental and Heritage Impacts:	<input type="checkbox"/>
<b>Description of Potential Environmental and Heritage Impacts:</b> Please describe the potential impact of your proposed use or development on the environment and heritage of the development site and surrounding area.	
3D - Illuminating lettering do not flash. TV - Operating advertising from a ppt program. - Lettering + TV to be controlled by car park light circuitry - off at 11pm - Nil amenity/Environmental/Heritage impacts	

### 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.

	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 <b>not less than 1:500</b> showing: <ul style="list-style-type: none"><li>- The boundaries and dimensions of the allotment, relevant easements and adjacent streets.</li><li>- 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.</li><li>- The levels of the site and of the floors of the building in relation to an adjoining street channel, if any.</li><li>- 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.</li></ul>
	Earthworks Plan: Drawings (Site Plan) at a scale of <b>not less than 1:100</b> showing at least: <ul style="list-style-type: none"><li>- Existing natural contour levels and proposed finished contour levels.</li><li>- Cross section plans showing the nature, extent and depth of excavation and /or land filling and associated works, batter slopes and any retaining structures.</li></ul>
	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)

Portion 39m + 390 Schematic - Boundaries  
- Existing Sign  
- New Sign  
- Aerial shots

Alter details of Sign - Same structure  
- 3900mm L x 1000mm H

**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.	X		
b) The use or development of the land at the date of application.	X		
c) The intended use or development of the land.	X		
d) A plan or plans drawn to a scale available on a standard scale rule which show clearly:	X		
(i) the relationship of the land to lot boundaries, levels or contours, title boundaries and roads;	X		
(ii) rights of way, easements and covenants affecting the land;			X
(iii) existing buildings, works, trees, and vegetation;	X		
(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;			X
(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;			X
(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;			X
(vii) existing and proposed landscaping – including details of site beautification, tree planting, and screening;			X
(viii) the materials proposed for construction purposes and the colour of such materials on all exterior surfaces;	X		
(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		
(x) floodlighting and other exterior lighting including the location and strength of illumination.			X
(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			X
(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.			X



**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.

<b>OFFICIAL USE ONLY</b>	
Receiving Officer: J Brown	Date: 1 October 2024

<b>CONSIDERATION OF ADEQUACY FOR ACCEPTANCE – TO BE COMPLETED BY COUNCIL</b>		
Application satisfactory to lodge and accept	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Additional information required before the application will be accepted:		

<b>Planning Act 2002 (NI):</b>		
Development Approval Required:	<input checked="" type="checkbox"/> Yes	Tick category
Category of Development	Permitted Use or Development	
	Permissible (with consent) Use or Development	<input checked="" type="checkbox"/>
	Declared significant development	

<b>Building Act 2002 (NI):</b>		
Building Approval Required:	Yes	<input checked="" type="checkbox"/> No

<b>APPLICATION ACCEPTANCE – TO BE COMPLETED BY COUNCIL</b>	
Officer: J Brown	Date: 1 October 2024

# Supporting Information

## Self-Assessment for Development Application

Development Application for RSL Sub Branch Building Signage - Self-Assessment

Prepared by: Terence Grube

Secretaryr, NI RSL Sub Branch

Date: 30/9/2024

### Introduction

This self-assessment has been prepared in support of the development application to install a 3.9 square metre signage, inclusive of an external TV display, on the Norfolk Island RSL Sub Branch building. The following criteria, as outlined in Appendix 2 of the Norfolk Island Plan, have been addressed to ensure compliance with relevant policies, including the Lighting Management Policy.

### Criteria Assessment (Appendix 2)

Criteria	Response
Size & Location	The sign is 3.9 sqm and will be positioned on the RSL Sub Branch building, away from private residences and not in direct line of sight of any residential properties.
Visual Impact	The design is respectful of the local heritage and enhances the visibility of community events and historical veterans' profiles.
Lighting Impact	The sign will follow the Lighting Management Policy. The display will be turned off outside of business hours, and no flashing or scintillating lights will be used.
Environmental Impact	The lighting will comply with guidelines to avoid disturbing local wildlife, including night sea birds.
Compatibility with Surroundings	The sign has been designed to integrate with the building's exterior and surrounding environment, complementing local aesthetics.
Safety	The sign poses no risk to road users or pedestrians and is placed in a safe, visible location without causing distraction.

## **Lighting Management Policy Considerations**

As the external TV display could potentially impact lighting in the area, consideration has been given to the Norfolk Island Regional Council Lighting Management Policy (Rev 2, July 2023). Although the policy has not yet been formally adopted, the following measures will be implemented to mitigate any potential impacts:

- The external signage will be turned off at the conclusion of business trade hours.
- The TV display will not emit flashing or scintillating lights, and will have appropriate brightness controls to minimize light pollution.
- Measures will be taken to ensure the lighting does not disturb local wildlife, including night sea birds, as per the policy guidelines.

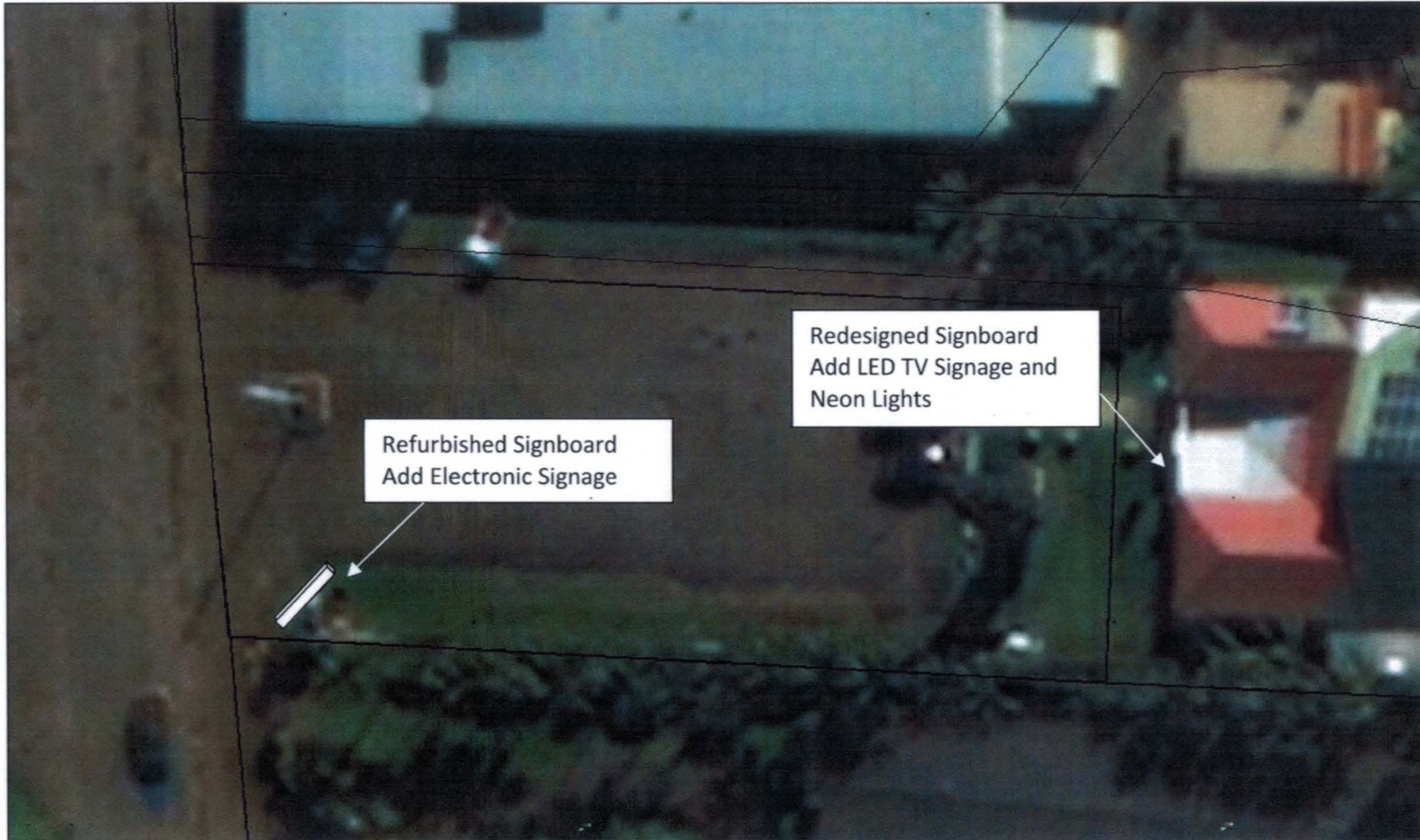
## **Conclusion**

This self-assessment demonstrates that the proposed RSL Sub Branch signage is compliant with the relevant criteria of the Norfolk Island Plan, including lighting and environmental considerations. We believe the signage will contribute positively to the community by promoting commemorative events and honoring Norfolk Island veterans, while ensuring minimal impact on the local environment and nearby properties.

# NORFOLK ISLAND RSL SUB BRANCH – Planning Act 2002 DCP No:4 Clause 33 – Development Application

Lot 40, Portion 39m and 39o, 105 Taylor's Road, NORFOLK ISLAND, 2899

*Refurbish existing Signboard inclusive of existing Electrical Services to include "Animated, Flashing, and Scintillating Sign"*







Norfolk Island RSL Club as seen from Taylor's Road across the carpark





Existing RSL Memorial Club front Signage



Norfolk Island RSL Club with NEW front Signage  
3D Illuminated Lettering and LED TV  
<https://fabsigns.com.au/3d-illuminated-letters/>  
Sign Board 3900 x 1000 mm = 3.9 sqm (including TV)





900mm

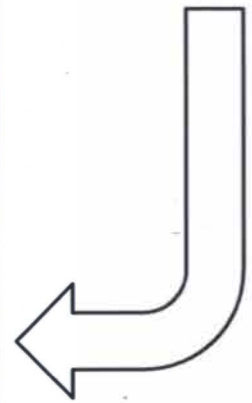
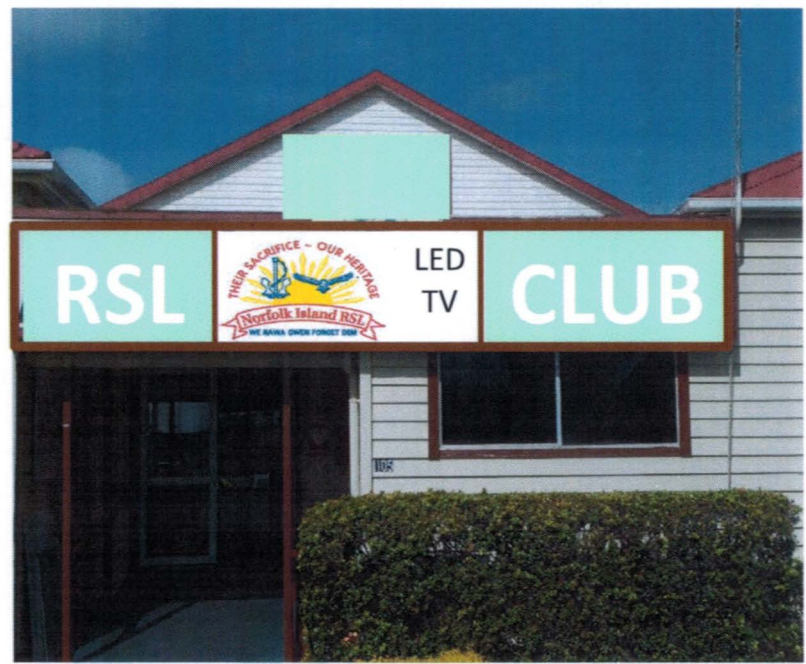
1500mm

1500mm

850mm

1000mm

NOTE: COLOUR BEHIND 3D ILLUMINATED LETTERING WILL BE THE SAME AS THE RSL CLUB FACARD (LIGHT GREEN)







NORFOLK ISLAND

*Council of Elders*

INASMUCH

**Letter of Support Saluting their Service Grant Application**

25<sup>th</sup> September 2024

**To Whom It May Concern**

We are writing in support of the Norfolk Island RSL Sub Branch application for funding through the Saluting Their Service Commemorative Grants Program to install a new front sign and digital monitor at the Sub-Branch Memorial Club. The proposed project aligns with our community's ongoing efforts to honour the contributions of Norfolk Island's veterans and to preserve and promote our rich military heritage.

The Norfolk Island RSL Memorial Club is a vital community hub that provides invaluable support to our local veterans and their families. Within the RSL the memorabilia in the RSL Club, the Military Museum, and the Departed Comrades wall are significant cultural and historical landmarks, commemorating the service and sacrifice of Norfolk Island residents who have contributed considerably to Australia's military history. The proposed installation of a new sign and digital monitor will enhance the visibility of the club's important work and help to engage both local residents and the thousands of tourists who visit the island each year.

The dynamic content displayed on the monitor will highlight upcoming commemorative events, veteran support services, and the club's ongoing role in the community. Additionally, the monitor will feature a Departed Comrade of the Day, showcasing a visual image and brief military details of a Norfolk Island serviceman or woman who served their country. This unique feature will further personalise the experience for visitors and locals alike, providing daily reminders of the individuals who contributed to the island's proud military history.

This project will foster greater public understanding and appreciation of Norfolk Island's military heritage, while ensuring that the club remains a central point of connection for veterans and their families.

We fully support this initiative and believe it will provide lasting benefits to both the local community and visitors to Norfolk Island. We encourage the DVA STS Grant committee to give this project serious consideration.

Yours faithfully,  
Norfolk Island Council of Elders

  
**David Buffett AM**

President

Ph: +6723 51155