
Public Reserves Act 1997

Division 2 (25)

APPLICATION FOR PERMIT TO CARRY OUT A CONTROLLED ACTIVITY IN A PUBLIC RESERVE

About this form: You must use this form to apply to the 'Conservator of Public Reserves', c/- the Norfolk Island Regional Council for a permit to carry out a controlled activity in a Public Reserve

How to complete this form

1. **The applicant will be required to complete the relevant sections on page 3 of this form if the activity is to be undertaken in KAVHA, on Commonwealth owned land or within the Marine Park prior to submitting the completed form to Customer Care.**
2. Ensure that all fields have been filled out correctly in BLOCK LETTERS.
3. Please note that fields on this form marked with an * are mandatory and must be completed before submitting this form
4. For commercial activities: evidence of public liability insurance (to at least \$20million) in the form of a certificate of currency that is endorsed with the Norfolk Island Regional Council's interest and specifically refers to the activities proposed to be conducted pursuant to the permit
5. If you are a new applicant operating as a business/company or if the business/company has had a name change, please provide a certificate of registration of business name/company
6. Once completed you can submit this form by mail or in person. Please see Lodgement Details for further information.
7. If there is insufficient space to provide details on this form, please attach a separate sheet(s).

Privacy

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.

NAME OF APPLICANT *

Address *

Email *

Phone *

Proposed activity (give details, attach explanatory notes if necessary) *

Date/s of activity *

Public Reserve where proposed activity is to be carried out *

Business/Company Name (if applicable)

ABN/ACN number

Signature of Applicant *

Date

LODGEMENT DETAILS

You can lodge the completed Application by:

Mail: 'Conservator of Public Reserves'
 c/- Norfolk Island Regional Council
 PO Box 95
 NORFOLK ISLAND 2899

Email: customercare@nirc.gov.nf

Subject: Attention:
 'Conservator of Public Reserves'

In Person: 'Conservator of Public Reserves'
 c/- **Customer Care Team**
Council Bicentennial Complex
39 Taylors Road | Burnt Pine
NORFOLK ISLAND | 2899

What now:	Once your application is received an Officer will respond within 10 working days.
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OFFICIAL USE ONLY

Receiving Officer - Name:	Date:
Receiving Officer - Signature:	

Permit number

Date Issued

CONSULTATION WITH KAVHA, DEPARTMENT OF INFRASTRUCTURE, TRANSPORT, REGIONAL DEVELOPMENT, COMMUNICATIONS AND ARTS, MARINE PARKS, AND THE OFFICE OF THE ADMINISTRATOR

Input from KAVHA (Mike Johnston) Site Manager – KAVHA Projects and Works Mike.JOHNSTON@infrastructure.gov.au	Date:
*Activities in KAVHA in the Public Reserves	
Comments:	

Input from Administrator’s office office.administrator@infrastructure.gov.au	Date:
* Activities in KAVHA not in Public Reserves	
Comments:	

Input from National Parks Manager zoe.knapp@dcceew.gov.au	Date:
*Activities in the National Parks or Marine Parks	
Comments:	

Input from Infrastructure office (Brister, Charles) Charles.Brister@infrastructure.gov.au	Date:
*Activities in Kingston	
Comments:	

Input from Manager NI Airport wayne.osburn@nirc.gov.nf	Date:
*Drone activity	
Comments:	