Development Services – City Growth

TRIM Reference: LP/20/0004 / D-26-067024

Development Application Checklist
Home Business

Including the necessary information with your Development Application is crucial and will enable the City to process it efficiently and make a timely decision. When submitting a Development Application for a Home Business the following information is to be provided before the application can be accepted for assessment.

The information listed below is the minimum information requirements. Please note that incomplete applications may not be accepted and may be returned to the applicant until such time as all the required details are provided.

*** Prior to lodging your application please ensure that you have reviewed the City's *Home Business and Non-Residential Development in the Residential Zone Local Planning Policy* which outlines the general provisions and requirements for a Home Business***

Application Form	Provided Applicant to complete	Received City to complete
Completed Application for Development Approval Form: — Signed by the owner of the land; or — Letter of Authorisation provided which has been signed by the owner of the land; or — If the land is owned by a company, the application form must be signed by the Director/Chairperson of the company with their position title stated.	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐
Development Application Fee (refer to Town Planning Fees and Charges Schedule), which can be viewed at the City of Greater Geraldton website at www.cgg.wa.gov.au	☐	☐

Cover Letter	Provided Applicant to complete	Received City to complete
Covering letter outlining the general nature and details of the home business including the following information: — What is the nature/intent of the Home Business? — Are any goods/equipment stored? If yes, what, where, how much area is required for storage and how are supplies delivered? — Will there be noise generated? — Are there any people employed? If yes, how many and what is their relationship to the occupier of the dwelling? — Is there any vehicle used in connection with the Home Business? If yes, where will it be parked?	☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐

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Covering letter – *continued* — How many clients will visit the premises per day? — What are the proposed hours of operation? — Will there be any advertising/signage on site? If yes, provide details of location, size, construction materials and an elevation drawing. **Note, sign is not to exceed 0.2m²**	☐ ☐ ☐	☐ ☐ ☐
Written justification for any variations to the Home Business LPP provisions.	☐	☐

Plans * **One (1) copy of completed scaled and dimensioned plans. Scale to be nominated on plans.**	**Provided** **Applicant to complete**	**Received** **City to complete**
Site Plan – scale of not less than 1:100 — Lot number and street/road name. — North point. — Existing dwelling and other buildings/structures on the lot. — Existing and proposed parking on site.	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐
Floor Plan - scale 1:100 — Internal room layouts and highlight the location of the proposed home business. — Total floor area (m^2) that the Home Business will occupy to be notated.	☐ ☐	☐ ☐

Notes
— If the home business involves skin penetration (such as waxing, body piercing, cosmetic enhancements) or includes the preparation of food, separate approval/s are required from the City's Environmental Health Services team. For further information on their requirements and registration of these types of businesses, contact (08) 9956 6600 or email council@cgg.wa.gov.au.

Office Use Only	
Accepted by:	**Date:**