



Development Application Checklist

Home Based Business

The City is seeking to improve the effectiveness and efficiency of its Development Approval process. One of the major contributing factors to delays in assessing development applications is that the application does not contain sufficient information when originally lodged.

In an attempt to make this process as user friendly as possible, the City of Greater Geraldton asks that you read the following information and complete the easy to use checklist to ensure ALL requirements have been met **before the application is lodged**.

Please note that incomplete applications may not be processed and may be returned to the applicant until such time as all details are provided.

Before lodging your application please ensure that you have reviewed the City's Home Based Business Local Planning Policy as this outlines the general provisions and requirements for Home Based Business (see Note 1 on page 2).

All Home Based Business applications are to be accompanied by:

- A completed Development Application Form signed by the owner of the land.
- Three (3) copies of completed scaled and dimensioned plans. Scale to be nominated on plans.
- Development application fee (refer to Schedule of Fees and Charges).
- Covering letter outlining the general nature and details of the proposal. The letter should include answers to the following questions:
 - What is the nature/intent of the Home Occupation?
Note: If the Home Based Business is for hairdressing, involves skin penetration or includes the preparation of food separate approval is required from the City's Environmental Health Department. Please contact the City's Environmental Health Department for further information on their requirements and the relevant application form for registration of the above types of businesses.
 - 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 Occupation? If yes, where is it parked.
 - How many clients will visit the premises per day?
 - What are the proposed hours of operation?
 - Will there be any advertising/signage on the site? If yes, please provided details of location, size, construction materials and an elevation drawing. Please note sign is not to exceed 0.2m².
- A site plan showing the dwelling and curtilage of the dwelling depicting where the activity is to take place, including areas for storage and/or administration and car parking provision where necessary.

NOTES:

1. Prior to lodging an application it is suggested you review the City's Home Based Business Local Planning Policy as this contains information relevant to your proposal. Please visit the City of Greater Geraldton website at www.cgg.wa.gov.au or contact Town Planning on (08) 9956 6900 should you have any specific enquiries.
2. Fees and Charges – to determine the application fee please refer to Town Planning Schedule of Fees and Charges, which can be viewed at the City of Greater Geraldton website at www.cgg.wa.gov.au or at the Civic Centre, Geraldton. Alternatively please contact Town Planning on (08) 9956 6900.
3. In addition to obtaining a Development Approval additional approvals may be required from other government agencies under separate legislation. It is your responsibility to obtain any additional approvals required.
4. The City may request additional information or justification where this is required to enable an informed assessment of the proposal to be made.