



**Development Application Checklist  
Home-Based 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-Based Business the following information **must** be provided before the application can be accepted for assessment.

The information listed below is the minimum information requirements. Please note that incomplete applications will not be accepted and will be returned to the applicant with a list of outstanding items.

**Before lodging your application please also ensure that you have reviewed the City’s *Home-Based Business Local Planning Policy* which outlines the general provisions and requirements for a Home-Based Business.**

Application Form	Provided Applicant to complete	Received City to complete
Completed Application for Development Approval Form: <ul style="list-style-type: none"> <li>— Signed by the owner of the land; or</li> <li>— Letter of Authorisation provided which has been signed by the owner of the land; or</li> <li>— 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.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Development Application Fee (refer to the Schedule of Fees and Charges), which can be viewed at the City of Greater Geraldton website at <a href="http://www.cgg.wa.gov.au">www.cgg.wa.gov.au</a>	<input type="checkbox"/>	<input type="checkbox"/>

Cover Letter	Provided Applicant to complete	Received City to complete
Covering letter outlining the general nature and details of the home-based business including the following information: <ul style="list-style-type: none"> <li>— What is the nature/intent of the Home-Based Business?</li> <li>— Are any goods/equipment stored? If yes, what, where, how much area is required for storage and how are supplies delivered?</li> <li>— Will there be noise generated?</li> <li>— Are there any people employed? If yes, how many and what is their relationship to the occupier of the dwelling?</li> <li>— Is there any vehicle used in connection with the Home-Based Business? If yes, where will it be parked?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>



