

Development (Planning) Application Checklist

Home Business

This form is to help you prepare a development (planning) application for a Home Business.

It is recommended that you review the requirements of the *Home Business Local Planning Policy* (HBLPP) before preparing your application. Further information is available on the City's website, joondalup.wa.gov.au

Please note that you do not need development (planning) approval for a home office, or home occupation. Refer to the HBLPP for definitions.

For further information on planning requirements, contact Planning Services on **9400 4000**, email info@joondalup.wa.gov.au, or visit the Customer Care desk during office hours **Monday – Friday, 8.30am-5.00pm**.

About the business

This section gives us details to confirm if your business will comply with planning requirements. Please provide as much detail as possible. Where additional space is required, attach additional information, and reference the section that the information relates to.

Name of the Home Business:

Please describe the nature of the home business and include specific details of the activities involved.

Days and Hours of Operation:

Day	Opening	Closing
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Note: the HBLPP limits days and hours of operation to be between 8.00am to 6.00pm Monday to Friday and 9.00am to 5.00pm Saturday.

If you are proposing to operate outside of the hours outlined in the HBLPP this will be assessed on its merits. Please provide justification on why you feel the operating hours outside the HBLPP will not impact on the amenity of the area.

What is the area (m²) required for the proposed home business? *(please highlight the area on the plans as well)*

Note: A Home Business cannot occupy an area greater than 50m²

Dwelling modifications

Will the Home Business require any external modifications to the dwelling?

Yes

No

If yes, please outline the modifications that will be required *(Note: the HBLPP does not support substantial and/or inappropriate modifications to the dwelling).*

Employees

Is an employee a permanent resident of the dwelling? *(Note: It is a requirement that a minimum of one employee uses the dwelling as their principal place of residence)*

Yes

No

Will the home business employ anyone who is not a permanent resident of the dwelling?

Yes

No

If yes to the above, please state how many non-residents will be employed? *(Note: A Home Business does not involve employing more than 2 people who are not permanent residents of the dwelling)*

Customers

How many customers and/or vehicles will visit the site each day (please provide maximum number)?

How many customers will visit the site at any one time (please provide maximum number)?

Parking

How will you manage customer appointments to ensure there is sufficient parking for all residents and people associated with the home business within the property boundaries at all times?

Notes:

- *In addition to resident parking the HBLPP requires one onsite parking bay for each customer and/or employee that will be at the Home Business at any one time.*
- *The HBLPP does not support the provision of car parking bays that would detract from the residential appearance of the dwelling or dominate the streetscape. The front of properties should not be fully paved to provide parking and normally a minimum of 50% needs to be landscaped. No verge parking will be supported..*

Deliveries, machinery and hazardous materials

Describe any deliveries coming to the site, including estimated number of deliveries and day and time deliveries.

Provide a list of any machinery or appliances which will be used in the Home Business?

Provide a list of any poisonous, flammable or harmful chemicals or other hazardous materials associated with the home business which are proposed to be stored on the site and details of the measures you will employ to ensure no polluting or harmful substance will escape from the site.

Impact on the surrounding area

Outline how you will ensure the Home Business does not adversely impact on the amenity of the surrounding area. This should include (but not limited to):

- ✓ Measures to minimise and control noise.
- ✓ Measures to minimise vehicle loading and unloading.
- ✓ Measures to minimise emission of odours, dust or vapours from the site.

Bushfire prone areas

If your Home Business is in a bushfire prone area and has employees who do not ordinarily live at the property, an [Emergency Evacuation Plan](#) is required to be completed.

A bushfire prone area is an area identified as being at risk of bushfire as designated by the State Government. Bushfire Prone Areas are identified on the City's [Online Maps](#).

Acknowledgement

I acknowledge that my Home Business will not entail the following:

- Retail sale, display or hire of any goods unless the sale, display or hire is done only by means of the internet.
- Presence, use or calling of a vehicle of more than 4.5 tonnes tare weight.
- Use of an essential services (such as power, water, gas etc) that is greater than normally required for the residential use of the property.
- Signage exceeding 0.2 square metres in area on the front façade of the dwelling.

Signed:

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Information to be submitted – Checklist

Documentation	Required Information	Provided	
		Yes	N/A
Checklist	This completed form will need to be submitted as part of your development (planning) application for the Home Business confirming application is complete.		
Site Plan	Site Plan to show the following: <ul style="list-style-type: none">• Location where employees and/or customers will park (within the property boundaries). This is in addition to any parking required for residents.• Any proposed outdoor storage areas.• Locations where any poisonous, flammable or harmful chemicals or other hazardous materials associated with the Home Business will be stored.		
Floor Plan	Floor plan of the dwelling showing the areas inside that will be used for the Home Business.		
Application Forms	Application for Development Approval Form		
	MRS Form 1		
Fees	Development application fee in accordance with the City's Fees and Charges. <i>Note: if the application is submitted online, the City will send an invoice to the applicant providing payment details.</i>		

Lodging your application

Your application can be lodged:

- Online (preferred) using the City's e-application service, available at joondalup.wa.gov.au;
- In person by visiting the City of Joondalup Administration Building, 90 Boas Avenue, Joondalup; or
- Posting to the City of Joondalup, PO Box 21, Joondalup WA 6919.

All information outlined in the checklist is required at the time of lodgement. A complete application enables the City to process it as quickly as possible.

Following lodgement, the application will be checked to ensure all information is provided. If the application is incomplete, it will be returned to the applicant outlining the missing information. When all information has been received, an email acknowledging receipt will be sent to the applicant (as indicated on the application form).

Assessment process for your development (planning) application

Once an application has been accepted and acknowledged, the planning team will assess your home business taking into consideration the relevant planning requirements, including the *Home Business Local Planning Policy*.

The assessment process will include community consultation. This involves the City writing to your surrounding neighbours and putting a notice on the City's website, inviting people to make a submission. The consultation period is 14 days (longer if occurring over the Christmas or Easter period).

Should further information be required, or amendments needed, the planning team will liaise with you to work through the information required or to resolve any issues.

Following consultation and resolution of any issues, the City will make a decision on your application. Home businesses are normally determined by City officers under delegated authority. Should this not be the case, the planning team will let you know the process and timeframes.

Timeframes

There is a statutory timeframe of 90 days for processing applications. To assist in helping us process your application as quickly as possible it is important that all information is provided at the time of lodgement and any requests for information or amendments are responded to promptly.

Environmental Health and Building permit requirements

In addition to development (planning) approval you may also require other permits or approvals from the City.

Businesses that include food preparation, hairdressing or skin penetration activities such as beauty therapy are required to register with the City and meet certain standards. An Environmental Health Officer may be contacted on **9400 4933** or info@joondalup.wa.gov.au should you require further information.

A Building Permit application may also be required if there is a change in building classification. To confirm if a building permit is required, please place your request in writing to the City's Building Services, outlining what is proposed via email info@joondalup.wa.gov.au

Business support

The City is committed to supporting new and existing businesses to grow and thrive in the region. All businesses located in the City can contact the Economic Development Team for advice, services and programs to help them start, connect and grow their business. Please email business@joondalup.wa.gov.au or call **9400 4000**.

Further information

For further information on planning requirements and the process, contact Planning Services on **9400 4000**, visit joondalup.wa.gov.au or email info@joondalup.wa.gov.au or visit the Customer Care desk during office hours **Monday – Friday, 8.30am-5.00pm**.