

# Application for Development Approval Checklist

## Home-based Business

This checklist is to assist applicants to prepare and complete an application for development approval for a home occupation or home business. It is noted that a home office does not require development (planning) approval.

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

Applicants must ensure all required information is provided at the time of lodgement. A complete development application, where all necessary information has been provided in accordance with this checklist, will enable the City to undertake a full assessment, and avoid unnecessary delays occurring in the processing of your application.

### Lodging your application

Your application can be lodged:

- Online (preferred) using the City's e-application service which is available at [joondalup.wa.gov.au](http://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.

Official receipt of applications will not occur until all required information is received. Following lodgement, the applicant (as indicated on the application form) will receive a letter acknowledging receipt of the application.

Please note that further information and/or modifications may be requested by the City after a full assessment has been undertaken. All correspondence on the application will be directed to the applicant.

### Application requirements

Home business and home occupation applications must include:

- A signed copy of this checklist confirming the application is complete;
- A completed – Application for Development Approval Form;
- A completed – Metropolitan Region Scheme Form 1;
- The development application fee (refer to the City's Planning Services Fees and Charges);
- Details of the proposed business/occupation including:
  - Nature of the proposed business/occupation
  - Proposed hours of operation
  - Proposed number of employees and customers
  - Number and frequency of deliveries (if any)
  - Any machinery or equipment used
  - The area of the dwelling or property being used for the purposes of the business/occupation
  - Any advertising signage that will be erected in conjunction with the business/occupation.

- Written justification addressing any aspects of the development that do not meet the requirements of the City's *Local Planning Scheme No. 3* and the *Home Business Local Planning Policy*;
- For a home business – a management plan in accordance with the requirements of the City's *Home Business Local Planning Policy*; and
- One (1) copy of site and floor plans (where not submitted through e-applications).

The site and floor plan should indicate the following:

**Site plan**

- Drawn to a scale of 1:200.
- Street name(s) and lot number.
- Lot dimensions, north point and scale.
- Vehicle driveways, access points, and location of customer and resident car parking.
- The street verge, including footpaths, street trees, crossovers, truncations, power poles, any services and the location of any access restrictions such as road islands adjacent to the site.

**Floor plan/s**

- Drawn to a scale of 1:100
- North point and scale.
- Room layout for any rooms being used for business purposes - including location of walls, doors, windows with dimensions and the proposed use and layout of each room.

**Elevation drawings**

- Scale plan/s where signage is proposed as part of the home-based business application.

**For a proposed home-based business which is located within a bushfire prone area:**

- A bushfire attack level (BAL) assessment and emergency evacuation plan only if the proposed home-based business includes customers which attend the premise as outlined under *State Planning 3.7 – Planning in Bushfire Prone Areas*.

Further information on bushfire prone areas and bushfire requirements are available on the City's website, [joondalup.wa.gov.au](http://joondalup.wa.gov.au).

**When you have completed your checklist, please sign the box below to verify you have included all the information necessary to determine your application.**

**Thank you for completing this checklist to ensure your application is processed as quickly as possible.**

Applicant's Full Name:

Contact Number:

Email Address:

Applicant's Signature:

Date Submitted:

Accepting Officer's Signature:

How do you wish to receive correspondence?     By mail     By email