

Home Occupation (Checklist for Development Approval)

Please Note:

- Lodge this checklist with your application, with the self-check completed
- An application will only be accepted if **all** information is correctly supplied.

Self check ✓ or ✗	Officer check ✓ or ✗
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Forms

1. Application form completed and signed by the owner(s) of the land.		
2. Notes regarding 'owner(s)' <ul style="list-style-type: none"> ▪ If there is more than one owner, all owners are to sign. ▪ If the property is being purchased, attach a copy of the 'Offer and Acceptance'. ▪ If the property is part of a strata built before 1985, attach a copy of the strata company minutes where the proposal was approved or all of the strata owners to sign the application form. 		
3. Copy of 'Offer and Acceptance' if property is being purchased.		

Fees

4. Check the 'Planning Services Fees Schedule'.		
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Letter

<p>5. A covering letter detailing the home occupation activities. The letter should include answers to the following questions:</p> <ul style="list-style-type: none"> ▪ Does the proprietor occupy the dwelling as his/her place of residence? ▪ What is the nature/intent of the Home Occupation? ▪ Are any goods/equipment stored? If yes, what, where, how much space is required for storage; will there be noise generated, and how are supplies delivered? ▪ Are any people employed? If yes, how many and where will they work? ▪ Is any vehicle used in connection with the Home Occupation? If yes, where is it parked? ▪ On average, how many clients will visit the premises per day? per week? ▪ What are the hours of operation? ▪ Will there be any advertising/signage on the site? If yes, please provide details of location, size, construction materials and an elevation drawing. (NB: Sign not to exceed 0.2 sq.metres.) 		
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Floor Plan* (Scale 1:100)

<p>6. 2 copies of scaled drawing or site plan indicating the portion of the dwelling or lot to be used for the Home Occupation. (NB: not more than 30 sq.metres of any lot may be used for the purpose of Home Occupation.)</p>		
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Additional Information

<p>7. The City may require other plan/s or information pursuant to the Scheme or to enable the application to be determined. A Planning Officer will contact the applicant to advise if additional information will be required.</p>		
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* The City may still retain records of your dwelling. Owners may request an archive search and purchase copies of the plans by phoning a Customer Liaison Officer on 9474 0777. (There are fees for this service).

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