

Development Application Checklist – Change of Use

What is a change of use?

All properties have a 'land use' under the [Town's Local Planning Scheme No. 10](#) (LPS 10). Land uses are listed in within Table 1 – Zoning Table and the definitions are included in Schedule 1.

A 'change of use' occurs when the 'use' of land changes from one to another, e.g. from shop to restaurant. All changes of use require Development Approval prior to commencing the new use unless otherwise [exempt](#) by the *Planning and Development (Local Planning Schemes) Regulations 2015*.

If a location was approved for a 'use', another business of the same 'use' may move in without the need for a new approval. For example, a premises being used by one business as an 'office' may have another 'office' type business move into the premises. The new business must comply with all the conditions of approval for the previous relevant Development Approval given to that site (e.g. car parking requirements).

Please note that approvals by other departments of the Town may still be required, e.g. Building and Health Services.

Ensuring all required information is submitted with the application reduces delays in accepting the proposal for assessment.

Applications must be lodged with a completed copy of this checklist.

Application for Development Approval (Linked Below)	
Signed by all Owners (A copy of the 'Offer and Acceptance' may be submitted where the land is being purchased, and the purchaser may then sign as Owner).	<input type="checkbox"/>
If Owner is a company, signed by the Sole Director or a Director and a Secretary or a minimum of two Directors (as relevant to the company).	<input type="checkbox"/>
If Owner is a company, letter on company letterhead giving authority to sign.	<input type="checkbox"/>
If property is a Strata property and any area of common property will be impacted by the proposal, the Strata Company or all individual owners are to sign the Application form.	<input type="checkbox"/>
Current copy of the Certificate of Title (available from www.landgate.wa.gov.au).	<input type="checkbox"/>
Written justification for variations to the Residential Design Codes against the Deemed To Comply provisions, if applicable.	<input type="checkbox"/>
Application fee (based on estimated cost of development, please refer to fee schedule).	<input type="checkbox"/>
Site Plan	
Street names, lot number and address.	<input type="checkbox"/>
Site dimensions, scale bar, north point, all lot boundaries including cadastral and any strata boundaries	<input type="checkbox"/>

Location of driveways, crossovers, pedestrian access ways.	<input type="checkbox"/>
Location and number of on-site car parking spaces, including provision of any required bays to satisfy disability access requirements.	<input type="checkbox"/>
Location, height and type of all existing structures.	<input type="checkbox"/>
Location of existing and/or proposed on-site landscaping.	<input type="checkbox"/>
Existing and Proposed Floorplan	
The access to and use of all areas and rooms.	<input type="checkbox"/>
Location of external doors and windows.	<input type="checkbox"/>
The line of any upper floors clearly indicated over the lower floor plans.	<input type="checkbox"/>
The internal floor area (m ²) of all areas and rooms to be used for the proposed land use/activity.	<input type="checkbox"/>
The extent/area (m ²) of counter/queuing areas and sit down dining area in the case of a proposed restaurant.	<input type="checkbox"/>
Accompanying Information: Please check with Planning Services whether information additional to the list below is required (e.g. for developments in the floodplain, bushfire prone areas, etc.)	
Documentation to assist in describing the proposed activity or development, including:	
Description of proposed business activity/operations.	<input type="checkbox"/>
Operation hours, frequency and duration of appointments, etc. as applicable.	<input type="checkbox"/>
Number of employees, expected customer numbers, clients, staff and student numbers, etc. as applicable.	<input type="checkbox"/>
Access to, availability and number of onsite car parking bays provided for staff, customers or clients.	<input type="checkbox"/>
Processes or machinery involved in the business.	<input type="checkbox"/>
Frequency of deliveries.	<input type="checkbox"/>
Location and demonstration of adequacy of proposed loading/unloading areas for the delivery of goods to and from the site, etc.	<input type="checkbox"/>

Note: Meeting these requirements does not necessarily mean the proposal will be approved. The Town reserves the right to request further information to assist in the assessment process.

Application for Development Approval Form:

[https://www.bassendean.wa.gov.au/Profiles/bassendean/Assets/ClientData/Document-Centre/Planning/application for development approval form online.pdf](https://www.bassendean.wa.gov.au/Profiles/bassendean/Assets/ClientData/Document-Centre/Planning/application%20for%20development%20approval%20form%20online.pdf)

All Applications for Development Approval must be submitted via email to:

mail@bassendean.wa.gov.au

If you have any queries regarding the Application for Development Approval please contact Planning Services on 9377 8000 or by emailing mail@bassendean.wa.gov.au.