

Development Application – Home Occupation or Home Business - Checklist and Questionnaire

The Town recognises the economic and social benefits associated with home based businesses, and also acknowledges that working from home is an expanding area of employment. The facilitation of home based businesses needs to be balanced against the need to protect the amenity and character of residential areas, and any impacts associated with home based businesses such as the scale of the operation, noise, odour, emissions, traffic generation and car parking requirements.

A home office does not require development approval. Please refer to the definitions below to determine if you require this checklist.

Home Office
<p>A home occupation limited to a business carried out solely within a dwelling by a resident of the dwelling but which does not:</p> <ul style="list-style-type: none"> • entail clients or customers travelling to and from the dwelling; • involve any advertising signs on the premises; or • require any external change to the appearance of the dwelling;

Home Business	Home Occupation
<p>A business, service or profession carried out in a dwelling or on land around a dwelling by an occupier of the dwelling which –</p> <ul style="list-style-type: none"> • Does not employ more than 2 people not members of the occupier’s household. • Does not occupy an area greater than 50 square metres. • Does not involve the retail sale, display or hire of goods of any nature. • In relation to vehicles and parking – does not result in traffic difficulties as a result of the inadequacy of parking or an increase in traffic volumes in the neighbourhood, and does not involve the presence, use or calling of a vehicle more than 3.5 tonnes tare weight. 	<p>An occupation carried out in a dwelling or on land around a dwelling by an occupier of the dwelling which –</p> <ul style="list-style-type: none"> • Does not employ any persons not a member of the occupier’s household. • Does not occupy an area greater than 20 square metres. • Does not display a sign exceeding 0.2 square metres. • Does not involve the retail sale, display or hire of goods of any nature. • In relation to vehicles and parking – does not results in the requirements for a greater number of parking facilities normally required for a single dwelling or an increase in traffic volumes in the neighbourhood, and does not involve the presence, use or calling of a vehicle more than 2 tonnes tare weight. • Does not include provision for fuelling, repair or maintenance of motor vehicles.

A Development (planning) Application is required in all instances for a 'Home Business' and/or a 'Home Occupation'.

The following checklist and questionnaire have been introduced to ensure that Development Applications are complete before they are accepted for consideration.

Completed Development Approval Form	
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 the Strata Company or all individual owners are to sign the Application form.	<input type="checkbox"/>

Payment of Fees	
Upon receipt of your application the Town will invoice you.	<input type="checkbox"/>
Credit card authorisation form (https://www.bassendean.wa.gov.au/develop-build/planning-development/development-controls.aspx)	<input type="checkbox"/>

Current Copy of the Certificate of Title	
Certificate of Title	<input type="checkbox"/>

Completed Questionnaire	
Please complete the below Home Business/Occupation Questionnaire and attach it to your submission	<input type="checkbox"/>

Scaled Plans Detailing:	
Area which the home based business will be occupied	<input type="checkbox"/>
Location of proposed car parking and access	<input type="checkbox"/>
Location of any storage area associated with the home based business	<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.

Home Occupation or Home Business - Questionnaire

1. Please describe the nature of the business (please attach further information if required)?

2. Will the home based business be conducted by an occupier of the dwelling?

3. How many people do you intend to employ in the conduct of the business?

4. What are the expected operation days/hours of the business?

Day	Hours
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

5. How many cars (customers) are expected to visit the premises on a daily/weekly basis?

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

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

mail@bassendean.wa.gov.au

Local Planning Policy 17 – Home Based Businesses:

[https://www.bassendean.wa.gov.au/documents/952/home-based-businesses-\(lpp-17\)](https://www.bassendean.wa.gov.au/documents/952/home-based-businesses-(lpp-17))

If you have any queries regarding the Application for Development Approval please contact the Town of Bassendean's rostered Planning Officer on 9377 8000 or by emailing mail@bassendean.wa.gov.au.

Applicant's Full Name:

Applicant's Signature:

Date:

Accepting Officer: