



CHECKLIST FOR HOME OCCUPATION PLANNING APPLICATION

The following checklist is required to be completed by the applicant to accompany the 'Planning Application Form'.

Applications will not be accepted by the Town without the lodgement of a checklist.

Application Requirements	Applicant to Check	Office Use
PLANNING APPLICATION FORM Must be the original and completed and signed by land owner(s)		
APPLICATION FEE Applicable planning fee (Please refer to Planning Fee Schedule) https://www.mosmanpark.wa.gov.au/services/building-and-development/statutory-planning/development-application-forms#Fees		
CERTIFICATE OF TITLE Showing all Lot area and dimensions (Copies must not be older than 6 months through Landgate) https://www0.landgate.wa.gov.au/titles-and-surveys/certificate-of-title		
PLANS (Electronic copies only) Detail on plans provided as per the checklist and to scale at 1:100 or 1:200 (preferably)		
COPY OF ELECTRONIC APPLICATION & PLANS One (1) electronic copy of ALL items listed on this checklist is required To be submitted in PDF format and meet the following requirements: <ul style="list-style-type: none">• unlocked, no security or passwords• to scale• Optimised for minimum file size (Max 10MB) – Email or drop box links to admin@mosmanpark.wa.gov.au		
CHECKLIST Completed and signed by the applicant		

SPECIFICATIONS REQUIRED ON THE PLANS

Site Plan – (Scale 1:100 or 1:200)	Applicant to Check	Office Use
Street name and Lot Number		
North point and Scale bar		
Show all rooms within the house with each room named		
Identify which rooms require used for the home occupation		
The total area of house to be used for the home occupation (provided in m ²)		
Any alterations to the appearance of the dwelling		
Additional Information required	Applicant to Check	Office Use
<p>A cover letter detailing the following information:</p> <ul style="list-style-type: none"> • Confirmation that the home occupation does not: <ul style="list-style-type: none"> ○ Entail the employment of any person not a member of the occupier’s family, except in the case of a professional person; ○ That the area of the property used for the home occupation does not exceed 20m² ○ Require the provision of any essential service main of a greater capacity than normally required in the zone of which it is located • Parking areas on-site (for employees, customers/clients) • Any proposed signage (not to exceed 0.2m² in area) • Hours of operation • Number of clients and expected frequency • Number of staff • Expected delivery vehicles and frequency 		

Certification of Assessment

Name of Applicant: _____

Email Address _____

Contact Phone: _____ **Mobile Phone:** _____

Site Address: _____

I certify that I have assessed the plans and provided the required information for the development proposed for the site above.

I understand that the information provided including plans attached forming part of the planning application may be made available to the public on the local government website.

I understand that if advertising of the application is required by the Town a fee (in accordance with the Town’s adopted fees and charges schedule) will be invoiced to the applicant.

Signature: _____ **Date:** _____