



CHECKLIST FOR CHANGE OF USE 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		
Existing buildings		
Existing and proposed uses		
Existing and proposed means of access for pedestrians and vehicles to and from the site		
Lot boundaries and dimensions		
Outline of all existing buildings / structures on adjoining properties (including accurate locations of windows, doorways, retaining walls, finished floor level and ridge height)		
Location, layout and dimensions of car parking areas		
Boundary fencing		
Building setback to all boundaries		
Floor Plan – (Scale 1:100 or 1:200)	Applicant to Check	Office Use
Floor plan showing every storey		
Internal layout showing doors/windows and room names		
Total floor area in square metres (m ²)		
Additional Information required for Change of Use	Applicant to Check	Office Use
A cover letter detailing the following information:		
<ul style="list-style-type: none"> • Written detail of proposed Use 		
<ul style="list-style-type: none"> • Hours and Days of operation 		
<ul style="list-style-type: none"> • Number of employees 		
<ul style="list-style-type: none"> • Maximum number of expected visitors / customers / clients at the premises at any given time 		
<ul style="list-style-type: none"> • Any equipment to be used (include machines, amplifier etc) 		
<ul style="list-style-type: none"> • Location and dimension of all car parking bays / areas (include customers, employees, loading and manoeuvring) 		
<ul style="list-style-type: none"> • Location of Toilets 		
<ul style="list-style-type: none"> • Fit-out details including signage and shop front treatments 		

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: _____