

CHECKLIST FOR HOME BUSINESS PLANNING APPLICATION

This checklist has been prepared to ensure development applications are complete and contain all required information for the application to be formally accepted.

The Town has 7 days from the date the application is lodged to determine whether the application is complete.

The statutory timeframe does not commence until you have been notified that your application has been formally accepted. For further information please see [the Explanatory Guidelines](#).

	Applicant to Check	Office Use
Planning Application Form		
<ul style="list-style-type: none"> The application form must be signed by all owners of the land as shown on the Certificate of Title or a Letter of Authorisation from the land owner for an agent acting on their behalf (Clause 62(2) of Deemed Provisions). If the land is owned by a company, the application form must be signed by the Director/Chairman of the company (their position title must be stated). Where a proposal is for development on land that is reserved under the Metropolitan Region Scheme a MRS Form 1 must also be completed by the applicant. 	<input type="checkbox"/>	<input type="checkbox"/>
Application Fee		
<ul style="list-style-type: none"> Payment of application fee (Refer to the Town's Fee Calculator). 	<input type="checkbox"/>	<input type="checkbox"/>
Cover Letter / Justification Report		
<ul style="list-style-type: none"> Written justification for any proposed variations to the deemed to comply provisions of the Residential Design Codes, Local Planning Policies, Local Planning Scheme No. 3, Local Planning Strategy and any other relevant planning instrument. 	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Title		
<ul style="list-style-type: none"> Copies must not be older than 6 months (available from Landgate). 	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan – (Scale 1:100 or 1:200)		
<ul style="list-style-type: none"> 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 business The total area of house to be used for the home business (provided in m²) 	<input type="checkbox"/>	<input type="checkbox"/>



Document Control

Managed by: Planning Services	Responsible Person: Senior Planning Officer	Current Version: 1.2
Status: Active	Approved by: Senior Planning Officer	Date approved: 17/02/2021

Revision Record

Date	Version	Summary of Actions / Changes	Reference	Approved by
14/08/18	1.0	Initial Creation		SPO
17/12/20	1.1	Moved to new stationary.		SPO
17/02/2021	1.2	LPS Regs amendments		SPO