

Development/Planning Approval Application: Home Business Checklist

Residents run a range of businesses from home. Different business categories and regulations apply, depending on the scale and activity of their work. These have been created to respect the immediate neighbours and the community generally. There are three home business categories: Home Office, Home Occupation or a Home Business. Development/planning approval is only required for a Home Business. If you are not sure if your business is classified a Home Business, refer to the [Home Based Business Approvals](#) section of the City's website.

Instructions

This checklist will help to ensure your submission contains all necessary information needed for an assessment of your Home Business proposal. Note, the City may request additional information if required.

Once you have all documents completed you can [submit your application online](#), in person, or by post to the City of Cockburn.

Mandatory information required checklist

Tick off items in the 'Applicant Use' column, to confirm you have included the mandatory information required to be included with your planning / development approval application for a home business.

Requirement	Tick to Confirm	Council Use Only
<p>Application Form for Planning/Development Approval This form must be completed and signed by all landowners (registered on the Certificate of Title) of the land; or accompanied by a letter of authorisation signed by all landowners of the land. Download the Application Form for Planning / Development Approval on the City of Cockburn website.</p>		
<p>Current copy of the Certificate of Title (no older than 6 months) This is required to confirm ownership details and to check for caveats and memorials that may affect the proposed development. You can purchase Certificate of Title from Landgate.</p>		

Requirement	Tick to Confirm	Council Use Only
<p>Site Plan drawn to an appropriate scale (1:100 or 1:200)</p> <p>The Site Plan must show:</p> <ul style="list-style-type: none"> • The property in the context of its surroundings • Lot number/s and lot dimensions, street names and North point; • Location of existing buildings to be retained • Details of roads, access ways, crossovers, car parking and manoeuvring fencing and verge. <p>Note:</p> <ul style="list-style-type: none"> • Electronic plans should be submitted in PDF format (ensure the document is not locked or password protected) • Where a site plan is not available, the City will consider a scaled aerial image of the property • To obtain a copy of house plans, you can request copies of building plans from the City. 		
<p>Floor Plan drawn to an appropriate scale (1:100 or 1:200)</p> <p>The floor plan must show:</p> <ul style="list-style-type: none"> • Indication of the portion/s of the dwelling to be used for the home-based business • Labelling the use of each room/area and dimensions. 		
<p>Written justification letter</p> <p>The letter should include (but not be limited to) the following details:</p> <ul style="list-style-type: none"> • A detailed description of the nature of the onsite activities • Whether the proprietor and employees occupy the dwelling as their place of residence • Proposed hours and days of operation • Maximum number of employees at any one time • Maximum number of expected visitors/customers/clients at the premises at any given time • Any equipment to be used. 		

Additional information checklist

Please tick 'Yes' or 'No'.

Question	Yes	No
Will the home business proposed to be carried out by a person who resides at the property?		
Will the home business employ any person who does not reside at the property?		
Will the home business be likely to cause injury or to adversely affect the amenity of the neighbourhood?		
What is the area in m ² (or dimensions) that the home business will occupy?		
Is any signage proposed associated with the home business?		
Will the home /business involve retail sale, display or hire of goods of any nature?		

Please provide a response to the questions below.

Question	Response
What is the area in m ² (or dimensions) that the home business will occupy?	
How many vehicle movements will the home business generate per day (include any employees, deliveries, and/or customer movements).	
What types of vehicles are associated with the home business?	
What is the maximum number of clients per day attending the property associated with the home business?	

Please submit form via post or in person to:
 City of Cockburn, 9 Coleville Crescent, Spearwood or PO BOX 1215, Bibra Lake 6965
 or email to health@cockburn.wa.gov.au