

HOME BASED BUSINESS/OCCUPATION CHECKLIST

This Checklist is to assist applicants to prepare a complete application to lodge a Development Application for a Home Occupation or Business. Please note further information and/or modifications may still be requested by the Shire's Planning Officer.

Applications can be lodged via:

- Email at townplanning@ashburton.wa.gov.au or
- In person at the Tom Price reception building at Lot 246 Poinciana St, Tom Price

DOCUMENTATION		PROVIDED		
		YES	NO	N/A
1	<u>Development Application Form –</u> <ul style="list-style-type: none"> • Ensure all sections have been completed and signed by the owner of the land 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<u>Covering Letter –</u> <ul style="list-style-type: none"> • Outline the description of the proposed business, hours of operation, number of employees, car parking details, delivery information, client visitation rate per week/day and any other relevant information. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<u>Site Plan (drawn to scale 1:200 or greater)</u> <ul style="list-style-type: none"> • Street name, lot number and property address • Vehicle access points • Location and dimensions of all carparking and bicycle bays (including loading bays) <i>Please Note: all carparking and bays <u>must</u> be within the property and not on the road reserve (verge)</i> • Signage locations 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<u>Floor Plans -</u> <ul style="list-style-type: none"> • All areas of the dwelling to be utilised by the business 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<u>Signage Details (only required for signage over 0.2sqm)-</u> <ul style="list-style-type: none"> • Location of all proposed signage (detailed on the site plan) • Elevations and dimensions of each sign 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>