

City of Wanneroo  
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This checklist is applicable to all Home Occupation, Home Business and Rural Home Business applications.

**Note: This checklist does not apply to Home Office which is exempt from requiring development approval. Please refer to the Application for Written Planning Advice form if you wish to have a Letter of Compliance confirming you meet the Home Office criteria.**

All development applications must be accompanied by a completed checklist. Incomplete applications will not be accepted and will be returned to the applicant with a list of outstanding items.

### What information do I need?

Information	When it is required	Submitted Please tick
City of Wanneroo <a href="#">Application for Development Approval</a>	Always	
<a href="#">Metropolitan Region Scheme Form 1</a>	Always	
Completed <a href="#">Application for a Home Occupation/Business</a>	Always	
Payment of relevant fees (Refer to <a href="#">Planning Fee Schedule</a> )	Always	
Current copy of the property's Certificate of Title (no more than six (6) months old)	Always	
Site Plan drawn to scale <sup>1</sup> (including the lot boundaries and driveway)	Always	
Floor Plan drawn to scale <sup>1</sup> (highlighted to show the areas being used for business)	Always	
Full set of elevation plans drawn to scale <sup>1</sup>	Only where external modifications to the dwelling are proposed	
Details of proposed signage (where signage is proposed)	Always <sup>2</sup>	

Note 1: Please refer to the overside of this checklist for information that should be contained on plans.

Note 2: The City may request additional information that is not listed in this checklist during the assessment of the application.

### Applicant declaration

I, \_\_\_\_\_ confirm that I have provided all of the information outlined above with my application. I am aware the City will review the information submitted and may seek clarification or further information before the application is accepted for processing.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## What information should I include on my plans?

**Proposed Full Site Plan** to a scale (not less than 1:200) showing:

- Site dimensions, scale bar, north point, lot boundaries and existing contours and levels;
- Proposed buildings and existing buildings to be retained on the site;
- Setback distances of buildings from the boundaries of the site;
- Position and finished levels of all proposed buildings, walls, fences, retaining walls and other structures;
- Location and dimensions of driveways, crossovers, pedestrian accessways and parking spaces;
- Structures and trees to be demolished or removed;
- Areas to be landscaped;
- Proposed finished ground levels over the site;
- Location, height (relative to natural ground level) and length of all existing and proposed retaining walls.

**Floor Plans** to a scale of not less than 1:100 of the internal layout of each floor / building showing:

- Use / purpose of all areas / rooms;
- Location of external doors and windows;
- The line of any upper floors clearly indicated over the lower floor plan; and
- The finished floor levels of each floor of the building.

**Elevations** (scale of 1:100) of all buildings showing:

- Existing natural ground levels, wall heights and roof heights relating to the established datum (AHD);
- Proposed finished floor levels and ground levels;
- Location of openings and if openings are clear glass or obscure glass;
- The external appearance of the building; and
- The external appearance and height of any proposed fencing forward of the building line.