DEVELOPMENT APPLICATION CHECKLIST

HOME BUSINESS

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

Note: This checklist does not apply to Home Office and Home Occupation 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 Application for Development Approval	Always	
Metropolitan Region Scheme Form 1	Required for approvals only under the MRS and not the DPS2	
Completed Application for a Home Business	Always	
Payment of relevant fees (Refer to Planning Fee Schedule)	Always	
Current copy of the property's Certificate of Title (no more than six (6) months old)	Always	
Site Plan drawn to scale[1] (including the lot boundaries and driveway)	Always	
Floor Plan drawn to scale[1] (highlighted to show the areas being used for business)	Always	
Full set of elevation plans drawn to scale[1]	Only where external modifications to the dwelling are proposed	
Details of proposed signage (where signage is proposed)	Always[2]	

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.