



DEVELOPMENT APPLICATION CHECKLIST – HOME BASED ACTIVITIES

To be submitted with an Application for Development Approval

Please tick the boxes supplied on the following checklist to confirm the requested information has been provided. **Failure to provide all required information may result in the application being returned to the applicant without being processed and/or significant time delays.**

Applicant to Complete <input checked="" type="checkbox"/>	APPLICATION FORM
<input type="checkbox"/>	Applicant details (including email address) and signature
<input type="checkbox"/>	Current landowner details and signature
<input type="checkbox"/>	Complete property details including Lot, street number and street name
FEES	
\$	Fees paid in accordance with Planning Fees and Charges
The application shall include the following information:	
<input type="checkbox"/>	Certificate of Title. Formal record of ownership issued by Landgate
<input type="checkbox"/>	The submission of plans and supporting documents in the form of electronic (PDF format) Online Lodgement
<input type="checkbox"/>	A site plan drawn to a scale of 1:200 showing the location of the site, dimensions of the lot, street names, lot numbers, north point, and distance of all buildings and structures to boundaries. The site plan is to clearly show the location and dimensions of the parking spaces for the occupants and the employees/visitors, as well as the crossover and vehicle access arrangements.
<input type="checkbox"/>	A floor plan drawn to 1:100 showing a plan of every storey with floor levels, internal layout showing doors/windows etc. with dimensions and room names, total floor area in square metres. The floor plan is to clearly show the portion of the dwelling / land that will be used for the Home Based Activity.
<input type="checkbox"/>	A cover letter including: <ul style="list-style-type: none"> • Details of the proposed use of the site, the nature and type of all operations and the processes, including but not limited to the hours of operation, number of employees, number of car parking spaces, location of vehicle access areas, number of vehicle movements and size and type of vehicles; • Details regarding the number of visitors per day and the manner in which they will visit the site (ie. whether or not visits are by appointment only and the number of people that will be on the site at any given time); and • Assessment of the application against Local Planning Policy 2.5 - Home Based Activities
<input type="checkbox"/>	For applications located within a Bushfire Prone Area , the submission of supporting documentation addressing the requirements of State Planning Policy 3.7 - Planning in Bushfire Prone Areas .