



## Application for Development Approval Checklist

### Home Business/Occupation

This checklist will help you prepare a Development Application for a home business/occupation. All information in the checklist is required at the time of lodgment. A Planning Officer is available over the phone (08) 9021 9600 or in-person to assist you with submitting your application.

### Lodging your Application

Your application can be lodged:

- Through email by using the following address mailbag@ckb.wa.gov.au.
- In-person by visiting the City of Kalgoorlie-Boulder Administration Building, 577 Hannan Street, Kalgoorlie; or
- Posting to the City of Kalgoorlie-Boulder, PO Box 2042, Boulder, WA 6432

Following lodgment, the application will be checked to ensure all required information is provided. If the application is incomplete, you will receive an email requesting the required information. If deemed required, the applicant must amend the application or provide further accompanying material before the application can be accepted for assessment as per the state *Planning and Development (Local Planning Schemes) Regulations 2015*. When all information has been received, an email acknowledging receipt of the application will be provided to the applicant.

Please note that further information may be requested after a full assessment is completed. All correspondence will be directed to the applicant.

### Application Requirements

Requirements	App.	Office
<b>Application Forms</b>		
Completed Development Application Form 1. <ul style="list-style-type: none"> <li>• The application form must be completed, signed, and dated; and</li> <li>• Email address must be listed for Applicant and Owner(s).</li> </ul> <i>Company owned properties require authorised signatory proof (e.g., ASIC extract, Company Deeds or Bank documentation).</i>		
Proposal to carry a home occupation or home business Form 6.		
<b>Checklist</b>		
Copy of this checklist confirming the application is complete.		
<b>Fees</b>		
Development Application fee in accordance with the City's Fees and Charges Schedule.		
<b>Certificate of Title</b>		
Current Certificate of Title. (No more than 90 days old). <i>Certificate of Title may be purchased by the City on your behalf. Fees apply.</i>		
<b>Justification letter</b>		
Provide a written statement of planning compliance. <ul style="list-style-type: none"> <li>• How your proposal complies with the local planning scheme and associated policies.</li> <li>• Statement of non-compliance with the planning scheme, policies, and the R-codes. Provide a clear justification for these changes.</li> </ul>		

<b>Development Details</b>		
Details of the proposed business including: <ul style="list-style-type: none"> <li>• Nature of the proposed business;</li> <li>• Hours of operation;</li> <li>• Number of employees and customers;</li> <li>• Number and frequency of deliveries (if any);</li> <li>• Any machinery or equipment used;</li> <li>• The area of the dwelling or property being used for the purposes of the business; and</li> <li>• Any advertising signage that will be erected in conjunction with the business (if any).</li> </ul>		
<b>Site Plan</b>		
Street name, lot number, and address.		
North point and scale bar (1:200 or appropriate).		
Location and dimensions of existing buildings and structures on site, vehicle driveways, access points, car parking, and maneuvering areas.		
The street verge features including footpaths, street trees, crossovers, and truncations.		
<b>Floor plan(s)</b>		
Indicate north point and ensure the plan is drawn to the appropriate scale, preferably 1:100-1:200.		
Provide a room layout for any rooms being used for business purposes – including the location of walls, doors, and windows with dimensions and the proposed use.		
<b>Elevation Plans</b>		
Scale plan/s where signage is proposed as part of the home-based business application.		
<i>See signage checklist for further information.</i>		

*Document title*  
*Document date*