

# APPLICATION FOR DEVELOPMENT APPROVAL

## Application Checklist



### HOME OCCUPATION/HOME BUSINESS

Please refer to the Local Planning Policy DP04 at <https://karratha.wa.gov.au/local-planning-policies> and the City's Local Planning Scheme 8 at [https://www.dplh.wa.gov.au/getmedia/c4c52d3d-0ffa-49e6-a3e9-2ff777f6642e/Karratha\\_scheme\\_text](https://www.dplh.wa.gov.au/getmedia/c4c52d3d-0ffa-49e6-a3e9-2ff777f6642e/Karratha_scheme_text) for definitions and provisions relating to Home Occupations and Home Businesses.

This checklist has been prepared to ensure that development applications submitted to the City of Karratha are complete and contain all the required information to allow for it to be processed in a timely manner.

Applications are not considered formally lodged and accepted for consideration until all the required information is received, the application form is completed and signed, together with payment of the required fee. Failure to lodge a complete application will delay a decision.

#### Completed Application for Development Approval Form

- The form is to be signed by the registered proprietor/s as shown on the certificate/s of title.
- Where the landowner/s cannot sign, an authorised agent can sign and attach evidence of the authority.
- If the subject land is owned by a company, you must confirm whether it is a sole proprietorship company and state the full name/s and position/s of the company signatory/ies.
- Appropriate company signatory/ies include one director and the company seal, two directors, or one director and one secretary.

Eg: \_\_\_\_\_ Or \_\_\_\_\_  
John F. Smith - Director                      Peter S James - Director                      John F. Smith - Sole Director  
Smith Pty Ltd                                      Smith Pty Ltd                                      Smith Pty Ltd

If the subject land is owned by a strata company, consent can be signed by the strata company secretary or by an elected person of the strata company providing proof of authority either by letter of delegated authority, signed by all strata owners or minutes showing delegated authority.

#### Application Fee/s – Refer to the Planning Fee Schedule <https://karratha.wa.gov.au/planning-forms>

The application fees are based on the estimated cost of development, which includes, costs based on industry recognised/market value prices, including cost for materials and labour for construction.

#### Written submission addressing the following:

##### Home occupation

- entails the conduct of a business, office and/or workshop and does not entail the retail sale or display of goods of any nature;
- does not cause injury to or prejudicially affect the amenity of the neighbourhood;
- does not detract from the residential appearance of the dwelling house or domestic outbuilding;
- does not entail employment of any person not a member of the occupier's household;
- does not occupy an area greater than 20m<sup>2</sup>;
- does not display a sign exceeding 0.2m<sup>2</sup> in area;
- will not result in the requirement for a greater number of parking facilities than normally reserved for a single dwelling and will not result in a substantial increase in the amount of vehicular traffic in the vicinity;
- does not entail the presence, parking and garaging of a vehicle of more than two tonnes tare weight; and
- in the opinion of the local government is compatible with the principal uses to which land in the zone in which it is located may be put.

##### Home business

- does not employ more than 2 people not members of the occupier's household;
- will not cause injury to or adversely affect the amenity of the neighbourhood;
- does not occupy an area greater than 50 square metres;
- does not involve the retail sale, display or hire of goods of any nature;
- in relation to vehicles and parking, does not result in traffic difficulties as a result of the inadequacy of parking or an increase in traffic volumes in the neighbourhood, and does not involve the presence, use or calling of a vehicle more than 3.5 tonnes tare weight; and
- does not involve the use of an essential service of greater capacity than normally required in the zone.

In addition, for either home occupation or home business, please also provide details on:

- hours of operation;
- storage of any goods associated with the proposed business; and
- number of clients/customers who will be at the property at any given time; and storage/disposal of any waste associated with the business.

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A copy of site, floor and elevation plans drawn to a scale of 1:200 or 1:100.

Existing plans may be available from the City of Karratha to use as reference for future proposed development.

**Site Plan** (Drawn to scale, at not less than 1:200)

- street name(s) and lot number;
- lot dimensions north point and scale;
- existing and proposed buildings and uses;
- lot boundaries (existing and proposed), including strata boundaries;
- details and location of any fencing; and
- location & layout of any car parking areas;

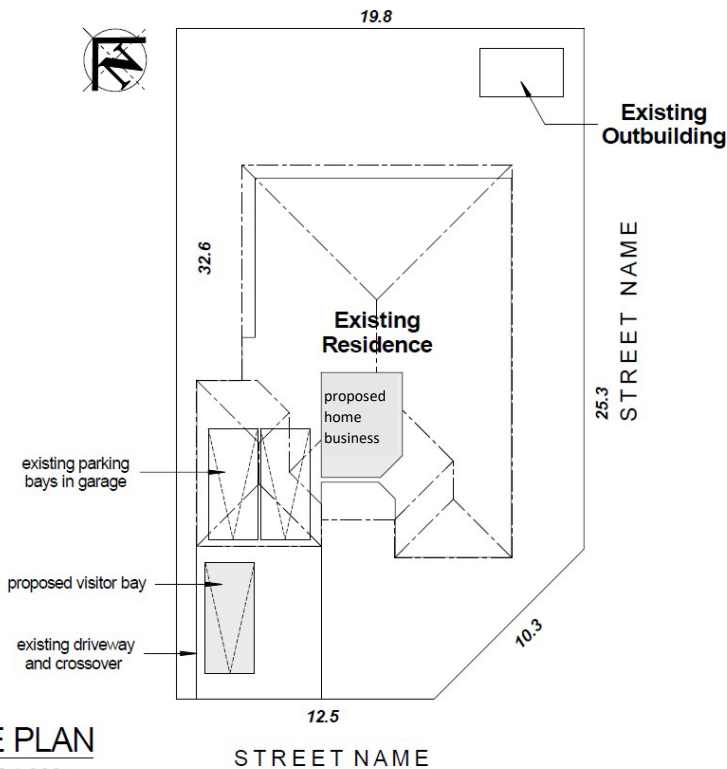


**Floor Plan** (Drawn to scale of 1:100 or 1:200)

- a plan of every storey with floor levels (Relative Level (RL) or Australian Height Datum (AHD));
- room layout including walls, doors, windows and proposed use of each room; and
- dimensions of room for proposed use.



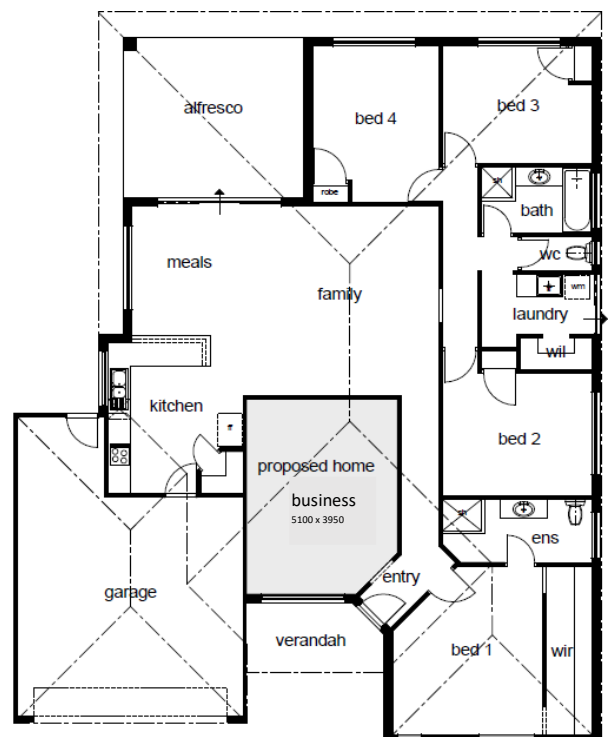
Example site plan:



**SITE PLAN**

SCALE 1:200

Example floor plan:



**FLOOR PLAN**

SCALE 1:100