

DEVELOPMENT APPLICATION CHECKLIST – HOME BASED BUSINESSES

This checklist has been prepared to ensure development applications are complete and contain all required information to allow for the application to be processed in a timely manner. The City asks that you read the following information and complete the checklist to ensure all information is provided so that your application can be formally accepted.

Please note incomplete applications may not be accepted and may be returned to the applicant to lodge at a future date when all outstanding information is available.

| Application Form | Please Tick |
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| <p>All applications must include a completed City of Canning Application for Council's Development Approval form.</p> <ul style="list-style-type: none"> The application form must be signed by all owners of the land as shown on Certificate of Title or a Letter of Authorisation must be provided which has been signed by the owners of the land. If the land is owned by a company, the application form must be signed by the Director/Chairman of the company (their position title must be stated). | <input type="checkbox"/> |
| <p>Fees</p> <p>As per Planning Fee Schedule (refer to the City's website for Planning Fee Calculator). Application fees are non-refundable. Where the proposal is to be determined by the Development Assessment Panel additional fees are required as per Schedule 1 – Fees for Applications.</p> | <input type="checkbox"/> |
| <p>Site Plan</p> <p>A site plan must be drawn to a standard scale (i.e. 1:100, 1:200) and include:</p> <ul style="list-style-type: none"> Lot boundaries, lot dimensions, easement details, street names, a north point and have the site area annotated; Exclusive area (m²) for each lot and the common property area for strata lots; All car parking, including vehicle manoeuvring areas; Verge details: street trees, power poles, bus stops, footpath signs, man holes, pram ramps and drainage pits; Traffic islands and speed humps where applicable; Provide location of existing and/or proposed structures and minimum dimension of outdoor living areas; Setback dimensions; and Details of proposed fencing (height and materials). <p><i>Where new buildings/ structures are proposed additional detail will be required.</i></p> | <input type="checkbox"/> |
| <p>Floor Plans</p> <p>Floor plans must be drawn to scale (either 1:100 or 1:200) and include:</p> <ul style="list-style-type: none"> Room layout including walls, doors, windows and proposed use of each room. | <input type="checkbox"/> |

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| <p>Elevations</p> <p>Where alterations to the buildings on site are proposed, elevation drawings are required. The drawings must:</p> <ul style="list-style-type: none"> • Be provided for every facade of the proposed building(s)/ structure(s); • Identify natural ground levels (NGL), average natural ground level (ANGL) where applicable and finished floor levels; • Detail all openings (doors and windows) and architectural features; • Clearly detail materials; and • Dimensions of support post widths as well as length and height (to eaves and pitch) of proposed structure, measured from Natural Ground Level (NGL). | <input type="checkbox"/> |
| <p>Site Feature Survey (required if works are proposed)</p> <p>A feature survey must include the street verge, be drawn to scale (either 1:100 or 1:200) and include:</p> <ul style="list-style-type: none"> • Existing contours at 0.5m intervals extending past property boundaries; • Relevant spot levels; • Location and finished floor levels of adjoining buildings; • Existing structures, including buildings and retaining walls; • Existing trees on site; • Street trees and other fixtures (bus stops, power poles and lines, traffic islands, man holes, drainage pits etc.); and • Location of adjoining buildings. | <input type="checkbox"/> |
| <p>Stormwater Drainage Plan (where additional/new roof area is proposed)</p> <p>The plan must include:</p> <ul style="list-style-type: none"> • The location, size, capacity and connection points to existing/proposed stormwater infrastructure i.e. soakwells or stormwater drainage pipes; • Provision of grated trafficable lids for soakwells located within vehicular accessways or driveways; and • The City may require a geotechnical report to identify the appropriate method for stormwater disposal. The City maintains a list of geotechnical engineers that should be consulted. | <input type="checkbox"/> |
| <p>Covering Letter</p> <p>The covering letter must contain:</p> <ul style="list-style-type: none"> • A detailed description of the proposed business including hours of operation, and proposed numbers of appointments, provision of parking; • A description of any noise produced by the proposed business; • Details which room of the house will be used; • Whether there will be deliveries to the site and how they will be dealt with; • Whether the operator of the business occupies the dwelling and details of who else will be involved in the business; • Whether any signs are proposed (if so, provide dimensions and an illustration); and | <input type="checkbox"/> |

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| <ul style="list-style-type: none"> Any other relevant information about the nature of the proposal relevant to the application. | |
| <p>Optional - Written Approval of Adjoining Landowners</p> <p>Please refer to City’s Local Planning Policy LP.02 <i>Public Consultation of Planning Proposals</i>. Home based businesses must be advertised to adjacent properties unless otherwise stated in LP.02.</p> <p>To ensure a streamlined process, the applicant may submit a proforma and plans signed by the affected landowner. The proforma to clearly outline all details of the proposal and the following items;</p> <ul style="list-style-type: none"> The words “We do not object to the proposal Or We object to the proposal”; and The neighbour’s (property owner and NOT tenant) full name and contact number *owner details available from the City* <p>Alternatively, the City’s planning officers will write to those affected during the assessment process.</p> | <input type="checkbox"/> |
| <p>Bushfire Planning Requirements</p> <p>Question 1: Is any portion of the property in which the development is proposed situated in a Bushfire Prone Area?</p> <p>Refer to maps provided at https://maps.slip.wa.gov.au/landgate/bushfireprone/</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If ‘Yes’; refer to the following information, then go to Question 2.</p> <p>If a site subject to a development application is situated in a Bushfire Prone Area, then a Bushfire Attack Level (BAL) Assessment must be submitted with the application, unless:</p> <ul style="list-style-type: none"> There is an endorsed Bushfire Management Plan (or Fire Management Plan) with a BAL Contour Map that exists for the land in which the development is proposed. The proposed development is for a Single House (and/or development associated with a Single House such as a patio, outbuilding or ancillary accommodation), proposed on a site that is less than 1,100sqm. The proposal is for the construction or use, or construction and use of a habitable building other than a single house or ancillary dwelling or a specified building will require a BAL. A ‘habitable building’ includes a commercial place of work (e.g. office). <p>If a BAL Assessment is required, the City requires the use of an appropriately accredited BAL Assessor or an accredited Bushfire Planning Practitioner to undertake the BAL assessment.</p> <p>Question 2: If the proposed development is in a Bushfire Prone Area; has a BAL Assessment been undertaken and included with this application?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No, why?</p> | <input type="checkbox"/> |

Disclaimer

This checklist intends to assist applicants in ensuring their development application is complete and contains all necessary information for an assessment being undertaken. Notwithstanding the contents in this checklist, please note that the City reserves the right to request additional information as required for specific applications such as truck movement plans, traffic reports, colour perspective elevations and acoustic reports.

For larger applications, applications are encouraged to arrange an appointment with a Planning Officer prior to lodgement. **Discussing your development proposal at an early stage can avoid unnecessary delays in the processing of your application.**

This publication is intended to provide general information only. Verification with the original Local Laws, Planning Schemes and other relevant documents is required for detailed references.

By completing the checklist above and signing below, the applicant accepts responsibility of having submitted all documents as detailed in the check list.

The non-compliance of the above will be construed by the City as an incomplete application and the City will not be accepting the application.

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| Applicant's full name and signature: |
| Date: |

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