

# Registration Checklist

## Home Business

61 Broun Avenue, Morley WA 6062 | P: 9272 0622 | F: 9272 0665 | [planning.referrals@bayswater.wa.gov.au](mailto:planning.referrals@bayswater.wa.gov.au) | [www.bayswater.wa.gov.au](http://www.bayswater.wa.gov.au)

This form is to be completed by the person(s) applying for the Home Business.

### Applicant Details

<b>Applicant Name</b>	
<b>Business Name</b>	
<b>Property Address</b>	
<b>Phone Number</b>	
<b>Email Address</b>	
<b>Nature of the proposed Home Business</b>	

In addition to submitting this form and questionnaire, the following information is required for all Home Business applications;

- A completed [Application for Development Approval](#) form signed by all landowners (available at [www.bayswater.wa.gov.au](http://www.bayswater.wa.gov.au)).
- A current (less than 6 month old) copy of the Certificate of Title.
- A cover letter including a description of the proposed Home Business activities, hours of operation and additional information as required by the checklist questionnaire.
- A scaled site plan and floor plan(s), and
- Scaled site elevations (if external works are proposed)

For instructions on preparation and lodgement of the above documents, please refer to the City's website: [How to Apply for Planning Approval - City of Bayswater](#)

### Further Information

For further information, refer to the [Home-Based Businesses Information Sheet](#) in the first instance. Should you have further queries, please contact the City's Statutory Planning and Compliance department.

Phone: (08) 9272 0622

Email: [planning.referrals@bayswater.wa.gov.au](mailto:planning.referrals@bayswater.wa.gov.au)

Yes	No	Question
<input type="checkbox"/>	<input type="checkbox"/>	1. Do you live at the subject property? <i>If no, you will not qualify for a Home Business. Please refer to the 'Home-Based Businesses Information Sheet' for further information.</i>
<input type="checkbox"/>	<input type="checkbox"/>	2. Do you own the subject property? <i>If you do not own the subject property, the landowner will need to sign the Application for Development Approval form.</i>
<input type="checkbox"/>	<input type="checkbox"/>	3. Is the subject property strata titled? <i>If the property is strata titled, you will need the written approval of the body corporate. Please attach the body corporate approval to the application.</i>
<input type="checkbox"/>	<input type="checkbox"/>	4. Will the Home Business employ person(s) not permanently living at the property? <i>If yes, please state the number of employed person(s) not permanently living at the property.</i>
		5. What is the area required for the proposed Home Business? <i>Please specify in square metres – for example 20m<sup>2</sup>.</i>
<input type="checkbox"/>	<input type="checkbox"/>	6. Will the Home Business require signage? <i>If yes, please specify the size of the proposed sign in square metres - for example 0.2m<sup>2</sup> - and provide plans of the proposed signage.</i>
<input type="checkbox"/>	<input type="checkbox"/>	7. Will the Home Business require an additional vehicle(s) to be parked on the site? <i>If yes, please describe in detail and indicate on the plans where the additional vehicle parking will be accommodated.</i> <i>Note: If the Home Business is to utilise common areas for parking, written approval of the body corporate or survey-strata owners must be provided.</i>
<input type="checkbox"/>	<input type="checkbox"/>	8. Will the Home Business have customers and/or deliveries to the site? <i>If yes, please describe in detail the number of potential customers per day and/or the nature of the proposed deliveries to the site and indicate on the plans where parking for customers and/or deliveries will be accommodated.</i>
<input type="checkbox"/>	<input type="checkbox"/>	9. Will the Home Business involve retail sales or the display of goods? <i>If yes, please detail the retail sales or display of goods proposed.</i>
<input type="checkbox"/>	<input type="checkbox"/>	10. Will the Home Business involve the preparation or sale of food? <i>If yes, please describe in detail.</i> <i>Note: You may also require a Food Business Registration from the City's Environmental Health Department. Please refer to the 'Home Based Business Information Sheet' for further information.</i>
<input type="checkbox"/>	<input type="checkbox"/>	11. Will the Home Business involve mechanical repairs, panel beating or other automotive repairs? <i>If yes, please describe in detail.</i>
<input type="checkbox"/>	<input type="checkbox"/>	12. Will the Home Business require the outdoor storage of materials and supplies? <i>If yes, please describe in detail.</i>
<input type="checkbox"/>	<input type="checkbox"/>	13. Will the Home Business cause the emission of light, noise, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, grit, oil, liquid waste or other waste product, that may adversely impact the amenity of the adjoining properties or surrounding area? <i>If yes, please describe in detail.</i>

### Declaration

- 1) The applicant hereby applies to carry out the Home Business as described above and confirms the particulars are true.
- 2) It is the responsibility of the applicant to advise the City of any changes to the information above.

Signature(s) of applicant(s):

Date: