

# Registration Checklist

## Home Office

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 Office.

### 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 Office</b> |  |

In addition to submitting this form and questionnaire, a cover letter is required. The letter is to include a description of the proposed Home Office activities, hours of operation and additional information as required by the checklist questionnaire.

This checklist and any accompanying documents can be lodged by any of the following methods:

- Civic Centre - 61 Broun Avenue, Morley (Hard copy).
- Mail - PO Box 467, Morley WA 6943 (Hard copy).
- Email - [planning.referrals@bayswater.wa.gov.au](mailto:planning.referrals@bayswater.wa.gov.au) (Single email only, maximum size 20MB).

### Further Information

For further information, refer to the [Home-Based Businesses Information Sheet](#) in the first instance. Should you have any 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?<br><i>If no, you will not qualify for a Home Office. 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?<br><i>If you do not own the subject property, please attach the written approval of the landowner.</i>  |
| <input type="checkbox"/>   | <input type="checkbox"/> | 3. Will the Home Office employ person(s) not permanently living at the property?<br><i>If yes, you will not qualify for a Home Office. Please refer to the 'Home-Based Businesses Information Sheet' for further information.</i>   |
| <input type="checkbox"/>   | <input type="checkbox"/> | 4. Will the Home Office require signage?<br><i>If yes, you will not qualify for a Home Office. Please refer to the 'Home-Based Businesses Information Sheet' for further information.</i>   |
| <input type="checkbox"/>   | <input type="checkbox"/> | 5. Will the Home Office require changes to the outside of the dwelling?<br><i>If yes, please describe in detail.</i><br><i>Note: Changes to the outside of the dwelling must be completed prior to the commencement of the Home Office activities.</i>                              |
| <input type="checkbox"/>   | <input type="checkbox"/> | 6. Will the Home Office require an additional vehicle to be parked on the site?<br><i>If yes, please describe in detail and indicate where on site the additional vehicle parking will be accommodated.</i>   |
| <input type="checkbox"/>   | <input type="checkbox"/> | 7. Will the Home Office have customers and/or deliveries to the site?<br><i>If yes, you will not qualify for a Home Office. Please refer to the 'Home-Based Businesses Information Sheet' for further information.</i>  |
| <input type="checkbox"/>   | <input type="checkbox"/> | 8. Will the Home Office involve retail sales or the display of goods?<br><i>If yes, please detail the retail sales or display of goods proposed - You may not qualify for a Home Office. Please refer to the 'Home-Based Businesses Information Sheet' for further information.</i> |
| <b>Declaration</b>   |                          |   |
| 1) The applicant hereby applies to carry out the Home Office as described above and confirms the above particulars are true.<br>2) It is the responsibility of the applicant to advise the City of any changes to the information above. |                          |   |
| Signature(s) of applicant(s);<br><br><br><br><br><br><br><br><br><br>Date:   |                          |   |