

# Registration Checklist

## Home Occupation

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 Occupation.

### 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 Occupation</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 Occupation 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? <i>If no, you will not qualify for a Home Occupation. 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, please attach the written approval of the landowner.</i>
<input type="checkbox"/>	<input type="checkbox"/>	3. Will the Home Occupation employ person(s) not permanently living at the property? <i>If yes, you will not qualify for a Home Occupation. Please refer to the 'Home-Based Businesses Information Sheet' for further information.</i>
		4. What is the area required for the proposed Home Occupation? <i>Please specify in square metres – for example 20m².</i> _____ m²
<input type="checkbox"/>	<input type="checkbox"/>	5. Will the Home Occupation require signage? <i>If yes, please specify the size of the proposed sign in square metres - for example 0.2m² - and provide plans of the proposed signage.</i> _____ m²
<input type="checkbox"/>	<input type="checkbox"/>	6. Will the Home Occupation require changes to the outside of the dwelling? <i>If yes, please describe in detail.</i> <i>Note: Changes to the outside of the dwelling must be completed prior to the commencement of the Home Occupation.</i>
<input type="checkbox"/>	<input type="checkbox"/>	7. Will the Home Occupation require an additional vehicle(s) to be parked on the site? <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"/>	8. Will the Home Occupation 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 where on site the parking for customers and/or deliveries will be accommodated.</i> <i>Note: If the Home Occupation 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"/>	9. Will the Home Occupation 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 Occupation 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 Occupation involve mechanical repairs, panel beating or other automotive repairs? <i>If yes, you will not qualify for a Home Occupation. 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 Occupation as described above and confirms the above 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:		