

Fast Track Planning Application Home Business Checklist

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When is a planning application required for a Home Business?

A planning application for a 'Home Business' is required in **all instances**. However, it is important to note that a planning application is generally not required for a 'Home Occupation'.

What is difference between a 'Home Business' and a 'Home Occupation'?

The following table summarises the differences between a Home Business and Home Occupation land use under the City's current Local Planning Scheme No.17.

Home Business	Home Occupation
<ul style="list-style-type: none"> Does not employ more than 2 people not members of the occupiers household; Does not occupy an area greater than 50m²; and Does not involve the presence, use or calling of a vehicle more than 3.5 tonnes tare weight; and Does not involve the retail sale display or hire of goods of any nature. 	<ul style="list-style-type: none"> Does not employ any persons not a member of the occupiers household; Does not occupy an area greater than 20m²; Does not display a sign exceeding 0.2m²; Does not involve the presence, use or calling of a vehicle more than 2 tonnes tare weight; and Does not include provision for the fueling, repair or maintenance of motor vehicles.

How do I prepare my planning application?

The following information is required to be included in your planning application. You may submit your application to City via post or in person. Please note that the City does not currently accept electronic planning applications.

Documents	When are they required?
1. Completed City of Swan Planning Application Form	Always
2. Metropolitan Region Scheme Form 1	Always
3. Payment of relevant Planning Fess & Charges	Upon receipt of your application we will invoice you
4. A current <u>ASIC Search Extract</u> from the <u>Australian Securities and Investment Commission (ASIC)</u> database.	Only when the owner of the property is a company or business
5. Current copy of the property's Certificate of Title	Always
6. Completed Commercial Home Business – Customer Checklist & Questionnaire	Always
7. Three (3) copies of a Site Plan drawn to scale	Always
8. Three (3) copies of a Floor Plan drawn to scale	Always
9. Three (3) copies of a set of Elevation Plans drawn to scale	Always

Further Information

If you need further information about planning in Swan:

Visit our website: [www.swan.wa.gov.au/Planning, Building, & Engineering/Planning](http://www.swan.wa.gov.au/Planning_Building_&_Engineering/Planning)

Call us: 9267 9267 (between 8:00am and 5:00pm, Monday to Friday)

Visit us: 2 Morrison Rd, Midland (between 8:00am and 4:30pm, Monday to Friday)

Fast Track Planning Application Home Business Questionnaire

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1. Registered Name of the Business: _____
2. Please describe the nature of the business (Please attach further information if required)? _____

3. How many people do you intend to employ in the conduct of the business? _____

4. Please specify the dimensions and total floor area of the room or building proposed to be used for the business in the below table?

Room Name (i.e. study)	Length (m)	Width (m ²)	Total Floor Area(m ²)

5. Will the operation of the proposed business generate any of the following (provide full description if the answer is Yes)?
Noise: _____

Odours or smoke: _____

Waste: _____

Storage of chemicals, flammable materials, etc: _____

6. What are the expected operation days/hours of the business? _____

7. How many cars (customers) are expected to visit the premises on a daily/weekly basis? _____

8. How many additional car parking bays will be required for this business? _____

Customer Checklist Administration

Customer Checklist Owner			
Business Unit Name	Officer Title		Contact Number
Statutory Planning	Coordinator Statutory Planning Reform		(08) 9267 9691
Document Ref.	Doc. Set ID 1711963	Review Frequency	Needs basis - when statues, regulations or policy change.

Version	Decision Reference	Decision Date	Summary of Changes
1	Coord. Stat. Planning Reform	18/08/2011	Created
2	Coord. Stat. Planning Reform	16/07/2013	Published Customer Checklist
3	Coord. Stat. Planning Reform (Acting)	19/08/2013	Minor Amendments – Published Customer Checklist
4	Coord. Stat. Planning Reform (Acting)	02/09/2013	Minor Amendments – Published Customer Checklist
5	Coord. Stat. Planning Reform (Acting)	18/07/2014	Minor Amendments – Published Customer Checklist
6	Coord. Stat. Planning Reform (Acting)	07/06/2017	Re-formatted to make consistent with website content