

Date

Attention: Statutory Planning Services
City of Rockingham
PO Box 2142
ROCKINGHAM DC WA 6967

Email: customer@rockingham.wa.gov.au

Dear Sir/Madam

<Insert Name and Location of Home Occupation> **(e.g. CJ's Beauty Therapy, Fitzgerald Street, North Perth) is now open for Business.**

I am writing to inform you that my home occupation has commenced operating. *Insert details including what services are offered.* These activities qualify as a Home Occupation.

I have completed the *Home Occupation Development Approval Exemption Checklist* confirming compliance with the requirements and attach same to this notice.

We are seeking to operate without development approval under Part 7, clause 61(3) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

We acknowledge that this exemption does not alleviate the need to obtain any further approvals, permits or licences as required, such as building permits or health and food approvals.

We hope we can count on your support. If you have any queries, please contact *<insert contact name and number>*

Yours sincerely

<Insert signature>

Insert Name

HOME OCCUPATION DEVELOPMENT APPROVAL EXEMPTION CHECKLIST



Note: Prior to filling in this form please ensure you have read the City's Planning Policy 3.3.10 Home Occupations and Home Businesses.

PROPERTY DETAILS

Lot No. _____ Diagram or Plan No. _____
Street No. _____ Street Name _____
Suburb _____ Nearest Street Intersection _____
Title Encumbrances (e.g. Easements, Restrictive Covenants) _____

OWNER DETAILS

Name _____
Address _____
_____ Postcode _____
Phone: Home _____ Work _____ Mobile _____
Fax _____ Email _____
Contact Person _____
Signature _____ Date _____
Signature _____ Date _____

The signature of the owner(s) is required on all applications. This application will not proceed without that signature.

APPLICANT DETAILS (To be completed only if different from the owner)

Name _____
Address _____
_____ Postcode _____
Phone: Home _____ Work _____ Mobile _____
Fax _____ Email _____
Contact Person for Correspondence _____
Signature _____ Date _____

- The Applicant confirms that they are the operator of the Home Occupation and permanently resides at the property address.***

OFFICE USE ONLY

Acceptance Officer's Initials: _____ Date Received: _____
Parcel No. _____ Applicant No. _____
File No. _____

APPLICATION DETAILS

1. Existing Building/Land Use (e.g. Single House): _____

2. Are you relocating an existing Home Occupation to this address? _____

If yes, previous address and approved Home Occupation details:

3. Description of Proposed Home Occupation: _____

4. Approximate size of Home Occupation (m²): _____

5. The Permitted Days and hours under Policy 3.3.10 are:

Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Public Holidays
8am to 5pm	8am to 5pm	8am to 5pm	8am to 7pm	8am to 5pm	8am to 5pm	Not at all	Not at all

5a. Proposed Days of Operation (circle)

Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Public Holidays

5b. Proposed Times of Operation (fill in)

6. Does the Home Occupation employ any person not a member of the occupier's household? _____

No employees are permitted for a Home Occupation. If yes, a Development Application may be required. Please contact Planning Services or submit a Small Business Enquiry.

7. Will the Home Occupation require an advertising sign? _____

Depth _____ mm Width _____ mm (max. face size permitted 0.2m²)

8. The retail sale, display or hire of goods of any nature is not permitted. Are internet and/or postal transactions proposed? _____

9. Does the Home Occupation involve clients attending the premises?

9a. If yes, how many clients are anticipated each day? _____

9b. How many clients will be at the premises at any one time? _____

15 minute interval between clients will be required and overall limits on numbers per day will apply.

10. Does the Home Occupation involve any vehicles attending the premises, including vehicles for the delivery of goods to and/or from the premises, but not including the vehicles of clients attending the premises by appointment? _____

If yes, how many vehicles will be used in the business? _____

When the vehicles will be at the premises? _____ (Arrival/Departure times/days)

Type of Vehicle _____ Size of Vehicle _____

Tare Weight of Vehicle _____

Fueling, repair or maintenance of vehicles on site is not permitted.

11. Does the Home Occupation involve the use of services (i.e. water, electricity, sewerage, gas) substantially greater than what is normally required for a residence? _____

If yes, explain _____

12. Does the Home Occupation involve the use of any machinery or equipment? _____

If yes, please describe the type of equipment and its noise at source (if known):

APPLICATIONS INFORMATION

The following information must be provided in support of your Exemption

1. Letter/notice to City of Rockingham advising commencement of the Home Occupation under the Planning and Development (Local Planning Schemes) Regulations 2015.
2. A site plan (in triplicate) to a scale of not less than 1:500, showing:
 - street names, lot number(s), north point and the dimensions of the site;
 - the existing and proposed use of the site and dimensioned position of buildings and structures to be erected on the site;
 - the existing and proposed means of access for pedestrians and vehicles to and from the site;
 - the location, number, dimensions and layout of all car parking spaces intended to be provided;
 - the location and dimensions of any area proposed to be provided for the loading and unloading of vehicles carrying goods or commodities to and from the site and the means of access to and from those areas;
 - the location and orientation of any proposed advertisements; and
 - any other information that the Council can reasonably require to enable the application to be determined.
3. A floor plan of the residence to a scale of not less than 1:200, showing:
 - the existing or proposed residence, including any proposed alterations; and
 - the identification of areas to be used for the business.

If you have any questions regarding the completion of the application form, please contact the City's Planning Services on 9528 0333.

Advice to Applicants

The details provided above must be as detailed and complete as possible as the City may contact applicants if any details are too broad and require clarification. Any additional information required to assess the exemption may be requested.

If you have any questions in relation to this matter, please do not hesitate to contact the City's Planning Services on 9528 0333.