



# DEVELOPMENT APPLICATION CHECKLIST – Home Based Business

395 Fitzgerald Street  
PO Box 613  
NORTHAM WA 6401  
P: (08) 9622 6100  
F: (08) 9622 1910  
E: records@northam.wa.gov.au  
W: www.northam.wa.gov.au

SHIRE OF NORTHAM ★ LOCAL PLANNING SCHEME NO. 6 ★  
Please complete this checklist to enable a compliance check to be carried out in accordance with clause 62 of the Planning and Development (Local Planning Schemes) Regulations 2015.

Please Note: When using this checklist, please ensure that all requirements have been met before the application is lodged as your application may not be accepted. If unsure if your development requires Development Approval, please check with Shire of Northam Planning Department on 9622 6100.

The Shire accepts no liability for the cost of relocating services that may be required as a consequence of a proposed development. It is the applicant's responsibility to liaise with and obtain the relevant approvals / permits from various service providers (such as Water Corporation, Department of Water and Environmental Regulations, Western Power etc.) for the proposed development.

This information is required as part of the process to assess the application and compliance with the checklist does not necessarily mean that the proposal will be approved.

INFORMATION REQUIRED TO BE ATTACHED TO YOUR APPLICATION	YES	N/A
<b>PROVIDE ELECTRONIC COPY OR ONE HARD COPY OF ALL DOCUMENTS (via email or USB)</b>		
Application for Development Approval Form Fully Completed and Signed including owners' consent		REQD
Cover letter outlining the following details 1. The nature of the proposed business and type of service(s) provided. 2. Information on the proposed days and hours of operation. 3. Number of employees; and 4. Any equipment to be used (machinery, amplifiers etc) 5. Any additional information		REQD
Details on any proposed signs/advertising on the site.		
<b>Plans</b>		
<b>SITE PLAN showing:</b>		REQD
1. Lot /house number(s), Northam point, boundaries of the site, building envelopes (if applicable) and any existing fencing 2. Locations of all existing structures. 3. Location on use of proposed development 4. Details of earthworks and any retaining walls 5. Vehicular access to and from the site, including crossover location and client parking		
<b>DEVELOPMENT APPLICATION FEES &amp; CHARGES to be Paid:</b>		
1. Determining an initial application for approval of a home occupation where the home occupation has not commenced. – flat fee \$222.00		\$
2. Determining an initial application for approval of a home occupation where the home occupation has commenced. The fee in item 6 of the Development Application Fees and Charges + by way of a penalty, twice that fee.		\$
3. Determining an application for the renewal of an approval of a home occupation where the application is made before the approval expires. – Flat fee \$73.00.		\$
4. Determining an application to amend or cancel development approval – flat fee \$295.00		\$
5. Advertising Costs (where required) a) Letters of Consultation – Flat fee \$145.00		\$
<b>TOTAL</b>		<b>\$</b>

I (enter name) \_\_\_\_\_ being the applicant for this application, acknowledge that should any information marked as included, not actually be included, the application will become an incomplete application and therefore may be returned without assessment.

Signed:

Date:



# DEVELOPMENT APPLICATION CHECKLIST – Home Based Business

395 Fitzgerald Street  
PO Box 613  
NORTHAM WA 6401  
P: (08) 9622 6100  
F: (08) 9622 1910  
E: records@northam.wa.gov.au  
W: www.northam.wa.gov.au

### PLEASE COMPLETE THIS SECTION IF PAYING BY CREDIT CARD

Name as shown on Card ..... Signature.....

Amount \$..... Expiry Date...../..... CCV.....

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

### ALL FEES MUST BE PAID IN FULL BEFORE THE DEVELOPMENT APPLICATION WILL BE ACCEPTED

### OFFICE USE ONLY

Receiving officer name:

**NOTES:**

1. This document is intended as a guide to assist in your application. You as the applicant are responsible for providing the correct information in your application.
2. Incomplete applications cannot be accepted until the application is deemed compliant
3. The application fee must be paid upon lodgment of the application. An additional fee for advertising may be required.
4. Once the application has been accepted, additional information may be requested as part of the assessment and determination.