



## SHIRE OF WYNDHAM EAST KIMBERLEY

### APPLICATION FOR PLANNING APPROVAL – HOME OCCUPATION

If you want to conduct a Home Occupation you will need to obtain the approval of the Shire of Wyndham-East Kimberley. In order for your application to be processed quickly, you will need to provide the following:

#### **Essential Information to be Provided:**

1. Completed application form [attached]. Please ensure the application form is completed fully. Failure to complete the form may result in delays in assessment of the application.
2. Application Fee - \$203.00 - To be paid on submission of application.
3. Site Plan/Drawing.

#### **Provide a Plan:**

You will need to draw a plan showing the area within your property that will be used to conduct the home occupation. If you intend using a room for an office, simply draw a sketch of your house layout and indicate which room is to be used. A photocopy of your original house plan will be satisfactory. If you wish to use a shed or outside area, then a plan of your property showing the particular area to be used will be satisfactory, but remember to put dimensions on the plan showing the size of the area to be used.

#### **Assessment:**

A home occupation will be assessed against the criteria specified in Town Planning Scheme No 7 - Kununurra and Environs, which states as follows:

<b>Home Occupation</b>	Means an occupation carried on in a dwelling or on land around a dwelling by a resident of the dwelling which:  (a) does not entail the retail sale, display or hire of goods of any nature; (b) does not cause injury to or prejudicially affect the amenity of the neighbourhood; (c) does not detract from the residential appearance of the dwelling house or domestic outbuilding; (d) does not entail employment of any person not a member of the occupier's household; (e) does not occupy an area greater than 20m <sup>2</sup> ; (f) does not display a sign exceeding 0.2m <sup>2</sup> in area; (g) will not result in the requirement for a greater number of parking facilities than normally reserved for a single dwelling and will not result in a substantial increase in the amount of vehicular traffic in the vicinity; and (h) does not entail the presence, parking and garaging of a vehicle of more than 1 tonne tare weight.
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Notification of approval or refusal of your application will be made known to you shortly after consideration by Council or a delegated officer.

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**HOME OCCUPATION LICENSES ARE RENEWABLE EACH YEAR.  
A \$67 RENEWAL FEE IS APPLICABLE FOR RENEWALS, AND MUST  
BE  
PAID BY JUNE 30.**

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**OWNER DETAILS**

Name \_\_\_\_\_  
Postal Address \_\_\_\_\_ Post Code \_\_\_\_\_  
Phone (Work) \_\_\_\_\_ Phone (Home) \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

*The signature of the LANDOWNER(S) is required on all applications.  
Assessment of the application will not proceed without the land owners' signature.*

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**APPLICANT DETAILS**

Name \_\_\_\_\_  
Postal Address \_\_\_\_\_ Post Code \_\_\_\_\_  
Phone (Work) \_\_\_\_\_ Phone (Home) \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_  
Contact for Correspondence \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

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**PROPERTY DETAILS**

Lot No. \_\_\_\_\_ House/Street No. \_\_\_\_\_ Location No. \_\_\_\_\_  
Street Name \_\_\_\_\_ Suburb \_\_\_\_\_  
Nearest Street Intersection \_\_\_\_\_ Assessment No \_\_\_\_\_  
Diagram or Plan No. \_\_\_\_\_ Certificate of Title Vol No. \_\_\_\_\_ Folio No. \_\_\_\_\_  
Title Encumbrances [If any] \_\_\_\_\_

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**DEVELOPMENT DETAILS**

Existing Building/Land Use \_\_\_\_\_  
Business Name \_\_\_\_\_  
Nature of Business \_\_\_\_\_  
Reasons for requiring to  
operate business from home \_\_\_\_\_  
\_\_\_\_\_

*WILL THE HOME OCCUPATION [IF YES PLEASE PROVIDE DETAILS]:*

Require storage of  
chemicals? \_\_\_\_\_  
Require storage of  
flammable materials? \_\_\_\_\_  
\_\_\_\_\_

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**OFFICE USE ONLY**

Date Received	
Fees Paid	
Receipt No	
Application No	

Document No	
Officer	
Response	
File	