



CITY OF BAYSWATER

Civic Centre, 61 Broun Avenue, Morley, Western Australia 6062

Business Hours: 8.30 a.m. to 4.30 p.m.

Telephone: (08) 9272 0622 Facsimile: (08) 9272 0665

Postal Address: PO Box 467, Morley, W.A. 6943

Home Occupation Registration Checklist

This form is required to be completed by persons seeking advice about whether or not planning approval is required for a Home Occupation.

NAME	
BUSINESS NAME (if applicable)	
PROPERTY ADDRESS	
PHONE NUMBER	
EMAIL ADDRESS	
DESCRIBE THE NATURE OF THE HOME OCCUPATION	

PLEASE ANSWER THE FOLLOWING QUESTIONS ON THE PROPOSED HOME OCCUPATION

YES	NO	QUESTION
		1. Do you live at the subject property?
		2. Do you own the subject property? If you do not own the subject property, please attach the written approval of the landowner.
		3. Will the Home Occupation employ person(s) not permanently living at the property? If the answer is yes, you may not qualify to be a Home Occupation. Please refer to the 'Home Based Business Information Sheet' for further information.
		4. Will the Home Occupation involve retail sales or the display of goods? If the answer is yes, you may not qualify to be a Home Occupation. Please refer to the 'Home Based Business Information Sheet' for further information.
		5. Will the Home Occupation have private car parking provided within the property for customers and/or deliveries to the site? If the answer is no, you may not qualify to be a Home Occupation. Please refer to the 'Home Based Business Information Sheet' for further information.
		6. Will the Home Occupation require signage exceeding 0.2m ² in area? If the answer is yes, you may not qualify to be a Home Occupation. Please refer to the 'Home Based Business Information Sheet' for further information.

YES	NO	QUESTION
		7. Will the Home Occupation require changes to the outside of the dwelling? If the answer is yes, you may not qualify to be a Home Occupation. Please refer to the 'Home Based Business Information Sheet' for further information.
		8. Will the Home Occupation involve mechanical repairs, panel beating or other automotive repairs? If the answer is yes, you may not qualify to be a Home Occupation. Please refer to the 'Home Based Business Information Sheet' for further information.
		9. Will the Home Occupation involve the preparation or sale of food? If the answer is yes, 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.
		10. What is the area required for the proposed Home Based Business? (Please specify in square metres – for example 20m ²) _____

Please note: It is the responsibility of the applicant to advise the City of Bayswater of any changes to the information above.

DECLARATION

The applicant hereby applies to conduct a Home Occupation at the above address and confirms that the business description and particulars described above are true.

Signature(s) of applicant(s):	
Date:	

FURTHER INFORMATION

Should you require any further information, please contact the City's Development Approvals.

Phone: (08) 9272 0622

Fax: (08) 9272 0665

E-mail: mail@bayswater.wa.gov.au

Web: www.bayswater.wa.gov.au

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