CHECKLIST – PLANNING INFORMATION REQUEST FOR HOME BASED BUSINESS
Completion of this form is not required if lodging online

Council's Statutory Planning Unit is committed to reducing the time taken to process planning applications and to enable applications to be decided in a timely manner. The following is a list of the minimum information required to be submitted.

PLEASE NOTE: This checklist must be completed by the applicant or owner and attached to request.

To ensure that the amenity of the neighbourhood is not adversely affected by a home based business conducted in or from a dwelling the requirements set out in Clause 52.11-1 of the Whitehorse Planning Scheme must be met.

Please ☑ the items you have submitted.

1. <u>All items may be submitted electronically</u> online, email or on a media storage device (e.g. CD, DVD, USB flash drive) in PDF format, with plans and documents separated. If using a storage device the address of the site and the submission date must be clear. ☐

2. A completed "Confirmation if a Planning Permit is Required" form. ☐

3. Full payment of appropriate application fee. ☐

4. A covering letter or written submission detailing the proposed use and indicating the following: ☐
    - Type of Business
    - Hours of Operation
    - Numbers of staff
    - Size and type of any proposed signage
    - Any works to the dwelling on the site eg: new door, windows, removal of internal walls, shed in rear yard, etc

5. Floor plan indicating the portion of dwelling in square metres to be used for the business, includes storage areas ☐

The quality and content of the information submitted will not be assessed at the time the application is lodged. This checklist ensures all documents are submitted so that Council can commence the assessment of the application. Further information may be required to be submitted to Council.

A copy of the "Confirmation if a Planning Permit is Required" form, and fee schedule are available on Council's website.

Address: _____

Declaration:

I declare that I am the applicant and/or owner of the land and all of the above listed information has been submitted to Council with my application.

Name: _____ (Please print clearly)

Signature: _____   Date: _____ / _____ / _____

PLEASE NOTE: The maximum size for each request is 100MB. Documentation exceeding this size must be seperated or compressed