

OPENING CONSULTING ROOMS IN THE CITY OF VINCENT

If you want to open Consulting Rooms in Vincent, here is some information to help determine what planning, health and building requirements are needed.

We have a 12 month amnesty on Change of Use applications for Beaufort Street. If your business fall in the Mount Lawley/Highgate Town Centre shown on the map below, you do not need to submit a Change of Use application in the first 12 months. See page 3 for more details.

What are Consulting Rooms?

In accordance with the City's Local Planning Scheme No.2, consulting rooms are defined as premises other than a hospital used by 2 or less health practitioners at the same time for the investigation or treatment of human ailments and for general outpatient care.

What information do I need to submit as part of my development application?

Refer to page 3 for the information to submit to the City as part of a development application for consulting rooms.

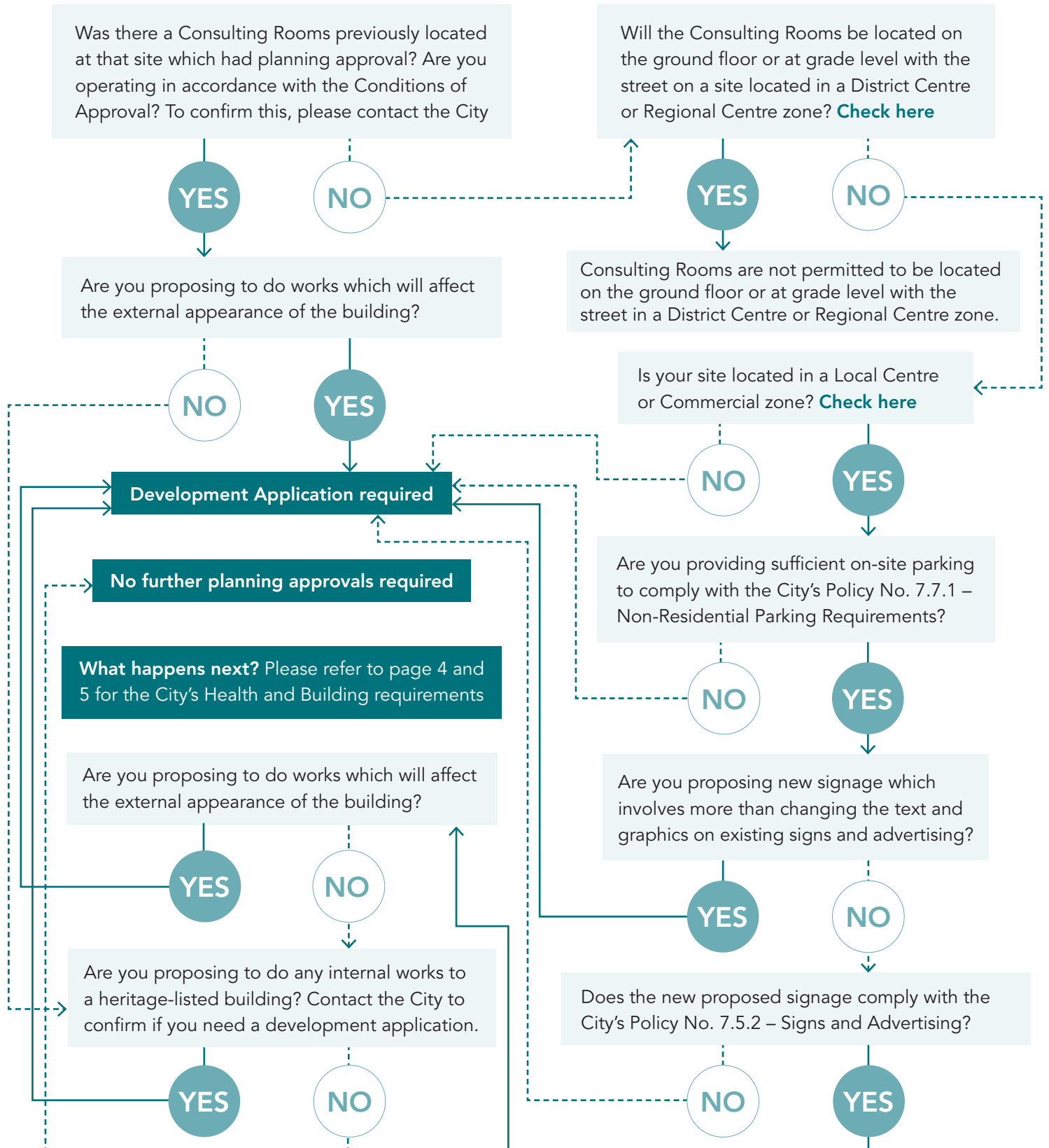
What happens once I've submitted my application?

The City's time frames for determining your application are 60 days if it doesn't require community consultation, and 90 days if it does. After your application is submitted, it will be allocated to a Planning Officer. If you have any queries you can contact them, and they will keep you updated on the progression of the application. They will also contact you if they require any further information.



OPENING CONSULTING ROOMS IN THE CITY OF VINCENT – PLANNING REQUIREMENTS

WHAT DO I NEED TO DO TO START A CONSULTING ROOM?



USEFUL LINKS

The City's Planning Policies: [click here](#) | Relevant forms: [click here](#)

What do I need to submit for a temporary change of use (up to 12 months)?

Fill out the Request for Planning Information form and tick the Written Planning Advice box.

The form is available here: [click here](#);

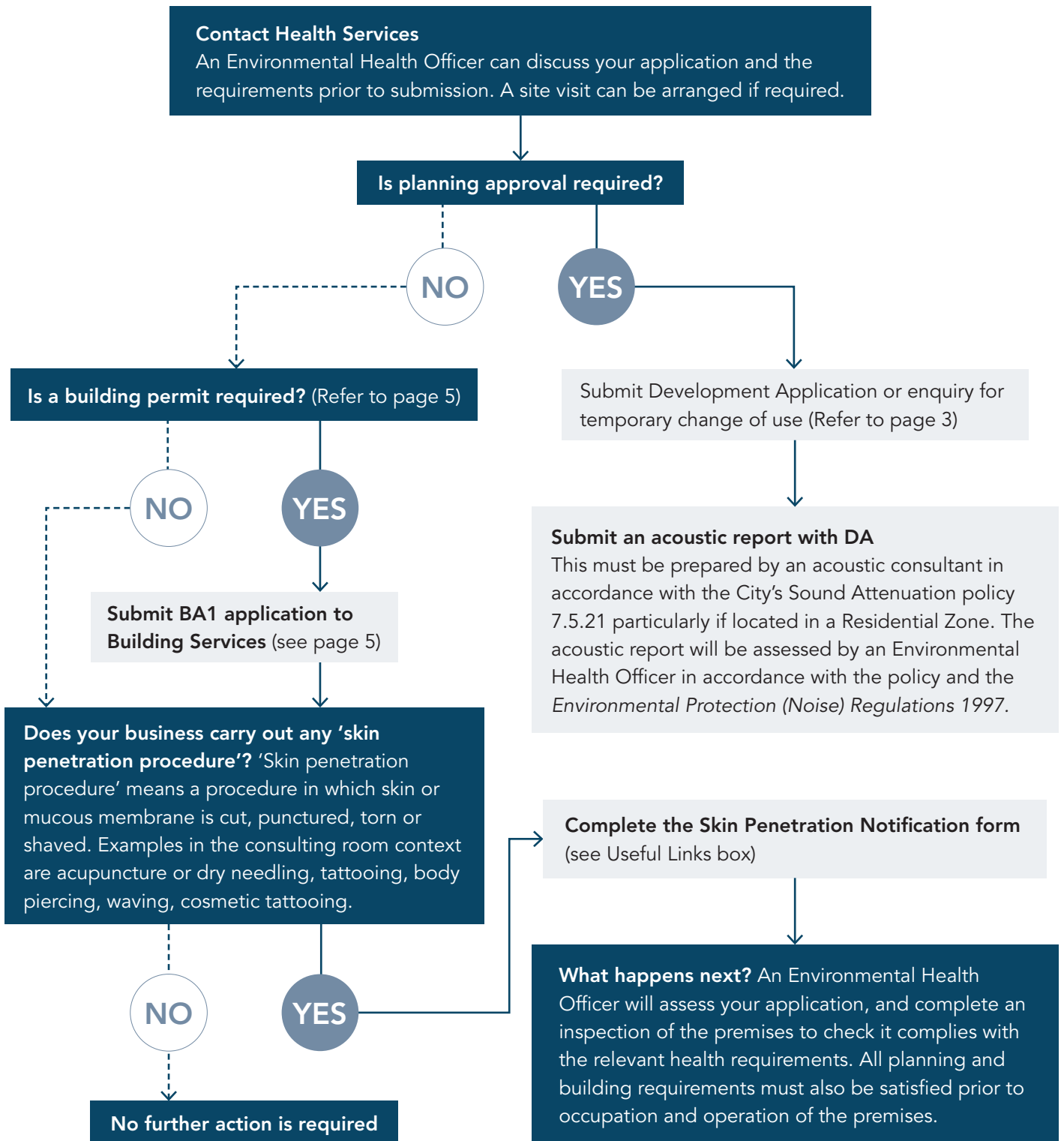
Include a brief statement with the proposed nature, location, opening hours and maximum number of people (employees + customers) of the consulting rooms.

Once completed, email this form to mail@vincent.wa.gov.au and a Planning Officer will provide you with all the necessary information from the City's Planning, Building and Health Departments for a temporary change of use on Beaufort Street.

What do I need to submit as part of a Development Application for Consulting Rooms?

- Application for Development Approval Form, [click here](#);
- Consent and Indemnity Form, [click here](#);
- Payment of relevant fees;
- Current copy of the property's Certificate of Title (max 3 months old);
- Site Plan (see page 6 for an example), which includes:
 - Full address of the property including street and lot number;
 - North point and scale bar;
 - All site boundaries and area dimensions and street frontages;
 - The position and levels of all buildings, walls, fences, retaining walls and other structures;
 - The position of paved vehicle, pedestrian access ways and on-site and off-site car parking spaces, including truncations;
 - The existing structures and trees (indicate which are to be retained and which are to be removed);
- Floor Plan (see page 7 for an example), which includes
 - A plan of every storey showing floor levels (AHD preferred);
 - Internal layout showing existing and proposed doors, windows and room types (uses);
 - Total floor area in square metres;
 - Setbacks to all boundaries on all sides;
- Elevation plans (see page 8 for an example), which include proposed materials, colours and finishes of the exterior of the building;
- Details of proposed signage (where signage is proposed)
- Written statement outlining:
 - Proposed use of the site, including all activities which will be undertaken;
 - Hours and days of operation;
 - Number of employees;
 - Max number of customers at any given time;
 - Type of equipment being used (machinery, noise amplifiers etc);
 - Details of car parking that will be provided for the use;
 - Any other relevant information
- Acoustic Report, where public gatherings and amplified music are proposed. This needs to be prepared by a registered acoustic consultant in accordance with the City's Policy No. 7.5.21 – Sound Attenuation.
- Parking Management Plan, where the proposal does not provide the minimum required amount of parking onsite. A template to fill out is available on page 10-14 of the City's Policy No. 7.5.1 – Non-Residential Parking Requirements, available here: [click here](#)
- Traffic Impact Statement, where more than 10 vehicle trips are proposed per hour.
- Copies of Consultants' certificates from a relevant legitimate and reputable association or organisation.

OPENING CONSULTING ROOMS IN THE CITY OF VINCENT – HEALTH REQUIREMENTS

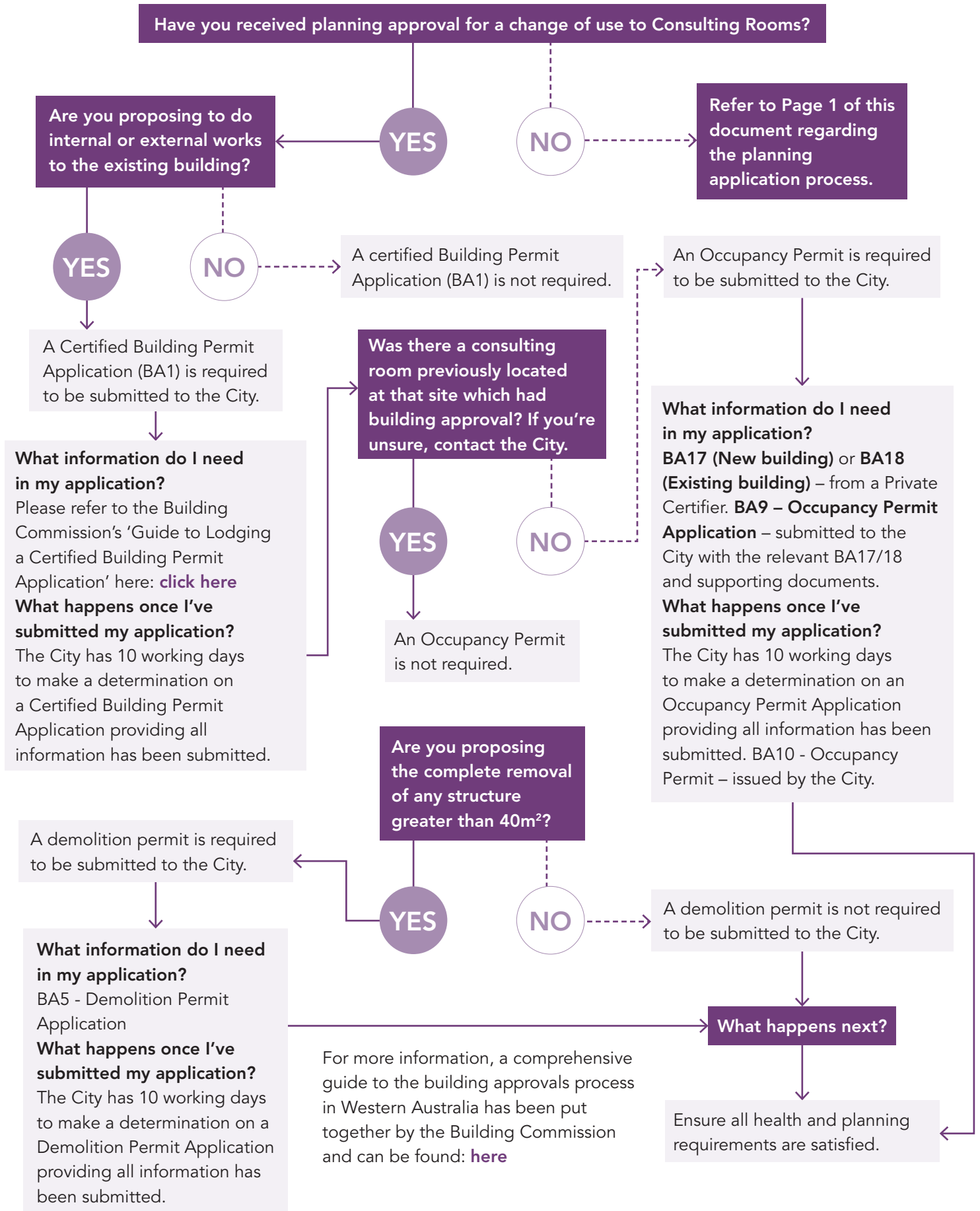


What health legislation do consulting rooms have to comply with? *Health (Skin Penetration Procedure) Regulations 1998* and *Code of Practice* which set out the minimum standards for skin penetration procedure activities. *Environmental Protection (Noise) Regulations 1997* which sets out the requirements for allowable noise emissions to nearby noise receivers.

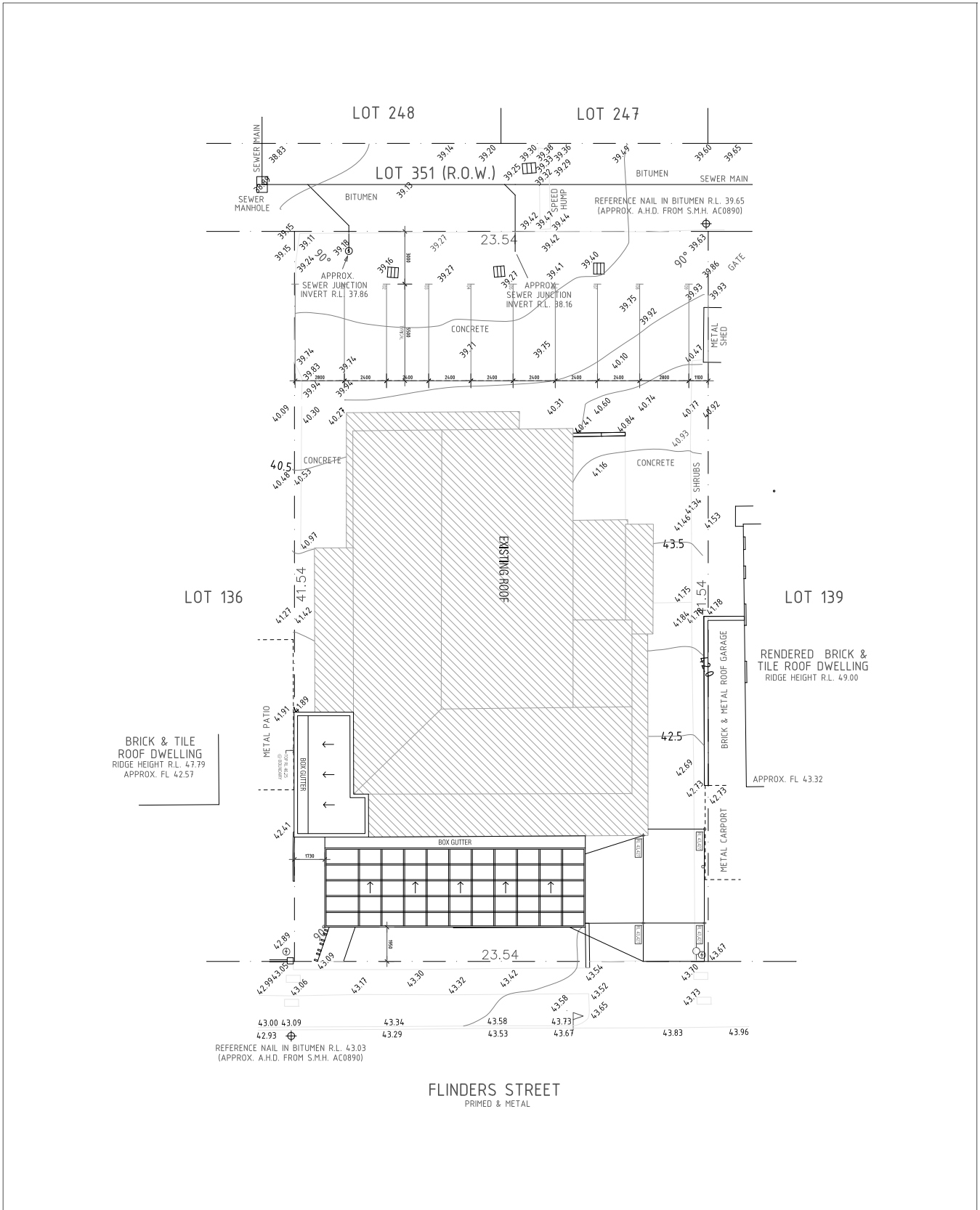
USEFUL DOCUMENTS

Skin penetration notification form: [click here](#)
Health (Skin Penetration Procedure) Regulations 1998: [click here](#)
Environmental Protection (Noise) Regulations 1997: [click here](#)

OPENING CONSULTING ROOMS IN THE CITY OF VINCENT – BUILDING REQUIREMENTS



EXAMPLE SITE PLAN



EXAMPLE FLOOR PLAN

