

# APPLICATION FORM



CITY OF VINCENT

## APPLICATION FOR PLANNING APPROVAL – BUSINESS APPLICATIONS

Use this form for business/commercial alterations and additions, changes of use, or modifications to existing approvals related to business

### LAND OWNER/S DETAILS

Name:		ABN/ACN:
Address:		Postcode:
Phone/Mobile:	Fax:	Email:
Contact Person for Correspondence:		
Signatures:		Date:

*The signature of the land owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).*

### BUSINESS DETAILS (APPLICANT/PRIMARY CONTACT)

Business Name:		ABN/ACN:
Contact Person:		
Contact Address:		Postcode:
Phone/Mobile:	Fax:	Email:
Signatures:		Date:

The information and plans provided with this application may be made available by the local government for public viewing in connection with the application. *(Please tick one)*

Yes

No

### PROPERTY DETAILS (AVAILABLE ON CERTIFICATE OF TITLE)

Diagram/Plan No:	Vol. No:	Folio:
Location No:	Lot No:	House/Street No:
Street Name:		Suburb:
Nearest Street Intersection:	Title Encumbrances (e.g. easements, restrictive covenants as shown on your Certificate of Title):	

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## PROPOSED DEVELOPMENT

Nature of Development:	<input type="checkbox"/> Works *	<input type="checkbox"/> Use **	<input type="checkbox"/> Works and Use
Is an exemption from development claimed for part of the development? (e.g. are you aware of any part of your development that does not need planning approval)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, is the exemption claimed for (if relevant):	<input type="checkbox"/> Works	<input type="checkbox"/> Use	
Estimated Time of Completion:		Approximate Development Cost:	
Description of Exemption (if relevant):			
Description of Proposed Works and/or Land Use:			
Nature of any Existing Buildings and/or Land Use:			

## INFORMATION TO BE INCLUDED WITH YOUR APPLICATION

The following must be included with all applications:

ALWAYS REQUIRED	COMPLETE AND ATTACHED
Metropolitan Region Scheme Form 1	<input type="checkbox"/>
A copy of the property's Certificate of Title (no more than three (3) months old) from Landgate	<input type="checkbox"/>
A plan of the building and land showing: <ul style="list-style-type: none"> <li>• Internal layout</li> <li>• Total floor area</li> <li>• Use of each room</li> <li>• Location of car parking, bicycle parking and access</li> </ul>	<input type="checkbox"/>

### WHAT ARE YOUR HOURS OF OPERATION?

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	
Public holidays	

### MAXIMUM NUMBER OF CUSTOMERS AND STAFF ON SITE AT ANY GIVEN TIME?

Customers: \_\_\_\_\_ Staff: \_\_\_\_\_

### DO YOU PROPOSE TO USE ANY EQUIPMENT THAT COULD BE NOISY OR POLLUTING?

### HOW MANY CAR BAYS ARE ALLOCATED TO CUSTOMERS AND STAFF?

Customers: \_\_\_\_\_ Staff: \_\_\_\_\_

### THE CITY OF VINCENT DOES NOT PROVIDE WASTE COLLECTION FOR BUSINESSES, HAVE YOU ORGANISED YOUR OWN WASTE COLLECTION CONTRACTOR?

Yes  No

The following may need to be submitted with your applications:

INFORMATION	WHEN IS IT REQUIRED	COMPLETE & ATTACHED
<p>A copy of the Deposited Plan, Survey Strata Plan or Strata Plan</p> <p>You can find this on the Landgate website.</p>	<p>Where the site is part of a strata or survey strata, or where there is an easement, notification or encumbrance listed on the certificate of title.</p>	<input type="checkbox"/>
<p>One (1) copy of the colours and materials schedule</p>	<p>If you are proposing modifications are proposed to the front of the building.</p>	<input type="checkbox"/>
<p>Signage dimensions, locations, content and colours</p>	<p>If you are adding more signs than the previous business</p>	<input type="checkbox"/>
<p>Acoustic Report</p>	<p>If you are starting a noise generating business as per Local Planning Policy 7.5.21.</p>	<input type="checkbox"/>
<p>Heritage Impact Statement (HIS)</p> <p>You can find a template at the following link:  <a href="https://www.wa.gov.au/system/files/2021-05/HER-Heritage-Impact-Statement-A-Guide-2020.pdf">https://www.wa.gov.au/system/files/2021-05/HER-Heritage-Impact-Statement-A-Guide-2020.pdf</a></p>	<p>If you want to make alterations or additions to a Heritage Listed building.</p> <p><i>Check whether your property is heritage listed by opening our Online Maps. Search your property address at the bottom of the page and refer to the "Heritage Detail" of your property at bottom right hand side of the page.</i></p>	<input type="checkbox"/>
<p>Elevations of each side of the building</p>	<p>If you are proposing modifications to the external of the building, including advertising signage</p>	<input type="checkbox"/>