

# HOME OCCUPATION



89 Earl Street  
PO Box 1145  
Narrogin WA 6312

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CASHIER HOURS:  
8:30am – 4:30pm  
MONDAY- FRIDAY

## APPLICATION FOR PERMIT OR RENEWAL OF A HOME OCCUPATION

TOWN PLANNING SCHEME NO.2  
DISTRICT SCHEME

Owner Name:	
Address:	

Occupier Name:	
Address:	

### DESCRIPTION OF LAND

House No		Lot No		Location No	
Plan or Diag		Street Name			
Certificate of Title	Volume: _____		Folio: _____		

Nature of Proposed Home Occupation and Business Name:

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Area of Building/Land to be used for Home Occupation:

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Particulars of Persons to be employed. Please State the number and relationship to Occupier.

Employee 1: Name		Relationship to Owner/Occupier:	
Employee 2: Name		Relationship to Owner/Occupier:	
Employee 3: Name		Relationship to Owner/Occupier:	

Description of equipment or machinery to be used:

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Description and location of storage areas:

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Description and location of proposed signage:

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Number of Parking bays to be provided:		Hours of Operation:	
Frequency of delivery and collection of goods			

The occupier named above hereby applies for the permit/renewal of a permit in respect of the Home Occupation described above and states that the above particulars are true and correct.

**AUTHORITY**

Applicant's Signature .....	Date .....
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**NOTE: WHERE THE APPLICANT IS NOT THE OWNER, THE OWNER'S SIGNATURE IS REQUIRED.**  
**NOTE: ALL OWNERS OF THE PROPERTY MUST SIGN THIS APPLICATION FORM. WHERE PROPERTY IS OWNED BY A COMPANY, AT LEAST TWO DIRECTORS OF THE COMPANY MUST SIGN THE APPLICATION.**

Owner's Signature .....	Date .....
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**NOTE: THIS FORM IS TO BE SUBMITTED IN DUPLICATE, TOGETHER WITH THREE COPIES OF PLANS, COMPRISING THE INFORMATION SPECIFIED IN THE PARTICULARS REQUIRED WITH THE APPLICATION OUTLINED BELOW.**

**NOTE: ALL PERMITS FOR HOME BUSINESSES, HOME OCCUAPTION AND COTTAGE INDUSTRY SHALL BE LIMITED TO 12 MONTHS IN ACCORDANCE WITH CLAUSE 3.1.5 OF TOWN PLANNING SCHEME.**

**PARTICULARS REQUIRED WITH APPLICATION FOR PLANNING CONSENT FOR A HOME OCCUPATION:**

Where an application involves a home occupation the following should be included, unless especially exempt by the Shire:

- a. A completed Application for Permit/Renewal of a Home Occupation and payment of the required fee in accordance to the Shire of Narrogin's adopted budget.
- b. Payment of all costs associated with advertising of the proposal for public comment (where required).
- c. Provide site and floor plans confirming the area of the dwelling and associated outbuildings to be utilized for the business.
- d. Indicate all activities that will be undertaken at the stated address.
- e. Confirmation of the proposed number of employees associated with the business and their relationship to the occupier of the dwelling.
- f. Indicate site dimensions and be to metric scale.
- g. Indicate any improvements proposed to be constructed, their appearance, height and proposed uses.
- h. Indicate car parking areas, their layout and dimensions and access ways and the position of existing and/or proposed crossovers
- i. Indicate Signage Plans.

**OFFICE USE ONLY**

File Reference		Application No	
Date Received		Date of Approval / Refusal	
Date of Notice of Decision		Officer's Signature	