

# Application for (or Renewal of) a Home Occupation Permit

(FDRS043)



89 Earl Street  
PO Box 1145  
Narrogin WA 6312

(08) 9890 0900

www.narrogin.wa.gov.au  
enquiries@narrogin.wa.gov.au

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

To operate a Home Business within the Shire of Narrogin, your application must be assessed and approved by the Shire of Narrogin. Please fill out all fields in this form to ensure it is able to be processed correctly. Submit your form and supporting documentation to the Shire of Narrogin by post, email or in person.

## APPLICANT DETAILS

Name			
ABN (If Applicable)			
Mailing Address			
Telephone Number		Email Address	

## OWNER DETAILS (IF DIFFERENT)

Name			
ABN (If Applicable)			
Mailing Address			
Telephone Number		Email Address	

## LAND DETAILS

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

## NATURE OF PROPOSED HOME OCCUPATION

Name of Proposed Business

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Description of Proposed Business

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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 name 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 of storage areas

Description and location of Proposed Signage

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

### ADVERTISING

The information and plans provided with this application may need to be made available by the local government for public viewing in connection with the application. Do you consent to this?

**YES NO**

### DECLARATION

Applicant's Signature .....	Date .....
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**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.**

**NOTE: WHERE THE APPLICANT IS NOT THE OWNER, THE OWNER'S SIGNATURE IS REQUIRED.**

Owner's Signature .....	Date .....
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**NOTE: UNLESS BEING SUBMITTED ELECTRONICALLY, THIS FORM IS TO BE SUBMITTED, 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 (AT A TIME).**

### 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	