

“Family Day Care” is defined in the Town Planning Scheme No. 7 as “premises used to provide family day care within the meaning of the Community Services (Child Care) Regulations 1988”.

In Local Planning Policy 2.1 Home Based Businesses & Family Day Care, “Family Day Care” is defined as “a child care service provided at a place where –

- (a) the person providing the service lives; and
- (b) none of the children to whom the service is provided live.”

**Approval from the City is required prior to commencement of the Family Day Care.**

### Why is an application required?

It is important to check with Council beforehand to ensure that your business is suited to the property as certain criteria must be met:

- **Car parking – residential requirement and one additional car bay** (for visitor parking) – [refer Table 2 of TPS7]
- **Lot size & dwelling type – located and conducted within a single detached dwelling on lots with a minimum area of 500m<sup>2</sup>.** [refer Local Planning Policy 2.1]
- **Does not employ any person not a member of the occupier’s household** [refer Local Planning Policy 2.1]

### What information is required with an application?

Council requires the following information to accompany the completed Home Based Business (HBB):

- **Payment of the applicable ‘Home Based Business’ application fee.**
- **Payment of the applicable Advertising fee (\$369.10). This fee is non-refundable and covers administrative costs associated with advertising the proposal.**  
Please note that advertising is for a minimum 14 day period. The item may be referred to Council should any objections be received during the advertising period, which would then extend the time taken to determine the application.
- Completion of the self assessment sheet (part of the application form)
- Completion of the details regarding operating hours and staff. Details regarding the maximum number of children to be cared for.
- 2 sets of scaled and accurate site plans must also be submitted showing (1:100, 1:200):
  - Site plan, including car parking spaces
  - Floor plan/s showing the internal layout
  - Car parking spaces.
  - The number, location and size of any proposed signs.

*Note: A tenant can be the applicant, and can complete the application form, but please ensure the Owner signs and dates the completed application form.*

### Assessment Process

When an application is lodged, the City’s Planning Services staff will assess the information provided by the applicant and give consideration to what effect the Family Day Care may have upon the general locality. **All** applications for the operation of a Family Day Care will be the subject of a process of public advertising in accordance with clause 9.4 of Town Planning Scheme No. 7. Local residents will be given the opportunity to comment.

**The item may be referred to Council should any objections be received during the advertising period, which would then extend the time taken to determine the application.**

### Determination of Applications

In determining an application for a Home Based Business (Family Day Care), the City may:

- Grant approval with or without conditions; or
- Refuse to grant its approval giving its reasons for refusal

**Where approval is granted for the Family Day Care Business, the approval will be time limited (being subject to renewal at the end of the calendar year) and is not able to be transferred or assigned to any other person.**

### *What other approvals are required?*

Applications involving food preparation require additional approval from the City's Health Services. A separate application and fee will need to be submitted to the City's Health Services Department for consideration. The City's Health Department should be consulted on 9792 7100.

### *Further Information*

Please refer to the City's Local Planning Policy: 2.1 Home Based Businesses & Family Day Care for further information (available on the City's website)

For further information, you are requested to contact the City's Planning Services Department on (08) 9792 7121 or by email [records@bunbury.wa.gov.au](mailto:records@bunbury.wa.gov.au)

The Schedule of Fees and Application Forms are available on the City's website [www.bunbury.wa.gov.au](http://www.bunbury.wa.gov.au)

### *Other Useful Information*

Department for Communities Childcare Licensing Unit is the main Licensing body for Family Day Care facilities. Application kits and information can be found on the Department for Communities website [www.communities.wa.gov.au](http://www.communities.wa.gov.au) Follow the links through the Child Care gateway, or type family day care in the search engine.

Other useful information in regards to Family Day Care requirements and Family Day Care Schemes can be found at [www.familydaycarewa.com.au](http://www.familydaycarewa.com.au) Family Day Care Schemes are usually able to assist with applications to the Childcare Licensing Unit.

**Please Note:** The information contained within this brochure is intended as a guide only. It is recommended that the advice and assistance of Council's Planning Services staff be sought prior to lodgement of a development application. The City of Bunbury disclaims any liability for any damages sustained by a person acting on the basis of this information.

Before undertaking any development, please discuss your intentions with Council. If you need to make an application your time and money can be saved if you are thoroughly prepared. Please refer to relevant information checklists that form part of the application form to assist you with your application.