

# CHANGE OF USE

## FACT SHEET - PLANNING



This fact sheet is intended to provide information in regard to requirements for Change of Use applications. It is not an exhaustive document, but provides an overview to assist applicants/landowners in submitting adequate information that will ensure that the application can be determined as quickly and effectively as possible.

**A change of use relates to any change made to an existing use of land and/or building and usually refers to business activities of a retail, commercial or industrial nature. You may be affected if you are setting up a new business in Bunbury or moving from one premises/tenancy within the area to another.**

### Is Development Approval Required?

Development approval may be required when seeking to change the use of an existing building or land from one use to another, irrespective of whether any building works are being undertaken.

In order to determine whether a proposed use is acceptable within an area, it is necessary to refer to the Zoning Table (Table 1) within the City of Bunbury's current Local Planning Scheme (<http://www.bunbury.wa.gov.au/Pages/Town-Planning-Scheme.aspx>).

If a specific Use Class is listed as being permitted within a particular Zone (a 'P' use), then development approval is not required, provided there are no external building works proposed, and/or additional car parking or landscaping is not required.

A Use Class listed as being discretionary (a 'D' or 'A' use) will require a development application so that the City can determine its acceptability within a particular Zone.

Some uses are not permitted within particular Zones ('X' uses).

### How will the City assess an application?

When assessing an application for a change of use, the following criteria are considered, amongst others:

- The nature of the proposal including details on the operation of the business;
- Car parking and service vehicle parking requirements. Different uses have different parking requirements. For example, a 'Warehouse' will have a lesser parking requirement to an 'Office';
- Number of staff proposed to be working from the premises and the number of customers who will visit the building;
- Hours of operation of the proposed use.

For more information about what forms, fees and information is required please visit the City of Bunbury's website (<http://www.bunbury.wa.gov.au/Pages/Planning-Development-Applications.aspx>). Please note that approvals under other legislation, such as a building permit or health approvals, may also be required.

**The provision of clear and accurate plans of a proposed development will ensure that the application can be determined as quickly and effectively as possible.**

Please Note: The information contained in this brochure is intended as a guide only. It is recommended that the advice and assistance from the relevant authorities be sought prior to lodgement of an application. The City of Bunbury disclaims any liability for any damages sustained by person acting in the basis of this information.