



## PLANNING – CHANGE OF USE

Change of Use relates to any change made to an existing use of land and usually refers to business activities of retail, commercial or industrial nature. You may be affected if you are setting up a new business or moving your business to a new area.

### Why is an Application required?

It is important to check with Council beforehand to ensure that your business is suited to the property. If the site has previously been used for a different purpose, it may be necessary for you to lodge an application for planning consent for a Change of Use.

### When is an Application required?

An application is usually required if:

- The premises has been previously approved for a business which is different to yours, e.g. an office which you wish to use as a shop; a warehouse to be used for manufacturing, etc.
- You have different staff and customer car parking needs.

### What information is required?

A completed application for planning consent form (signed by the landowner) along with the following information and the relevant planning fees (as per the Schedule of Fees and Charges):

- A description of all business activities to be carried out;
- The number of staff to be employed;
- The proposed days and hours of operation;
- The area of the premises to be used for the business.
- Three (3) copies of the site plan detailing the access points, driveways and individual car parking spaces, proposed landscaping, loading and unloading areas, any proposed signs etc.
- Three (3) copies of the internal floor plan layout of the proposed business.

### More Information...

For further information please contact the Shire of York on (08) 9641 2233 or [records@york.wa.gov.au](mailto:records@york.wa.gov.au).

### \*DISCLAIMER\*

This Information Note is a guide only.  
The Shire of York accepts no responsibility for errors or omissions.

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