

PLANNING INFORMATION SHEET

CHANGE OF USE APPLICATIONS

WHAT IS A CHANGE OF USE

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 retail, commercial or industrial nature. You may be affected if you are setting up a new business in Merredin or moving from one premises to another (within the area).

DO THEY ALL REQUIRE PLANNING APPROVAL

Planning approval is always required when seeking to change the use of an existing building or land from one use to another.

For more information about what forms, fees and information is required please download the Planning Application Checklist. Once planning approval is obtained, a Building Permit may be required from the Shire if you are seeking to make any modifications to the building (including fit out, partitioning etc.)

HOW TO APPLY FOR PLANNING APPROVAL

When assessing an application for a change of use for a building or land, the following criteria are required to be addressed:

- An assessment of the parking requirements under Town Planning Scheme No. 6. Different uses have different parking requirements. For example, a 'Warehouse' will have a lesser parking requirement to an 'Office';
- Whether the proposed use is permitted, discretionary or not permitted under Town Planning Scheme No. 6. Different uses have different permissibility depending on the zoning of the lot;
- In some instances, the number of staff proposed to be working from the premises and the number of customers who will visit the building;
- The nature of the proposal including details on the operation of the business; and
- In some instances, the hours of operation of the proposed use.