



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 in Mandurah or moving from old premises within the 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 a Planning Application for a Change of Use.

When is an Application Required?

An application is usually required if:

- The premises have 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
- You have different staff and customer car parking needs

What Information is Required with an Application?

A completed planning application form (signed by the landowner) along with the following information and a \$265.00 application fee should be submitted at Council's Administration Offices. (If the proposed use has already commenced or been carried out, the applicable fee is applied plus a doubled fee as a consequence i.e. \$265 plus by way of penalty \$530 – total \$795 is required to be paid).

- A description of all business activities carried out
- The number of staff employed
- The days and hours of operation
- The area of the premises to be used for the business

Please Note

The information contained here is a guide only. It is recommended that the advice and assistance of the Planning staff be sought in conjunction with any enquiries concerning the use of land within the City.

Before undertaking any development, please discuss your intention with Council. If you need to make application your time and money can be saved if you are thoroughly prepared.

Administration Centre: 3 Peel Street, Mandurah WA 6210
Postal Address: PO Box 210, Mandurah WA 6210
Tel: 08 9550 3777 Fax: 08 9550 3888
Email: council@mandurah.wa.gov.au Website: www.mandurah.wa.gov.au