

# CHANGE OF USE APPLICATIONS

## Planning Information Sheet

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### WHAT IS A CHANGE OF USE?

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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 Cockburn or moving from one premises within the area to another.

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### DO THEY ALL REQUIRE PLANNING APPROVAL?

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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 City's Building Services if you are seeking to make any modifications to the building (including fit out, partitioning etc).

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### HOW TO APPLY FOR PLANNING APPROVAL

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#### Development Standards

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 Local Planning Scheme No. 3 (LPS 3). 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 LPS 3. 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.