

HOME OCCUPATION/BUSINESS CHECKLIST



Please complete this form and include the following information/fee in your application:

- Completed Application Form signed by the landowner and fill in the "Planning Approval" box on the reverse side.
- \$185 application fee, and if the home occupation has commenced an additional amount of \$370 by way of penalty.
- Three copies of site plan drawn to scale (1:100 or 1:200) showing the location of the business within the property and location of any parking spaces for clients.
- Pro forma submissions from nearby and adjoining owners - optional (the City will undertake notification of neighbours when this has not been undertaken by the applicant).

Prior to filling in this form please ensure you have read Section 4.16 of the Town Planning Scheme No.2 and Council's Planning Policy 4.1 - Home Occupations

1. Description of Home Occupation/Business: _____

2. Days of operation: _____

3. Times of operation: _____

4. Does the business employ any person not a member of the occupiers household?

Yes No If yes, state how many _____

5. What area does the business occupy _____m²

**Please note the maximum Home Business Area can't exceed 50m²*

6. Will the business require an advertising sign?*

Yes No

**Please note that the Council will not permit an advertising sign exceeding 0.2m²*

7. Does the business involve the retail sale, display or hire of goods of any nature?

Yes No

8. What is the maximum number of clients expected to attend the premises each day?

9. Are you able to restrict the business to one client at a time with 15 minute intervals between clients.

Yes No

10. Does the business require the use of a commercial vehicle (eg. deliveries?)

Yes No

11. If Yes to question 10, please provide the following details:

Size_____

Weight_____

Number of times the vehicle attends the premises_____

Length of time the vehicle is at the premises_____

Please provide any further information that may assist the City in determining your application_____

Property Details_____

Signed_____Date_____Phone_____

Print Name:_____

Signed_____Date_____Phone_____

Print Name:_____

