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8.00am - 4.00pm MON - FRI

Development Approval Application

Home Based Business Renewal

In order for your Application to be assessed you will need to provide:

- All details within this form are to be completed to avoid a returned or cancelled Application.
- Signatures of both property owner and applicant are required to process the Application.
- Payment of an applicable fee is required when submitting the Application (See 'office use only' section below).
- Plans are to be submitted with this Application as detailed in Section 4 'Development details'.

1. Owner Details					
Name				ABN	
Postal Address					
Telephone No.		Mobile No.			
Email					
Signature				Date	
2. Applicant Details					
Name					
Postal Address					
Telephone No.		Mobile No.			
Email					
Signature				Date	
3. Property Details					
Lot No.		House/Street No.		Location No.	
Street Name			Suburb		
Nearest Intersection					
Certificate Of Title Volume/Folio No.			Diagram/Plan No.		
Title Encumbrances (If Any)					
4. Development details					
Business Name					
Nature of Business					
Please specify any changes to the business and include an updated site/house plan showing the area that is being used for your business					
OFFICE USE ONLY					
DATE RECEIVED		DOCUMENT NO.			
FEES AND CHARGES	\$73.00	OFFICER			
GL CODE	1100615	APPLICATION NO.			
RECEIPT NO.		ASSESSMENT NO.			

NOTE: Home based business approvals are renewable each year and renewal fee is to be paid by June 30.