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8.00am - 4.00pm MON - FRI

# Development Approval Application

## Home Based Business

### IMPORTANT INFORMATION:

- 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 section 7. below*).
- Plans are to be submitted with this Application as detailed in Section 5 'Essential Documents'.

### 1. OWNER DETAILS

Name			
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 ( <i>If Any</i> )					

### 4. PROPOSED DEVELOPMENT

Existing Building/Land Use	
Business Name	
Nature of Business	

### 5. BUSINESS STORAGE REQUIREMENTS

Storage of Chemicals	
Storage of Flammable Materials	

### OFFICE USE ONLY

DATE RECEIVED		DOCUMENT NO.	
FEES PAID		OFFICER	
RECEIPT NO.		GL CODE	1100615
APPLICATION NO.		ASSESSMENT NO.	

Please nominate which type of Home Based Business you are applying for:

6a. BUSINESS TYPE	See Definition	Example
<input type="checkbox"/> Home Business	A business, service or profession carried out in a dwelling by an occupier of the dwelling. Up to two (2) Employees who are not family members	Beautician, Chiropractor, Computer Repairs
<input type="checkbox"/> Home Occupation	An occupation carried out in a dwelling by an occupier of the dwelling only.	Accountant, Tax Agent, Tutoring, Administration
<input type="checkbox"/> Cottage Industry	Producing goods onsite. Trade or light industries conducted in an outbuilding	Arts and Crafts products, food business

**6b. Written Submission detailing proposal**

Please outline nature of the business and how it will operate including but not limited to- days and hours of operation, number of employees, will people visit the site, number of car spaces for customer use and any other relevant information pertaining to your business/proposal.

Please note: *If a food business please detail products to be produced. Food Business Registration will be required and only low risk foods may be prepared in a residential premises).*

**6c. Provide a plan showing the area within your property that will be used to conduct the home based business**

- If you intend to use a room for an office draw a sketch of your house layout and indicate which room is to be used.
- If you intend to use a shed or outside area then a plan of your property showing the particular area to be used is required.

*Note- please include floor area and dimensions.*

**7. FEES**

Home based business initial application fee:	\$222.00
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