

**CHECKLIST FOR APPLICATION FOR
PLANNING APPROVAL FOR HOME OCCUPATION/BUSINESS**

PLEASE NOTE:

To reduce potential time delays associated with incomplete applications all applicants are required to verify (✓ tick off using the tick boxes supplied) their application against the following checklist and sign below to confirm that the requested information has been provided.

CHECKLIST	Self-Check ✓ or x	Office Use Only
		Officer-Initials ✓ or x
Forms		
1. Schedule 6 Form of Application for Planning Approval		
2. Home Occupation/Business Details Form – <i>see over</i>		

Fees		
3. Application Fee is attached. Please refer to the City’s “Schedule of Fees & Charges Planning Services”		

Site Plan (to scale - not less than 1:200 or nearest scale)		
4. 2 copies showing: a) Location of all existing buildings on lot; b) Location of parking for members of the household and clients; and c) Location of signage (if required).		

Floor Plan (to scale - not less than 1:100)		
5. 2 copies showing: a) Room Layout including walls, doors, windows and proposed use of each room; and b) Indicate the portion of the dwelling that will be used for home occupation/business.		

Further Advice to Applicant

Additional Information

- Following initial assessment of your application, the City may request other information, or plans may need to be revised to assist in determination of the application.
- The City’s Building Department may still retain records of your dwelling. Owners may request an archive search and purchase copies of the plans by completing the necessary form along with submitting a payment fee.
- A Retrospective Fee will apply if the proposed Home Occupation/Business has commenced prior to approval being granted.

HOME OCCUPATION/BUSINESS DETAILS FORM

Please tick which is applicable

Home Occupation or Home Business

HOME OCCUPATION/BUSINESS DETAILS

Proposed Business is: _____

The occupied area is: _____ m²

(NB: Maximum 20m² for Home Occupation and Maximum 50m² for Home Business as defined in Schedule 1 of the Town Planning Scheme No. 4)

Located in:
(I.e. study, kitchen, garage, shed etc)

Is an advertising sign required? Yes No
(NB: Maximum 0.2 m² approximately 45cm x 45cm)

Will a commercial vehicle be used? Yes No

(NB: A commercial vehicle with a load capacity exceeding 2.5 tonne, kept on the premises, will require a separate application for commercial vehicle parking or may not be permitted in some areas).

Please list all of the equipment, stock or goods to be used for the Home Occupation/Business and their storage location on the property: *(I.e. Tools, machines, appliances, equipment, apparatus etc to be used on the subject property)*

Total Number of Employees involved: _____

Total Number of Household Members involved: _____

*(NB: Home Occupation – does not entail employment of any person not a member of the occupier's household.
Home Business - no more than 2 people not members of the occupier's household)*

Operating Hours:

Monday to Friday _____ AM to _____ PM

Saturday _____ AM to _____ PM

Sunday _____ AM to _____ PM

Public Holiday _____ AM to _____ PM

No. of clients attending per operating day: _____

I declare and acknowledge the information provided above is accurate and complete. I also acknowledge and accept that when lodging this checklist and details form, that the City may advertise, display, copy and/or reproduce any supporting plans and documentation submitted as part of this application:

Applicant's Name: _____

Applicant's Signature: _____

Date: _____