

# HOME OCCUPATION/BUSINESS DETAILS FORM

## Difference between Home Occupation and Home Business?

The following table summarises the difference between a Home Occupation and a Home Business land use.

**“home occupation”** means an occupation carried out in a dwelling or on land around a dwelling by an occupier of the dwelling which —

- (a) does not employ any person not a member of the occupier’s household;
- (b) will not cause injury to or adversely affect the amenity of the neighbourhood;
- (c) does not occupy an area greater than 20 square metres;
- (d) does not display a sign exceeding 0.2 square metres;
- (e) does not involve the retail sale, display or hire of goods of any nature;
- (f) in relation to vehicles and parking, does not result in the requirement for a greater number of parking facilities than normally required for a single dwelling or an increase in traffic volume in the neighbourhood, does not involve the presence, use or calling of a vehicle more than 2 tonnes tare weight, and does not include provision for the fuelling, repair or maintenance of motor vehicles; and
- (g) does not involve the use of an essential service of greater capacity than normally required in the zone.

**“home business”** means a business, service or profession carried out in a dwelling or on land around a dwelling by an occupier of the dwelling which—

- (a) does not employ more than 2 people not members of the occupier’s household;
- (b) will not cause injury to or adversely affect the amenity of the neighbourhood;
- (c) does not occupy an area greater than 50 square metres;
- (d) does not involve the retail sale, display or hire of goods of any nature;
- (e) in relation to vehicles and parking, does not result in traffic difficulties as a result of the inadequacy of parking or an increase in traffic volumes in the neighbourhood, and does not involve the presence, use or calling of a vehicle more than 3.5 tonnes tare weight; and
- (f) does not involve the use of an essential service of greater capacity than normally required in the zone;

## Home Occupation/Business Details

Please tick which is applicable:       Home Occupation      or       Home Business

Proposed Business is: \_\_\_\_\_ Located in: \_\_\_\_\_ (I.e. study, kitchen, garage, shed etc.)

The occupied area is: \_\_\_\_\_ m<sup>2</sup> (NB: Maximum area of 20m<sup>2</sup> is permitted for Home Occupation and Maximum area of 50m<sup>2</sup> is permitted for Home Business as defined in the Town Planning Scheme No. 4)

Will a commercial vehicle be used?       Yes       No  
*(A commercial vehicle to be kept on the premises will require a **separate application** for commercial vehicle parking or may not be permitted in some areas).*

Is an advertising sign required?       Yes       No  
*If yes, please provide details (i.e. artwork and dimensions) and indicate location of sign on site plan.*

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)*

Does the proposal entail any of the following:

Food / drinks preparation for sale and / or consumption by others       Yes       No

Hairdressing / waxing / acupuncture / electrolysis / manicures / pedicures / other skin penetration procedures       Yes       No

If yes please contact the City’s Health Services on 9399 0111 **prior** to submitting your application as there may be additional information required. Failure to do so may result in delays in processing your application.

Have you contacted Health Services to discuss your application prior to lodgement?       Yes       No       Not Applicable

## Operating Information

Number of Employees which are: \_\_\_\_\_ Occupiers of the dwelling: \_\_\_\_\_ Outside of the Dwelling: \_\_\_\_\_

Days of Operation (please circle)	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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Times of Operation						
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Expected No. of clients attending per operating day: \_\_\_\_\_

## Applicant Declaration

\* A Retrospective Fee will apply if the proposed Home Occupation/Business has commenced prior to approval being granted.

*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 Name: \_\_\_\_\_

\* Signature: \_\_\_\_\_

Date: \_\_\_\_\_