

## HOME OCCUPATION/BUSINESS DETAILS FORM

For an explanation of the different 'Home Uses' please refer to Information Sheet 'Home Office/Occupation/Business and Rural Business on the City's website.

This form is required to be completed and accompany an Application for Development Approval.

### Home Occupation / Business Details

Please tick which is applicable: ☐ Home Occupation ☐ Home Business

Proposed Business is:

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

The occupied area is: m<sup>2</sup> (NB: Maximum area of 20m<sup>2</sup> for Home Occupation, 50m<sup>2</sup> for Home Business may be permissible for these Uses 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 9394 5000 **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	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Times of Operation:						

Expected No. of clients attending per operating day:

### Applicant Declaration

☐ Application for Development Approval and Checklist is included (Required)

☐ I acknowledge and accept that a Retrospective Fee will apply if the proposed Home Occupation/Business/Rural Home 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: