



APPLICATION FOR HOME BUSINESS/ OCCUPATION

Owner/s details		
Name/s:		
Residential Address:		
ABN (if applicable):		
Phone: (work): (mobile):	(home):	Fax: E-mail:
Contact person:		
Signature:		Date:
Signature:		Date:
<p><i>The signatures of all of the owner(s) is required on all applications. This application will not without that signature.</i></p> <p><i>For the purpose of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).</i></p>		
Applicant details (if different from owner)		
Name:		
ABN (if applicable):		
Postal Address:		
		Postcode:
Phone:	Fax:	E-mail:
Contact person for correspondence:		
The information and plans provided with this application may be made available by the local government for public viewing in connection with the application. <input type="checkbox"/> Yes <input type="checkbox"/> No		
Signature:		Date:
Property details		
Lot No:	House/Street No:	Location No:
Diagram or Plan No:		
Certificate of Title:	Vol.:	Folio:
Street name:		Suburb:
Title Encumbrances (Easements, restrictive covenants): Attach relevant documents.		
Nearest street intersection:		

Proposed Home Business/ Home Occupation (See Definitions)

Nature of development: Home Business
 Home Occupation

Are there any structural works required as part of this application:
 Yes No

Description of proposed Home Business/ Occupation

Business Name:

Nature of Business:

Please attach a separate written description of your proposed business activity including Hours of Operation, processes used, vehicle movements, delivery times, clientele numbers and any other information that is required for your assessment.

Nature of any existing buildings and/ or land uses:

Residential: Mixed Use: Rural: Commercial: Vacant:

Approximate cost of proposed works (Excluding GST):

Estimated time of completion:

Definitions:

“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” 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 two 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 office” means a home occupation limited to a business carried out solely within a dwelling by a resident of the dwelling but which does not —

- (a) *entail clients or customers travelling to and from the dwelling;*
- (b) *involve any advertising signs on the premises; or*
- (c) *require any external change to the appearance of the dwelling.*

Note: Home Office applications do not require Planning Approval



**Schedule of Planning Fees
Planning and Development Regulations 2009
2017 - 2018**

Item	Planning Service	Maximum fee
Part 1 – Statutory Fixed Fees		
1.	Determining an initial application for approval of a home business/ occupation where the activity has not commenced	\$222 (+ advertising costs at Item 2.1 for Home Businesses)
2.	Determining an initial application for approval of a home occupation where the home occupation has commenced	The fee in item 1 plus, by way of penalty, twice that fee
3.	Determining an application for the renewal of an approval of a home occupation where the application is made before the approval expires	\$73
4.	Determining an application for the renewal of an approval of home occupation where the application is made after the approval has expired	The fee in item 3 plus, by way of penalty, twice that fee
5.	Providing written planning advice	\$73
Part 2 – Council Fees		
1.	Advertising required for all ‘A’ use classes, and any discretionary ‘D’ uses, Home Based Businesses and contentious issues as required	\$126.72 (For advertising up to 14 days maximum of 1 newspaper circulation) \$253.44 (For advertising up to 21 days, minimum of 2 newspaper circulations)
	Total Fees for this application	= \$
Checklist		
Please ensure that the following information is included with your application:		

- Application Form
- Application Fee
- Cover Letter
- Site Plan
- Floor Plan
- Details of Signage



ADDITIONAL INFORMATION FOR DEVELOPMENT APPROVAL FOR ADVERTISEMENTS

[cl. 86]

Note: to be completed in addition to the Application for Development Approval form if the proposal includes commercial signage

1.	Description of property upon which advertisement is to be displayed including full details of its proposed position within that property:		
2.	Details of proposed sign:		
	(a)	Type of structure on which advertisement is to be erected (i.e. freestanding, wall mounted, other):	
	(b)	Height:	Width:
			Depth:
	(c)	Colours to be used:	
	(d)	Height above ground level —	
		<ul style="list-style-type: none"> • (to top of advertisement): • (to underside): 	
	(e)	Materials to be used:	
		Illuminated: Yes / No If yes, state whether steady, moving, flashing, alternating, digital, animated or scintillating and state intensity of light source:	
3.	Period of time for which advertisement is required:		
4.	Details of signs (if any) to be removed if this application is approved:		
	Note:	This application should be supported by a photograph or photographs of the premises showing superimposed thereon the proposed position for the advertisement and those advertisements to be removed detailed in 4 above.	
	Signature of advertiser(s): (if different from land owners)		
	Date:		