



# Application for Home Occupation

## ESSENTIAL INFORMATION TO BE PROVIDED

If you are wanting to operate a business at home you will need to obtain the approval of the Council. In order that we can process your application quickly you will need to fill out two forms:

1. **Home Occupation Questionnaire** (Please provide answers to all of the questions contained on this form);
2. **Application for Council Planning Consent to Commence Development** : This must be accompanied with the appropriate fee attached to the consent form.

## ANSWER ALL QUESTIONS

If some questions are not completed then this may cause some delays in processing your application. So, if you have any queries about any of the questions please contact Council's Customer Service Officer who will be only too happy to assist you. You can contact the Customer Service Officer on 97805 228.

## PROVIDE A PLAN

You will also need to draw a plan showing the area within your property that will be used to operate the home occupation. If you are going to use a room for an office simply draw a sketch of your house layout and mark which room. A photocopy of your original house plan would be satisfactory. If you wish to use a shed or outside area then a plan of your property showing the particular area to be used will be satisfactory. But remember to put dimensions on the plan showing the size of the area to be used.

Thank you for providing this information. Notification of approval or refusal of your application will be made known to you shortly after it has been considered by Council or a Delegated Officer.

# HOME OCCUPATION QUESTIONNAIRE

Please make sure that you have attached and completed the Application for Council Planning Consent to Commence Development

Registered Name of the Business (if applicable) \_\_\_\_\_

Describe the nature of the business: \_\_\_\_\_

Reason for wanting to operate the proposed business from home: \_\_\_\_\_

Do you intent to employ people in the conduct of your business? Yes / No \_\_\_\_\_

If yes, how many? \_\_\_\_\_

Will they work from these premises? Yes / No \_\_\_\_\_

Will all employees normally reside at this address? \_\_\_\_\_

Describe the area to be used for the business: \_\_\_\_\_ metres x \_\_\_\_\_ metres

Will the operation of the proposed business generate any of the following (provide full description if the answer is yes): \_\_\_\_\_

Noise: \_\_\_\_\_

Odours or smoke: \_\_\_\_\_

Waste: \_\_\_\_\_

Storage of chemicals, flammable materials, etc: \_\_\_\_\_

Do you intent to undertake retail sales from these premises? Yes / No \_\_\_\_\_

Will you need to upgrade essential services such as electricity, gas or water services to the property in order to operate this business? \_\_\_\_\_

How many cars are expected to visit the property each day? \_\_\_\_\_

How many additional car parking bays will be required for this business? \_\_\_\_\_

Please describe any vehicles to be used for the operation of the business that cannot be driven with in an A Class Licence? \_\_\_\_\_

Signature of Applicant : \_\_\_\_\_ Date : \_\_\_\_\_

Office Use Only	File Ref:	Application No.
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