

Application for Home Occupation



June 2025

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 the Sustainable Development Administration on 97805 220.

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

Business Details	
Registered Name of the Business (if applicable)	
Nature of the Business (please describe)	
Reason for operating from Home	
Operational Details	
Proposed Days & Hours of Operation	
Do you intend to employ staff	Yes No
Number of Employees	
Will employees work from the premises?	Yes No
Will all employees reside at this address	Yes No
Property Usage	
Area used for business operations	Width: m, Length: m
Potential Impacts If Yes, provide details	
Noise	Yes No
Details:	
Odours or Smoke	Yes No
Details:	
Waste	Yes No
Details:	
Storage of Chemicals, Flammable materials etc	Yes No
Details:	

APPLICATION FOR HOME OCCUPATION

Additional Business Considerations		
Will retail sales be conducted from the premises?	Yes	No
Will upgrades to essential services be required?	Yes	No
If Yes, specify upgrades		
Estimated number of customer vehicles per day		
Additional parking bays required		
Vehicles exceeding Class A Licence limits	Yes	No
If yes, describe		
Declaration		
Name of Applicant		
Signature of Applicant		
Date		