

## APPLICATION FOR HOME BUSINESS OR ANNUAL RENEWAL

### PROPERTY PARTICULARS

LOT _____	HOUSE _____
STREET _____	
SUBURB _____	POSTCODE _____

APPLICANT: NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 —  
 SUBURB \_\_\_\_\_ TELEPHONE NO \_\_\_\_\_

### PROPOSED TYPE OF BUSINESS \_\_\_\_\_

*I/We agree to abide by any other conditions that Council considers necessary in order to protect the amenity of the residential area.*

PROPERTY OWNERS SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

### PLEASE ATTACH WITH THIS APPLICATION

1. A completed Metropolitan Region Scheme Form 1/ Application for Approval to Commence Development.
2. A scaled plan of the property indicating where the business will be operated from and parking areas.
3. A covering letter illustrating compliance with the specific category described and explaining the actual activities involved, the area which the Home Business will occupy, number of employees, operating hours and number of visitors per day/week and any equipment to be used is required.
4. Homes Business Application Fee:
 

Category 1 - Compliance Letter	-	\$ 52.00
Category 2 - Application	-	\$185.00
Category 3 - Application	-	\$185.00
Annual Renewal	-	\$ 62.00

### ADJOINING OWNERS' APPROVAL (CATEGORY 2 & 3)

I/We submit the written consent of my/our immediate adjoining owners (ie those residing either side, opposite and behind the property in question).

1. Adjoining owners' name \_\_\_\_\_ Signature \_\_\_\_\_  
 Address \_\_\_\_\_ Telephone number \_\_\_\_\_
2. Adjoining owners' name \_\_\_\_\_ Signature \_\_\_\_\_  
 Address \_\_\_\_\_ Telephone number \_\_\_\_\_
3. Adjoining owners' name \_\_\_\_\_ Signature \_\_\_\_\_  
 Address \_\_\_\_\_ Telephone number \_\_\_\_\_
4. Adjoining owners' name \_\_\_\_\_ Signature \_\_\_\_\_  
 Address \_\_\_\_\_ Telephone number \_\_\_\_\_

# HOME BUSINESSES

A home based business is a small scale occupation or business operating in conjunction with the residential use of land by a resident of the property. As these businesses can vary in size, scale and nature they consequently have varying impacts on the amenity of the neighbourhood. The various categories of Home Businesses and requirements have been listed below.

## **Any Home Business must not:**

- Affect amenity of the neighbourhood.
- Involve the service or repair of motor vehicles.
- Entail retail sale, display or hire of goods.
- Affect the residential appearance of the house or outbuilding.
- Require a greater number of parking facilities than normal for a single dwelling with no substantial increase of vehicular traffic in the vicinity.

## **CATEGORY CONDITIONS ADDITIONAL TO ABOVE MENTIONED**

	<b>Category 1</b>	<b>Category 2</b>	<b>Category 3</b>
<b>Description</b>	Is an occupation, carried on within a dwelling by a resident of the dwelling.	Is an occupation, carried on within a dwelling or on land around a dwelling by a resident of the dwelling.	An occupation or professional practice undertaken for the purposes of commercial gain and carried on in a dwelling or on land around a dwelling by a resident of the dwelling.
<b>City Approval</b>	City's approval is not required. A Compliance Letter is available for \$52.00.	Required \$185.00 application fee \$ 62.00 annual renewal.	Required \$185.00 application fee \$ 62.00 annual renewal.
<b>Area</b>	Must not occupy an area greater than 20m <sup>2</sup> or 30m <sup>2</sup> . when more than one occupier is involved.	Must not occupy an area greater than 30m <sup>2</sup> . <b>The City may permit a greater area if justified.</b>	Must not occupy an area exceeding 50m <sup>2</sup> . <b>The City may permit a greater area if justified.</b>
<b>Number of Staff</b>	Must not employ any extra staff other than the occupants.	Must not require the employment of more than 1 person not a member of the occupier's household.	Must not entail employment of more than 2 persons other than occupier's household. The City may approve up to 4 persons if justified subject to community consultation.
<b>Advertising Signs</b>	Must not display advertising sign.	Must not have more than one advertisement sign exceeding 0.2m <sup>2</sup> .	Must not have signage exceeding 0.2m <sup>2</sup> (maximum of 2 metres high).
<b>Size of vehicles</b>	Must not require a vehicle of more than 1.5 tonnes tare weight.	Must not require a vehicle of more than 3.5 tonnes tare weight.	Must not require a vehicle of more than 3.5 tonnes tare weight.
<b>Other</b>	Must not require visiting customers or frequent deliveries of goods or equipment.	May have clientele.	May have clientele.

## **Disclaimer**

This information sheet is correct as at August 2008 and may be subject to alterations without notification.

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