

Home Occupation Information Sheet and Checklist

A Home Occupation is any business or commercial activity run from a residential property. All Home Occupations require Development Approval and will only be approved where the requirements of Town Planning Scheme No.3, clause 15 are met:

1. **Limited to a specific person and property.**
2. **Do not occupy an area greater than 20m².**
3. **No additional staff are employed unless the approval is for a professional person (e.g. psychologist, architect)**
4. **Adequate on-site parking is available.**
5. **Any signage is no larger than 0.185m² (approximately 40x45cm)**

Council has the ability to rescind its approval for a Home Occupation at any time should complaints be received from surrounding residents.

Checklist for Development Application

<p>General</p> <p><input type="checkbox"/> Development Application form signed by the owner of the land</p> <p><input type="checkbox"/> Certificate of Title</p> <p><input type="checkbox"/> A covering letter explaining the type of home occupation, how it operates, number of staff, opening hours, deliveries / commercial vehicles, car parking, etc</p> <p><input type="checkbox"/> Fee of \$222. <i>Note: retrospective fees (where the use has already commenced) are 3x this amount</i></p>
<p>Plans</p> <p><input type="checkbox"/> 3 Copies of site plan</p> <p><input type="checkbox"/> Plan is accurate and to scale</p> <p><input type="checkbox"/> Plan submitted on A3 or A4 paper. If larger, one A3 copy must be included</p> <p><input type="checkbox"/> Lot boundaries shown</p> <p><input type="checkbox"/> Internal floorplan of house shown</p> <p><input type="checkbox"/> Home occupation area/room marked on plan. (limited to 20m²)</p>

Please contact the Town's Planning Services if you have any queries prior to lodging your application.