



HOME BASED BUSINESS – LODGING A DEVELOPMENT APPLICATION

CHECKLIST

INTRODUCTION

Council encourages and supports home based businesses, but we need to make sure any issues such as impact on neighbours and public safety are properly addressed before approving a home based business.

If you want to start a home based business, you will need to lodge a development application (DA) with Council. To submit the application you will need to complete:

- Application for development (DA form)
- Statement of Environmental Effects form specific to home-based business
- Site Plan showing all existing buildings/structures on site, and driveways
- Floor Plan showing which areas of the site and/or building are to be used for the home-based business, and
- Notification plan showing the site and/or building that is to be used for the home-based business to send to your neighbours. This can be the same plan you prepare for the floor or site plan.

Sometimes, elevation and section plans, and specifications for any building work may be required particularly if you are proposing construction.

If you think there is anything else that is relevant that is specific to your own property and business, you are encouraged to provide this along with the other required forms.

APPLICATION FOR DEVELOPMENT (DA FORM)

This application form identifies the description of the proposal and type of home business proposed, the property where the home-based business is to operate, and owners information including contact details and consent. Any work requiring construction certificates may also be identified in this form.

STATEMENT OF ENVIRONMENTAL EFFECTS

This needs to accompany your DA, to demonstrate that you have considered the impact your home based business will have on the natural and built environment, and strategies to address any possible negative effects. The statement needs to detail:

- **Access and traffic:** This includes providing details of the business such as whether delivery trucks come to your property? If so, what size and how often? Where will parking for staff and customers be located?
- **Operational information:** This includes hours of operation, how many clients will be coming, how often, by appointment only or drop-in?
- **Services:** what demand will your business have for utilities such as power, water, sewer, and telephone?

- **Waste management:** This requires information about the regular removal of waste from the site that is produced by the business, as well as any removal of waste during construction. How will waste be disposed?
- **Impact on neighbouring properties:** Detail how your proposal may impact on your neighbours and how you intend to reduce this impact. This includes noise, smell, privacy, views, overshadowing and any other impacts that may be relevant.
- **Social and economic effects:** Discuss any negative or positive impacts of your proposal, and how you will address or minimise the negative. Consider also the effect on any other local businesses.
- **Planning policies and controls:** Discuss how your development satisfies relevant planning and zoning controls for your property and neighbourhood, and explain why you think any areas of non-compliance with these should not be a problem in this case. [Planning and zoning information can be found online](#) by searching the property or address.
- **Heritage:** Is your property a heritage property or near one, or within a heritage conservation area? If so, describe any proposed alterations to the property, including painting, and describe the location and design of any proposed advertising sign/s.
- **Advertising signs:** Are you planning on erecting any signage. If so, where, and what size, colour, materials, height and location are you proposing this to be.
- **Construction:** is any construction required to set up the home business. Please describe the extent of works and advise us whether you are applying for a construction certificate for the proposed work.

SITE PLAN/FLOOR PLAN

Your site and floor plan needs to include a good quality to scale drawing of your property that clearly identifies:

- boundaries
- street access and parking
- the perimeter of the buildings/structures on site
- the area of the home in which the business will be operating and its layout
- location of any special equipment
- any proposed construction or alterations
- location of any proposed advertising sign/s

NOTIFICATION PLAN

This plan may be the same as, or an adaptation of, the site plan and is to show the areas of the site and buildings or parts of the buildings proposed to be used for the home business. Council will send this plan to your neighbours to let them know what you are proposing, and give them a chance to raise any concerns they may have with the application

For more information, phone our Duty Planner on 4732 7991.