



## REQUEST TO OPERATE A HOME BASED BUSINESS

PROPONENT'S DETAILS			
<b>Proponent's Name</b>			
<b>Address of Property</b>			
<b>Email Address</b>		<b>Contact No:</b>	

DETAILS OF BUSINESS
<b>Provide a detailed description of your proposed business and how it will operate</b>

<b>Will the business be operated by the permanent resident(s) of the dwelling?</b>	Yes / No
<b>Other than the permanent resident(s) of the dwelling, how many people are employed?</b>	
<b>Does the business involve the display or sale of goods or materials from the dwelling?</b>	Yes / No
<b>How much floor area of the building will the business occupy? (m2)</b>	
<b>Do you intend to undertake any building, plumbing or on-site sewage management work?</b>	Yes / No
<b>If yes, please provide details:</b>	
<b>Is the floor area (m2) occupied by the business greater than 10% of the total floor area of the dwelling?</b>	Yes / No
<b>Does your business involve the preparation of food?</b>	Yes / No
<b>If yes, what food is to be prepared? Where is the food to be sold? What food preparation steps will be undertaken?</b>	
<b>Does your business involve any skin penetration such as waxing, piercing or tattooing?</b>	Yes / No
<b>If yes, please provide details:</b>	

WATER AND SEWER
<b>Is the property connected to:</b> <input type="checkbox"/> Town Water (reticulated) <input type="checkbox"/> Private Water (non reticulated)
<b>If private supply, is it:</b> <input type="checkbox"/> Rainwater Tank <input type="checkbox"/> Groundwater Bore <input type="checkbox"/> Other _____
<b>Is the property connected to:</b> <input type="checkbox"/> Council Sewer <input type="checkbox"/> Onsite Sewerage System (OSSM)
<b>If OSSM, is it:</b> <input type="checkbox"/> Septic System <input type="checkbox"/> Aerated Wastewater Treatment System (AWTS)
<input type="checkbox"/> Other _____

PRIVACY PROTECTION NOTICE
<p>The completed Request to Operate a Home Based Business form contains personal information which is being collected for the purpose of recording information and assessment of commercial activities in a residential area. The information will be processed by the Health &amp; Building Department and may be made available to public enquiries under the Government Information (Public Access) Act. The information supplied is required under the Government Information (Public Access) Act. The information will be stored in Council's electronic document management system.</p>

<b>Amount Paid \$</b>	<b>Receipt No:</b>	<b>Date Paid:</b>
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