



Home Business/Home Occupation: Checklist

This checklist is applicable to all Home Business or Home Occupation applications.

Note: This checklist does not apply to Home Office which is exempt provided the proposal complies with the definition of a Home office.

All development applications must be accompanied by a completed checklist. Incomplete applications will not be accepted and will be returned to the applicant with a list of outstanding items.

What information do I need?

Information	When it is required	Submitted Please tick
Completed Application for Development Approval	Always	<input type="checkbox"/>
Completed Home Business /Occupation accompanying information	Always	<input type="checkbox"/>
Payment of required fee (\$222)	Always	<input type="checkbox"/>
Current copy of the property's Certificate of Title (no more than six (6) months old)	Always	<input type="checkbox"/>
Site Plan drawn to scale with parking clearly indicated & location of home business/occupation ¹	Always	<input type="checkbox"/>
Floor Plan drawn to scale with location of home business/occupation ¹	Always	<input type="checkbox"/>
Full set of elevation plans drawn to scale ¹	Only where external modifications to the dwelling are proposed	<input type="checkbox"/>
Details of proposed signage (where signage is proposed)	Always ²	<input type="checkbox"/>

Note 1: Please refer to the overside of this checklist for information that should be contained on plans.

Note 2: The Town may request additional information that is not listed in this checklist during the assessment of the application.

Applicant declaration

I, _____ confirm that I have provided all of the information outlined above with my application. I am aware the Town will review the information submitted and may seek clarification or further information before the application is accepted for processing.

Signed: _____ Date: _____

What information should I include on my plans?

Site plan to a scale (not less than 1:200) showing:

- Site dimensions, scale bar, north point, lot boundaries and existing contours and levels;
- Proposed buildings and existing buildings on the site;
- Position and finished levels of all buildings, walls, fences, retaining walls and other structures;
- Location and dimensions of driveways, crossovers, pedestrian accessways and parking spaces

Floor Plan to a scale of not less than 1:100 of the internal layout of each floor / building showing:

- Use/purpose of all areas/rooms;
- Location of external doors and windows;
- The finished floor levels of each floor of the building