

Home Business Checklist

This checklist is applicable to all Home Business applications.

Note: This checklist does not apply to a Home Office or Home Occupation which is exempt from planning approval provided the proposal complies with the definition of a Home office/Home occupation.

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	Submitted
Completed Application for Development Approval	<input type="checkbox"/>
Completed Home Business accompanying information	<input type="checkbox"/>
Payment of required fee (\$222)	<input type="checkbox"/>
Current copy of the property's Certificate of Title	<input type="checkbox"/>
Site Plan drawn to scale with parking clearly indicated & location of home business	<input type="checkbox"/>
Floor Plan drawn to scale with location of home business	<input type="checkbox"/>
Full set of elevation plans drawn to scale (only where external modifications to the dwelling are proposed)	<input type="checkbox"/>
Details of proposed signage (where signage is proposed)	<input type="checkbox"/>

Note: 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: _____