

Home Business Development Application Checklist



**Australian
Capital Territory
Government**



In preparing your proposal for a Home Business you must take into account the following controls and Performance Controls laid down in the ACT Territory Plan.

A home business may only be permitted where:

- at least one worker is a bona fide resident of the land
- the operation of the home business does not cause unreasonable annoyance, offence, nuisance or danger to any tenant or occupant of adjoining land
- goods related to the home business are not displayed in windows or outside the building
- provision is made for the parking of all customer/client vehicles on existing driveways on the land or in a suitably screened location on the land
- The home business does not, or is unlikely to cause, pollution, create a health hazard or present a danger which is prohibited under any relevant Territory legislation and/or Code of Practice (as may vary from time to time).
- traffic generated by the home business does not unacceptably affect the flow of local traffic
- the use does not result in the storage on the land of materials obtained for or generated by the home business other than within the confines of approved structures

- retailing associated with the home business does not, or is unlikely to generate an increase in traffic, parking demand or noise, which is unreasonably

deleterious to the amenity of the surrounding area.

Performance Controls

Performance Criteria

To protect the amenity of the area by:

- restricting the agglomeration of non-residential activities
- ensuring that the scale of home businesses is compatible with the residential character of the locality

Acceptable Standard

- Maximum of two home businesses per section
- Maximum gross floor area of business (including storage) of 40m²
- Maximum of three persons (including resident workers) employed on the site
- Maximum of one commercial vehicle operating from or parked within the site

Attachments required with your application

Information to be provided by all applicants for home business approval

Part 1: Details of business

Name and type of business

Term of approval
(Maximum term is 5 years)

Brief description of nature of business

Have you previously been carrying out this business at this address as a home occupation?

No Yes

Will the business involve any retail sales?

No Yes **▶ Please give details of products/type of selling**

Proposed days and hours of operation?

Days

Hours

Details of people to be engaged in the business

Capacity of employment

Resident

Acceptable Standard - Maximum of 3 workers including resident workers

Worker 1

No Yes

Worker 2

No Yes

Worker 3

No Yes

OFFICE USE ONLY

Application number

Date registered

 / /

Anticipated number of visitors generated by the business

Maximum daily

Maximum at any one time

Will the business involve the use of commercial vehicles?

No

Yes

Please give details of number and type of vehicles

On-site parking arrangements (see also plan details)

Will the business involve the use of delivery vehicles?

No

Yes

Please give details of type of vehicles and frequency of deliveries

Details of machinery, motors, generators to be used within and outside the house (state the number of kilowatts if applicable)

Any other relevant details such as chemicals to be used or noise generating activities

Part 2: Details of Premises

Total area of the house and all other structures used as garaging and other out buildings

House

Garages/stores

Other structures

What is the total area of space to be used solely for business purposes

Acceptable Standard: Maximum gross floor area of business (including storage) of 40m²

What is the total area of space to be used for both residential and business purposes

Are any alterations or additions to the property proposed?

No

Yes

Part 3: Signs

Attach details of any current or proposed sign or advertising device including dimensions, materials, colour, and exact location

NB. The maximum permitted sign for residential premises is restricted to a maximum surface area of 0.2m² for single residential sites and 0.8m² for multi-unit sites

Part 4: Plans

 Attach a clearly dimensioned floor and site plan of the property indicating the following:

all areas of the property where the business is to be carried out

the location, number and dimensions of on-site parking indicating whether for staff, visitors, residents and commercial vehicle

all areas to be used for both residential and business purposes

existing and proposed landscaping and screening

Part 5: Consultation Report

attach a Consultation Report (2 copies) giving details of discussions about your proposal with all neighbours and adjacent property owners, or their representatives.

Applicants Signature(s)

Date

Block

Section

Suburb