

# Request to Operate a Home Based Business

Lodge Applications at Ballina Shire Council • 40 Cherry Street • Ballina (Mon-Fri 8.15am to 4.30pm)

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## Proponent's Details

Proponent's Name

Address of Property

Email Address  Daytime Phone

## Details of Business

Provide a detailed description of your proposed business and how it will operate

Will the business be operated by the permanent resident(s) of the dwelling?  Yes  No

Other than the permanent resident(s) of the dwelling, how many people are employed?

Does the business involve the display or sale of goods or materials from the dwelling?  Yes  No

How much floor area of the building will the business occupy? (m<sup>2</sup>)

Do you intend to undertake any building, plumbing or on-site sewage management work?  Yes  No

If yes, please provide details

Is the floor area (m<sup>2</sup>) occupied by the business greater than 10% of the total floor area of the dwelling?  Yes  No

Does your business involve the preparation of food?  Yes  No

If yes, What food is to be prepared?

Where is the food to be sold?

What food preparation steps will be undertaken?

Does your business involve any skin penetration such as waxing, piercing or tattooing?  Yes  No

If yes, please provide details

## Water and Sewer

Is the property connected to  Town Water (reticulated)  Private Water (non reticulated)

If private supply, is it  Rainwater Tank  Groundwater Bore  Other provide details

Is the property connected to  Council Sewer  Onsite Sewerage System (OSSM)

If OSSM, is it  Septic System  Aerated Wastewater Treatment System (AWTS)

Other provide details

## Privacy Protection Notice

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 Development and Environmental Health Group 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.

## Office Use Only

Amount Paid \$	Receipt No:	Date paid:
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