

TOWN OF CLAREMONT



INFORMATION REQUIRED FOR A HOME OCCUPATION PLANNING APPLICATION

Applicants are required to undertake a self-assessment of the proposal as per the provisions of Clause 15 – Home Occupation of the Town of Claremont Town Planning Scheme No.3.

The following Table is required to be completed by the Applicant, along with the required Application for Planning Approval form, prior to submitting the formal Planning Application. If the Table is not completed the application will not be accepted by the Town and returned to the applicant.

**Please tick the appropriate box
when completed/submitted**

Information required:	Applicant	Officer
Completed application form signed by all landowners.		
Four (4) sets of plans outlining the area of the building to be utilised for the home occupation and one (1) of these sets is required in an A4 format.		
Completed 'Consent for copying of plans' form.		
Nature of home occupation:		
Name of home occupation:		
Proposed hours of operation:		
Does the home occupation exceed 20m ² in area? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Is the home occupation conducted by a formally recognised professional person? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes is answered to the above question please provide a photocopy of the relevant qualification.		
Location of home occupation in relation to dwelling:		
• within dwelling <input type="checkbox"/>		
• within outbuilding <input type="checkbox"/>		
• outside dwelling/outbuilding <input type="checkbox"/>		
Number of employees:		
Are the employees' members of the occupier family? (Not applicable if home occupation conducted by a formally recognised person) <input type="checkbox"/> Yes <input type="checkbox"/> No		
Number of parking bays provided for employees on-site (if applicable):		
Number of parking bays provided for clients/customers on-site (if applicable):		
Frequency of delivery and collection of goods:		
Will the proposed home occupation require (If yes, provide detail):		
• The home occupation being mobile? <input type="checkbox"/> Yes <input type="checkbox"/> No		
• Clients/customers frequently visiting the premises? <input type="checkbox"/> Yes <input type="checkbox"/> No		
• Any signage (maximum size 0.182 m ²)? <input type="checkbox"/> Yes <input type="checkbox"/> No		
• Any alteration to the appearance of the dwelling? <input type="checkbox"/> Yes <input type="checkbox"/> No		
• The sale or repair of any product? <input type="checkbox"/> Yes <input type="checkbox"/> No		
• The use of a commercial vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No		
• The creation of additional noise or use of power tools? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Please note that the renewal of a home occupation application still requires the above information. Additionally, it is advised that if you still require the home occupation approval after the time prescribed by the approval it is recommended that you lodged a renewal application sixty (60) days prior to the application expiring.

Certification of assessment:

Name: _____

Site address: _____

I certify that I have assessed the plans and provided the required information for the home occupation proposed for the above site.

Signature of Applicant: _____ **Date:** _____

Please note that if the certification of assessment has not been signed the Town will not register the application until the required information has been received.

A prompt and effective service is as important to us as it is to you. You can assist us when submitting your application by following the above list.