

BUSINESS RECOVERY – COVID-19 INITIATIVE
EXEMPT DEVELOPMENT CONFIRMATION
WRITTEN PLANNING ENQUIRY APPLICATION FORM

Date Received: Office Use Only

Fee Payable \$210:

LEGAL REQUIREMENTS REGARDING INFORMATION PROVIDED TO COUNCIL Council is obliged under s.6 of the Government Information (Public Access) Act 2009 to publish details of all development applications (including names of applicants and owners) and any associated documents on the website, except for floor plans of any residential parts of a building. Please note that the information provided by you on this form will be used by Council or its agents to process this application and it can be made available, as required by law, to other government agencies. Under the Privacy and Personal Information Protection Act 1998, some personal information provided on this form, such as phone numbers, will not be published on Council's website. Information regarding access to or publication of information by Council, can be referred to Council's Privacy Contact Officer.

Address details of development

Shop/Unit No:	House No:		Office Use <input type="checkbox"/>
Street:			
Suburb:		Postcode:	
Lot No:	Deposited / Strata Plan No:	Section:	

Owner's details

Are you the current owner of the property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
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Applicant/s details and declaration

Family Name(s)/Surname(s) (or company & ACN):		<input type="checkbox"/>
Full Given Names or Company Contact Person		
Address	Postcode:	
Email:	Contact Phone/Mobile number:	
Applicant's Signature(s):	Date:	

HOME BUSINESS

Details of planning enquiry

An exempt home business must not involve the following, please provide written confirmation by addressing each item:

Describe the proposed works	<input type="checkbox"/>
A change of building use (not involve a floor area of more than 10% of the floor area of the dwelling)?	<input type="checkbox"/>
The employment of more than 2 persons other than those residents?	<input type="checkbox"/>
Interference with the amenity of the neighbourhood such as noise, fumes, waste and traffic generation etc.?	<input type="checkbox"/>
The exposure to view, from any adjacent premises or from any public place of any unsightly matter?	<input type="checkbox"/>
The exhibition of any advertisements or signage (other than a business identification sign)?	<input type="checkbox"/>
The sale of items, by retail, except for goods produced at the dwelling or building?	<input type="checkbox"/>
The use of more than 50m ² of floor area in total?	<input type="checkbox"/>
Any new building works?	<input type="checkbox"/>
Is the home business proposed to be in a house, outbuilding, caravan or any movable dwelling?	<input type="checkbox"/>

BUSINESS PREMISES – Sell food, beverages or other goods

Details of planning enquiry

A statement is required for the proposed ancillary activity to an approved business premises, please address each item:

Describe the proposed works	<input type="checkbox"/>
What is the current use of the premises and do you have approval?	<input type="checkbox"/>
Is there an existing Kitchen?	<input type="checkbox"/>
What are the products you want to sell?	<input type="checkbox"/>
Where on the site do you want to retail goods? Provide photographs or floor plan.	<input type="checkbox"/>
How do customers pick up the goods?	<input type="checkbox"/>
will you be offering a delivery service?	<input type="checkbox"/>
What are your proposed trading hours?	<input type="checkbox"/>
How will you ensure social distancing measures of at least 1.5 meters spacing between customers?	<input type="checkbox"/>
Is the business proposed to be carried out in a mobile van (registered vehicle) or cart (on wheels)?	<input type="checkbox"/>