

# Home Based Business Request to Operate

**Lodge Applications** at Ballina Shire Council • 40 Cherry Street Ballina (Mon-Fri 8.15am to 3.00pm)  
**mail** PO Box 450 Ballina 2478 • **e** council@ballina.nsw.gov.au • **abn** 53 929 887 369  
**t** 1300 864 444 • **w** ballina.nsw.gov.au • **credit card payments e** terminal22@ballina.nsw.gov.au

## Applicant Details

Name

Address of Property

Email Address

Telephone *business hours*

## Business Details

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?

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

## Office Use Only

Receipt Type: 27  
2024/25 Fee: \$122 (development enquiries  
minimum charge)

Amount Paid \$

Date received

Receipt number

## Water and Sewer

The property is connected to:

- Town Water (reticulated)
- Private Water (non reticulated) » Type of private water source
- Rainwater Tank
- Groundwater Bore
- Other please provide details
- 

The property is connected to:

- Council Sewer
- Onsite Sewerage System (OSSM) » Type of OSSM
- Septic System
- Aerated Wastewater Treatment System (AWTS)
- Other please provide details
- 

## Privacy Protection Notice

The completed Home Based Business Request to Operate 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 Planning and Environmental Health Division and may be made available to public enquiries under the Government Information (Public Access) Act. The information will be stored in Council's electronic document management system.