



**CHECKLIST FOR A HOME OCCUPATION RENEWAL**

Home Occupation #: \_\_\_\_\_ Renewal Required? YES / NO

Are there any changes to the initial Home Occupation Approval? YES / NO

If **YES** please outline changes below:

1. The proposed business is \_\_\_\_\_
2. The proposed business will be carried out in \_\_\_\_\_  
(specify room within home, outbuilding etc.) at the following property address: \_\_\_\_\_  
\_\_\_\_\_
3. The number of people proposed to be employed is \_\_\_\_\_
4. The proposed occupied area is \_\_\_\_\_ m<sup>2</sup> (maximum 20m<sup>2</sup>)
5. Please briefly describe the proposed business and activities to be carried out, include any equipment to be used (list tools, machinery etc.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. The anticipated number of customers per day is \_\_\_\_\_
7. The proposed hours of operation are \_\_\_\_\_
8. Any other details which the town should be informed of \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Print Name: \_\_\_\_\_

Phone No: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_