



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 _____ m² (maximum 20m²)
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: _____