

Home based business

1. Check

WHO WILL NEED TO BE INVOLVED ?



BUILDER



BUILDING CERTIFIER



TOWN PLANNER

HOME BASED CHILD CARE



Home Based Child Care does not require Council approval if approved under the Child Care Act 2002.

PLANNING APPROVAL



In most circumstances, a home based business will not require a development application to Council if it meets the criteria in the fact sheet. However, if a town planning approval is required, you can find out further information by

BUILDING APPROVAL



If you are proposing renovations to your home to accommodate a home based business, it is likely you will need a building approval from Council obtained through a Building Certifier.

INFRASTRUCTURE CHARGES

Infrastructure charges are not applicable to a Home Based Business

- Making an enquiry with Council on (07) 4970 0700 or info@gladstone.qld.gov.au
- Arranging a pre-lodgement meeting with Council by calling (07) 4970 0700
- Engage a town planning consultant
- Self-assess your proposed activity against Council's planning scheme.

2. Plan

WHAT DO I NEED TO SUBMIT FOR A PLANNING APPLICATION?



Completed DA Application Form 1

Site Plan that has been drawn to scale and with dimensions (measurements) that shows the location, size and attributes of business within the dwelling

Floor Plans drawn to scale

Elevation Plans drawn to scale which shows all building elevations and facades, clearly labelled that identify orientation (e.g. North elevation) and finished height above natural ground level

Responses to the applicable planning scheme requirements (assessment benchmarks)

Assessment fee as per [Council's Fees and charges](#)

WHAT DO I NEED TO SUBMIT FOR A BUILDING APPROVAL APPLICATION?



Completed DA Application Form 1

Site Plan that has been drawn to scale and with dimensions (measurements) that shows the details of the retaining walls location, size and design.

Assessment fee as per [Council's Fees and charges](#)

3. Send

Applications can be submitted and paid for using [Council's Online Development Application Portal](#)

4. Start

The home based business can commence if:

- you are operating the business in accordance with the requirements outlined on the fact sheet; or
- you have received the necessary town planning approval to operate in an alternative manner

You will need to make sure that as your business changes, and if it grows, that you are still in keeping with the planning scheme requirements, or the conditions of an approval if one was required.