



Running a business from home Application Form

The completed form should be sent to your nearest service access point.

Section One		
Tenant's name:		
Type of tenancy agreement:		
Address of your property:		
Address / location where the business is to be operated if different to above:		
Contact details: (Please specify) Home / work / mobile		
Please specify what business you wish to run from your home:		
Registration number if applicable: (For example Registered Childminder).		
Will the operating hours of the business be outside normal working hours and at weekends?	Delete as applicable	
	Yes	No
How many people do you employ?		

Do you need to make any changes to your home to accommodate the business?	Delete as applicable	
	Yes	No
If yes, give full details: Remember to attach copies of any drawings or plans.		
Would any machinery be involved in the running of the business?	Delete as applicable	
	Yes	No
If yes, will the machinery cause any noise?	Delete as applicable	
	Yes	No
Please specify what machinery would be involved in the running of the business.		
Will you be operating any vehicles from your home?	Delete as applicable	
	Yes	No
If yes, please specify how many and the type of vehicle(s) or wagon(s).		

Will you need to store any equipment or substances to run your business from home?	Delete as applicable	
	Yes	No
If yes, please specify in details what equipment / substances and quantities.		
Are there any communal areas you will need to use to run your business?	Delete as applicable	
	Yes	No

Declaration

I declare the information I have given is a true representation of the business I wish to run from my home. I agree to conduct my business, if granted permission, within the terms of my tenancy agreement and any conditions stipulated by WDH in the granting of that permission.

I agree to notify WDH if the information provided in my application should change.

I am aware that WDH reserves the right to withdraw permission at any time.

Tenant's signature:

Print name:

Date signed:

For office use only

Target date set?		
Site visit needed?	Delete as applicable	
	Yes	No
Date and time of visit arranged with tenant:		
Is consultation with neighbours necessary?	Delete as applicable	
	Yes	No
If yes, identify which properties may be affected and consult with them, or write to them using standard letter 'Application to run a business from home'.		

Inspection report

Is the nature / size of the business acceptable?	Delete as applicable	
	Yes	No
Is the property suitable for the business or does it reduce the amenities within the property?	Delete as applicable	
	Yes	No
Will the business adversely impact on the neighbourhood and the environment?	Delete as applicable	
	Yes	No
Will the nature of the business conflict with any of the conditions of the tenancy agreement?	Delete as applicable	
	Yes	No
Will the business be covered under Control of Substances Hazardous to Health or Provision and Use of Work Equipment Regulations?	Delete as applicable	
	Yes	No
Will the business cause unreasonable disruption or risk to communal areas?	Delete as applicable	
	Yes	No
Will the business present a risk or danger to the tenant or other members of the public?	Delete as applicable	
	Yes	No
Will the business present any risk or danger to the property or neighbouring properties?	Delete as applicable	
	Yes	No
Is the business likely to cause a nuisance or annoyance to neighbours?	Delete as applicable	
	Yes	No

