

Tenant Home Business Operation.

Churches of Christ Housing Services encourages tenants to improve their employment and income opportunities and provide the option to operate a business from their home.

What should I consider before applying to operate a Home Business?

When deciding whether to commence operating a business from your home, it is important that you consider the conditions required by Churches of Christ Housing Services before doing so. Some of these considerations include, but not limited to:

- Ensuring your home remains a primary place of residence, not business premises.
- Income earned by the business must be declared at rent and eligibility assessments
- Compliance with relevant legislation or regulations, including obtaining approval from your local council where required.
- Obtaining appropriate public liability insurance as well as any required licences from relevant authorities.

Further conditions are outlined on the **Business Operation Application**.

Approval may be revoked if your business is found to be dangerous, a nuisance or annoyance to neighbours or causes damage to the property—requiring you to relocate the business operations.

If your business is found to be illegal, it will put your tenancy at risk.

How do I apply to operate a business from my home?

1. Complete a **Business Operation Application** and return it to our office. The application must be completed in full and include the following information:
 - Name and type of business.
 - Details of any employees who are not current household members.
 - Relevant compliance details.
2. We will then assess your application in consideration of the:
 - Suitability of the property for the type of business
 - Impact on the property and any impact it may have on the neighbours
 - Risk or liability to Churches of Christ Housing Services, or the owner of the property.
3. An outcome will be provided in writing once all required documentation has been received and your application has been assessed. Tenants are not permitted to commence business operations without written approval and doing so is considered a breach of the tenancy agreement.
4. If your application is declined, you have the right to lodge an appeal, as detailed in our **Feedback, Complaints and Appeals Brochure** provided in your **Tenant Start up Pack**.
5. If your application is approved, the conditions outlined in the application will form part of your tenancy agreement. A copy of the application and conditions will be included with your approval letter.