

## RUNNING A BUSINESS FROM HOME APPLICATION FORM

If you are a Dartford Borough Council tenant or leaseholder, you can use this form to make an application for permission to run a business from home. Before you consider making an application, please read the **Running a Business from Home Policy** at <https://www.dartford.gov.uk/housingstrategy>, or a copy can be provided on request.

Section 1: Your details		
Name		
Address		
Phone number		
Email		
Are you a Dartford Borough Council tenant or leaseholder?	Tenant <input type="checkbox"/>	Leaseholder <input type="checkbox"/>

Section 2: About the business you are applying for permission to run from home																	
Name of your proposed business																	
Type of business																	
Brief description of the work you will be carrying out in the property																	
What hours will the business operate?	<p>From ..... (am/pm) To ..... (am/pm)</p> <p>Please tick the days you will be working</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Mon</td><td></td><td>Tue</td><td></td><td>Wed</td><td></td><td>Thu</td><td></td> </tr> <tr> <td></td><td></td><td>Fri</td><td></td><td>Sat</td><td></td><td>Sun</td><td></td> </tr> </table>	Mon		Tue		Wed		Thu				Fri		Sat		Sun	
Mon		Tue		Wed		Thu											
		Fri		Sat		Sun											
Please supply details of the room(s) you will be using in the property to run your business																	
<p>Do you need to make any alterations or improvements to the property to accommodate your business?</p> <p>Please note secure tenants and leaseholders have the right to make certain alterations and improvements to their property. Introductory tenants do not have this right.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, you must obtain permission from the Council to make improvements to the property by completing a <a href="#">property alteration form</a>.</p> <p>Please give brief details of the alterations or improvements you will be requesting permission to carry out.</p>																

## Section 2: About the business you are applying for permission to run from home

<b>Are you planning to display any notice or advertisements at the property or use online advertising for the business?</b>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, you must obtain permission from the Council to display any notice or advertisements at the property or use online advertising.</p> <p>Please give details of the notice or advertisements you wish to request permission for:</p>
<b>Will you be employing or will anyone else not already resident in the property be working from the property?</b>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please state the number of people:</p>
<b>Will any machinery or equipment be used in the running of the business?</b>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please provide details of the machinery or equipment:</p>
<b>Will goods be delivered to the property?</b>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please provide details of the frequency of deliveries:</p>
<b>Will you be operating any vehicles from the property other than your own vehicle?</b>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please provide details of how many vehicles and types of vehicles:</p>
<b>Will customers and/or clients be visiting the property?</b>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please provide details of anticipated numbers, the frequency of visit and during what hours:</p>
<b>How do you intend to minimise any impact on your neighbours? (such as noise, increased footfall and potential issues with parking – if this applies)</b>	
<b>Please give details of any membership you have with relevant trade bodies (such as Ofsted)</b>	
<b>Please give details of any relevant certificates you hold (such as first aid, food hygiene, beauty)</b>	
<b>When do you want to start using your home to run a business?</b>	

### Section 3: Checklist

Have you contacted an insurance provider to see what insurance is needed for the business, such as third party, public liability and contents insurance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you contacted the Valuation Office Agency (VOA), to see if business rates will have to be paid on the part of the property used for the business? <a href="https://www.gov.uk/government/organisations/valuation-office-agency">https://www.gov.uk/government/organisations/valuation-office-agency</a> See a guide on business rates at <a href="https://www.gov.uk/introduction-to-business-rates">https://www.gov.uk/introduction-to-business-rates</a>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you contacted HM Revenue & Customs and an accountant, to see what the income tax, VAT and Capital Gains Tax position is? <a href="https://www.gov.uk/government/organisations/hm-revenue-customs">https://www.gov.uk/government/organisations/hm-revenue-customs</a>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you contacted the Health & Safety Executive or the Council to find out the health and safety aspects of running a business and how to do a risk assessment? <a href="https://www.hse.gov.uk/">https://www.hse.gov.uk/</a>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you checked whether the line of business requires adherence to licences/regulations or DBS checks?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you contacted the <a href="#">local planning authority</a> as planning permission may be required for a change of use to run a business from a residential property. Whether planning permission is required will depend on the impacts of the business proposed. Further advice should be sought from the Councils Planning officers and more information is available on the Council's website at <a href="https://www.dartford.gov.uk/applications-1/i-need-planning-permission">https://www.dartford.gov.uk/applications-1/i-need-planning-permission</a> .	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you considered whether to register the business with Companies House, which is responsible for incorporating and dissolving limited companies? <a href="https://www.gov.uk/government/organisations/companies-house">https://www.gov.uk/government/organisations/companies-house</a>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you checked if there is any help with starting or running a business from home? <a href="https://www.gov.uk/moving-from-benefits-to-work/starting-your-own-business">https://www.gov.uk/moving-from-benefits-to-work/starting-your-own-business</a>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### Section 4: Declaration

1. I declare that the information given on this form is a true representation of the business that I am applying to be run from my home.
2. I agree to conduct my business, if permission is granted, within the terms of my tenancy or lease agreement.
3. I understand that the Council can withdraw its permission or impose conditions for running my business from home at any time.
4. I am aware that if I set up a business and do not comply with the conditions set out for running the business from home the Council will take enforcement action under the terms of the tenancy or lease agreement.
5. Once the Council has given me permission to set up a business, I will inform the Council should I stop the business or make changes to the nature of the business.

Tenant/ leaseholder  
signed:

Date:

The information you provide on this form will be used to assess your application to run a business from home and will be saved to your tenancy/leasehold file. Please refer to our Privacy Notices for further details of how we process your personal information and your rights:

- Corporate Privacy Notice - <https://www.dartford.gov.uk/privacy-notices/corporate-privacy-notice>
- Privacy Notice for the Housing Services (Landlord and Tenant) – <https://www.dartford.gov.uk/privacy-notices/housing-services-landlord-tenant>

Please return this signed form to Dartford Borough Council:

By email: [HEM@dartford.gov.uk](mailto:HEM@dartford.gov.uk)

By post to Housing Services, Dartford Borough Council, Civic Centre, Home Gardens, Dartford, Kent, DA1 1DR

A letter will be sent to you confirming whether or not permission has been granted within 10 working days of receipt of this form.

**THIS SECTION IS FOR COUNCIL STAFF USE ONLY**

Application approved?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Letter to tenant/ leaseholder?	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Date sent	
Additional staff comments			
Signed		Dated	