

Running a Business from Home Application Form

Please return this form to Housing Management, Dartford Borough Council, Home Gardens, Dartford, DA1 1DR

Date of request:	
Name of person(s) seeking permission :	
Address :	
Telephone number:	
Email address:	
Name of business:	

Please give a brief description of the work that you will be carrying out:

- 1. I understand that the Council can withdraw its permission or impose conditions for home working at any time.**
- 2. I am aware that if I set up a business and do not comply with the legal requirements the Council will take enforcement action which could include application to the Court for repossession of my home, due to a breach of the tenancy conditions.**
- 3. Once the Council has given me permission to set up a business, I will inform the Council should I stop the business or make any changes to the nature of the business.**

Signed.....

Before completing the application form you may wish to consider:

1. Whether the Council will give you permission. Please see the Home Enterprise Policy for further details. A Policy can be viewed on the website <http://www.dartford.gov.uk/housing/HousingStrategiesandPolicies.htm> or by requesting one from your Housing Officer 01322 343133
2. Whether you need to take out any insurance, to see if you need to take out extra insurance e.g. you may need to take out third party insurance if you're dealing with customers
3. Business rates: contact the Valuation Office Agency (VOA) <http://www.voa.gov.uk/> , to see if you will be charged business rates. See a guide on business rates at www.businesslink.gov.uk
4. Contacting HM Revenue & Customs <http://www.hmrc.gov.uk/index.htm> and an accountant, to see what your income tax, VAT and Capital Gains Tax position is.
5. Contacting the Health & Safety Executive <http://www.hse.gov.uk/> or your local authority www.dartford.gov.uk , to find out the health and safety aspects of running a work at home business and how to do a risk assessment.
6. Contacting the planning department of your local authority http://www.dartford.gov.uk/planning/planning_permission.htm , if you need to make structural changes to the interior or exterior of your property (exterior includes garden, fences etc). Be aware that you may need planning permission.
7. Checking whether the line of business which you wish to carry out requires you to adhere to licences/regulations or apply for a CRB check.
8. If you are receiving housing benefit, informing the housing benefit department if your income changes – 01322 343434

See www.businesslink.gov.uk for more details

Useful contacts:

- Local banks who will have sections which specialise in helping people to set up a small business
- Local Enterprise Agencies
- Small business networking clubs
- The Federation of Small Business – www.fsb.org.uk