

Application to conduct a business from a departmental property

This form must be completed by the legal tenant/s and (if different) the household member conducting a business from the property.

Tenant/s name

Address of property

Postcode

Home phone: **Mobile:**

R/A Number: **Email:**

Details of business:

Business name (if applicable):

Type of business:

Is anybody employed in the business who is **not** normally a household member? Yes No

If yes, will they live in the household? Yes No

Note: if yes, please complete the New Household Member form (PH138) available from your nearest Department of Housing office.

Conditions for the approval to conduct a business:

1. The tenant/s and other household members must continue to live in the property on a full time basis.
2. The business would not adversely affect the neighbourhood and the property.
3. The business complies with the relevant Local Government Local Laws and all other relevant regulations by government bodies.
4. The property is not used for illegal purposes.
5. The business itself is not illegal.
6. The tenant/s will provide details of income received from the business for each rent review.
7. The tenant/s will take out all relevant insurances (e.g. Workers Compensation, Public Liability etc) and provide copies to the department. The tenants are responsible for maintaining insurance at all times and for informing the department when the business type or insurance has changed or lapsed.
8. There are no more than two employees and the employer working at the premises at any one time. Special circumstances will be considered on a case by case basis.

Personal Information Privacy Notice

The Department of Housing is collecting personal information on this form to provide you with housing assistance or assess grant funding applications. This is authorised by the *Housing Act 2003*. To assist you with your housing needs and services, relevant information may, in very limited and specific circumstances, be disclosed to: Partner agencies, Service providers, Agencies authorised by legislative provisions, and local governments and non-governmental agencies that now, or will, provide you with housing and/or support services. Limited personal information may be used for housing related research, policy or planning functions. Unless authorised or required by law, your personal information will not be passed on to any other third party without your consent. More information about the department's privacy policy is available on our website at: www.housing.qld.gov.au/footer/privacy.htm.

Declaration:

- To the best of my/our knowledge, the information provided on and in conjunction with this form is true and correct. I/We understand that it is an offence liable to a penalty under the *Housing Act 2003* and a breach of my Residential Tenancy Agreement to knowingly provide false or misleading information to the Department of Housing.
 - I/we understand the above conditions and agree to abide by them.
- I/we understand that if approval is given by the department, it is on the understanding the above conditions are always complied with.

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| | Tenant | | Tenant | | Household member |
| Name | <input type="text"/> | Name | <input type="text"/> | Name | <input type="text"/> |
| Signature | <input type="text"/> | Signature | <input type="text"/> | Signature | <input type="text"/> |
| Date | <input type="text"/> / <input type="text"/> / <input type="text"/> | Date | <input type="text"/> / <input type="text"/> / <input type="text"/> | Date | <input type="text"/> / <input type="text"/> / <input type="text"/> |