

Running a Business from Home



**PERTH &
KINROSS
COUNCIL**

If you are considering or already run a business from home, you should be sure that you have obtained all the necessary permissions to enable you to operate within the law.

Each case requires individual consideration and assessment of whether a Planning Application is required based on the Town and Country Planning (Scotland) Act 1997 as amended.

Completing this questionnaire may enable Perth & Kinross Council as Planning Authority, to advise you if Planning Permission is required

Name	
Address	
Phone No	
Email	

What is the nature of the business?				
Is the business already being run from the property or is this a proposal?	Existing		Proposed	
If it is an existing business, how long has it been operating from this property?				

If your enquiry is for a proposed business please estimate your answer.

Where within the property is the business conducted? e.g. rooms of house, garden, outbuildings	
Are the rooms/buildings solely used for this purpose?	
When are the rooms/buildings used for this purpose?	
Days	
Times	

How many people (including you) are employed by the business?	
How many of these work at the property?	
How many of these people DO NOT live at the property?	

How many vehicles operate from the property?	Family/Personal	
	Business vehicles	
How many car parking spaces are there at the property?		
Are there on-street parking restrictions?		

Do customers/clients visit the premises?	Yes		No	
When do customers visit the premises?				
Days of Week				
Times				
Maximum No. Of Clients		Length of each Appointment		

Are goods delivered to the property?	
When are they delivered?	
Where are these goods stored?	

What alterations or extensions have been (or are intended to be) made to the property in relation to the business?	
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Note: If you are carrying out alterations or extensions to the property or within the curtilage, you should provide a site plan and dimensioned sketches with this questionnaire.

What machinery/equipment is used in relation to the business?	
What materials/ingredients are used by the business?	
Provide details of fumes, odours and noise that are caused by any works in relation to the business	
What waste is produced by the business and how is it disposed of?	

Is there, or will there be, any signage displayed at your property (that relates to the business)?	
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Please provide any further relevant information. For example, further information about the business, any adverse effects on neighbours etc

Send to:

DevelopmentManagement@pkc.gov.uk

**Development Management
Economy, Development & Planning
2 High Street
PERTH
PH1 5PH**

Notes:

1. This checklist is not a "Certificate of Lawful Use or Development" under Section 150 or 151 of the Town and Country Planning (Scotland) Act 1997 as amended. The Certificate is a formal determination which provides a definitive position concerning the lawfulness of any existing (s.150) or proposed (s.151) use or operations under planning law. A fee is payable which is equivalent to half the relevant planning application fee where the development has not been carried out, and the full fee if it has. The forms and guidance notes can be assessed at <https://eplanning.scotland.gov.uk/WAM/paperforms.htm>
2. This questionnaire only relates to the requirement of Planning Permission and Consents. You should discuss any other consents that may be required such as licensing and building warrants with the relevant department within Perth & Kinross Council or other external parties. For further information please see our website (www.pkc.gov.uk) or contact Perth & Kinross Councils Customer Service Centre on 01738 475000.
3. Our response will be based upon the answers provided in this questionnaire. Should the nature or level of the business change, you should contact us again.
4. Consent from a Landlord may also be required and, or, title deeds checked.

HOW WE USE YOUR PERSONAL INFORMATION

The information provided by you will be used by Perth & Kinross Council to enable us to assess the enquiry you have made. The information may be shared with other services within the Council if considered necessary. The information will not be disclosed to third parties.

The Council may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties or share your information with them in order to verify its accuracy, prevent or detect crime, protect public funds or where required by law.

For further information, please look at our website www.pkc.gov.uk/dataprotection; email dataprotection@pkc.gov.uk or phone 01738 477933.

Reviewed April 2018