

Collection, storage and use or disclosure of personal information is subject to the Australian Privacy Principles set out in Schedule 1 of the *Privacy Act 1988* (Cth) Defence Housing Australia (DHA) will collect and use or disclose the information for the following purposes:

- To contact you in response to an enquiry by you about our products or services
- To perform our business activities and functions and to provide the best possible quality of customer service
- To provide you with access to online services and any protected areas of our website
- For planning, product or service development, marketing, quality control or research purposes
- To provide your personal information to the relevant owners corporations, contractors or service providers for the performance and administration of our business operations
- To comply with applicable laws or rules, such as the *Privacy Act*, *Defence Housing Australia Act 1987* (Cth) and the *Public Governance, Performance and Accountability Act 2013* (Cth)

If you are having difficulties completing this form, please update your version of Adobe Reader. <http://www.adobe.com/au/downloads/updates.html>

## PART A – Business from home request

**IMPORTANT:** It is the responsibility of the applicant to ensure they have undertaken due diligence and associated checks on operating a business from home, DHA is unable to provide advice on the requirements to support the application. DHA's role is to facilitate the application between applicant and landlord.

### Section 1 – Applicant's details

<b>Provide details of the person operating the business</b>	Title	<input type="text"/>		
	Given name	<input type="text"/>	Middle initial <input type="text"/>	
	Family name	<input type="text"/>		
	Relationship to the Defence member	<input type="text"/>		
	Phone numbers	Home ( )	<input type="text"/>	
		Mobile	<input type="text"/>	
	Email	<input type="text"/>		

### Section 2 – Defence member details

Given name	<input type="text"/>	Middle initial <input type="text"/>
Family name	<input type="text"/>	
PMkeys	<input type="text"/>	

### Section 3 – Property details

Property ID (if known)	<input type="text"/>	
Physical address	<input type="text"/>	
	Suburb <input type="text"/>	
	State <input type="text"/>	Postcode <input type="text"/>
Is this property located on-base?	No <input type="checkbox"/>	Yes <input type="checkbox"/>

### Section 4 – Business details

Business name	<input type="text"/>	
ABN	<input type="text"/>	ACN <input type="text"/>
Director/Manager name	<input type="text"/>	
Local authority consulted	No <input type="checkbox"/>	
	Yes <input type="checkbox"/>	If yes, provide local authority name <input type="text"/>

**Business details continued**

Public liability insurer	<input type="text"/>	
Public liability policy number	<input type="text"/>	Expiry date <input type="text"/>
Asset insurer (if applicable)	<input type="text"/>	
Asset policy number	<input type="text"/>	Expiry date <input type="text"/>
Type of business	<input type="checkbox"/> Beauty (Hair, waxing, massage and other beauty services) <input type="checkbox"/> Dance/Fitness (Gym, personal trainer) <input type="checkbox"/> Child care/Family day care <input type="checkbox"/> IT or Bookkeeping <input type="checkbox"/> Sales <input type="checkbox"/> Party planner <input type="checkbox"/> Tutoring <input type="checkbox"/> Pet care <input type="checkbox"/> Photography <input type="checkbox"/> Other – Please specify <input type="text"/>	

Will employees work from the property? No  Yes  If yes, WHS coverage will need to be supplied

Will clients/customers be required to attend the property? No   
Yes  If yes, please specify approximate numbers and frequency

Will the business operate in a designated area of the property? No   
Yes  If yes, please specify

Will commercial equipment be used? Commercial equipment means any device that is used for commercial activities, including, but not limited to, medical, laboratory, commercial cooking appliances and entertainment equipment.  
No   
Yes  If yes, please specify

Will chemicals be stored on the property? No   
Yes  If yes, please specify chemical and quantity

**Section 5 – Modifications**

**Modifications**

Will any modifications, fixtures or fittings need to be made to the property to accommodate the operation of the business? No  **Go to Section 6**  
Yes

Details of the modifications required

Reason for modifications  
E.g. council regulations

Any requests for modifications to make the premises suitable for the operation of the business will be considered as part of the consent and no modifications are to occur prior to the consent being granted.

The occupant acknowledges and agrees that these modifications will be at their expense and will be required to be reinstated to a professional standard on vacation.

## Section 6 – Application documentation

---

If you have any of the following documentation to support your request please attach to the application.  
If Landlord consent is provided for the operation of the business the below relevant documentation will be required prior to commencing the business from home.

- Certificates of currency
- Public liability insurance
- Any licence or permit required to operate the business
- Local council approvals and planning approvals which are applicable to the type of business being operated
- Any other relevant insurance requirements (i.e. Insurance of equipment and professional indemnity insurance where required)
- Strata or community titled properties, that all requirements under the strata or community scheme by-laws are met


## Section 7 – Declaration

---

By signing this agreement, I agree to the following terms:


- I am responsible to maintain any and all applicable insurances, approvals and any other compliance obligations that relate to the operation of the business at the Service Residence including public liability insurance of at least \$10 million for any single event.
- If requested I will provide DHA with copies of relevant documents, policies and approvals. Failure to provide the items may result in DHA reviewing the ongoing compliance with this agreement.
- I am responsible for the cost of any modifications, and to reinstate to a professional standard upon cancellation of this agreement or vacation of the property.
- I am responsible for rectifying any non-fair wear and tear or accelerated deterioration of the property, including fixtures and fittings.
- I am responsible for the actions and omissions of any person that I permit into the Service Residence.
- The ongoing operation of a business at the premises must be in accordance with the requirements of any relevant authority, including the local council or other governing body.
- I have not relied upon any representations made by DHA.
- The consent, if granted, will be based on the information provided by me at the time of submission.
- DHA must be notified of any changes to these details, and I understand that any changes may void the current consent.
- The consent is not transferrable to any other party or premises.
- Consent may be granted subject to any conditions.
- This agreement may be revoked by DHA giving 21 days written notice if the above conditions are not complied with.

**Applicant's signature**



Date

**Defence member's signature**



Date

## PART B – Outcome of request (to be completed by DHA)

---

The business from home request has been facilitated by DHA

BFH reference number

Conditional consent has been provided for this request subject to the below:  
Application has been conditionally approved \*

Reason

\* The business cannot operate until full consent has been provided.

In order to finalise your application all relevant documentation (if not already provided) relating to the business operation is required such as:

- Public liability insurance
- Any licence or permit required to operate the business
- Local council approvals and planning approvals which are applicable to the type of business being operated
- Any other relevant insurance requirements (i.e. Insurance of equipment and professional indemnity insurance where required)
- Strata or community titled properties, that all requirements under the strata or community scheme by-laws are met.

Request has been declined by the Landlord

Reason

Date

## PART C – Final consent (to be completed by DHA)

---

Final consent has now been provided

Effective from

Please ensure compliance with both the requirements outlined in this agreement and the Defence Housing Australia Residence Agreement, as signed by you.

DHA signature

Date