

FACT SHEET

Running a business from your home

If you're thinking about running a business or working from home, don't forget to get permission before you start.

How do I get permission?

You can call us to discuss your request before putting in your application and we can give you some guidance.

You can apply by emailing or writing to us. Please provide copies of your insurance and registration with trade bodies.

We'll normally be able to let you know whether or not we can give you permission within ten days and will confirm this in writing.

There may be conditions within your tenancy agreement, or estate covenants, which restrict the type of business you can run from home, so we'll consider each application on its individual merits.

When we're likely to give permission

We'll usually give permission if you follow these conditions:

- you don't break any planning laws,
- any associated risk is controlled appropriately,
- your work or business is not illegal,
- it's unlikely to cause a nuisance or disturbance to other people in your neighbourhood,
- you take responsibility for your customers' actions,
- it doesn't break tenancy or estate covenants.

Examples of businesses or working from home that could be approved include:

- child minding,
- hairdressing and beauty therapy,
- using part of your home as an office.

When we won't give permission

Examples include if your business is likely to:

- cause a nuisance, disturbance or concern to your neighbours, e.g. problems with parking, numbers of people using your home,
- involves the repair or sale of motor vehicles from your home or a communal area,
- you're not registered with appropriate bodies or aren't insured,
- includes any illegal activity,
- the size of your business is not appropriate for your home.

Advertising

We're not able to give permission to display any notice trade plates, signs or advertisements at your home. However, you can advertise your business online or in your community.

Risk assessment

It's important you tell us how you'll manage and control risks, such as accidents, fire, food poisoning or harm to the public and property.

Working from home without permission

If you work or run a business from home without our permission we'll ask you to stop. We may work with you to address any concerns.

We'll check whether it's legal and whether we can give you permission.

If we learn you're running an illegal business you may lose your home.

If we receive complaints about your business we'll work with you to address these.

More information

You'll find a checklist for requesting permission on the back of this factsheet.

A guide to requesting permission

If you'd like to run a business from home, you'll need to ask for our permission by email or letter.

Please send your letter or email to your housing officer.

Your checklist...

Please include in your letter or email:

- Your name
- Your address
- Phone number
- Email address (if applicable)
- Business name
- Type of business (e.g. hairdresser)
- Trading body you've contacted for permission
- When you want to start using your home

Copies of all documents in (A) and any relevant documents from (B)

(A)

- Registration with HMRC.
- Registration Companies House.
- Insurance (s) in your name or business name, e.g. business specific insurance, public liability insurance, contents insurance.
- Risk Assessment.
- Your business plan.

(B)

- Permission from the local authority, e.g. planning permission or registration for your business. If you don't need permission, please let us know why.
- Membership with relevant trade bodies, e.g. OFSTED.
- Relevant certificates, e.g. COSHH, first aid, food hygiene, dog handling, beauty.

Further information

- Please tell us how you intend to minimise any impact on your neighbours e.g. noise, increased footfall and potential issues with parking (if applicable) .
- Finally, please confirm to us you've read this factsheet and understand when we're likely and unlikely to grant permission.

Need help or advice?

Please contact our Employment and Training team:

Email: myworksteps@sovereign.org.uk

Phone: 01173 170704

Website: www.sovereign.org.uk/eandt

Things to know

If you claim Housing Benefit, using a bedroom as an office could affect the amount you receive.

We may be able to help you develop your business and identify in-work benefits. Job Centre might help with a New Enterprise Allowance.