

To Whom It May Concern,

I am writing to apply for approval to operate a small home-based pottery business, *Nintu Pottery*, from residential property. This business is designed to be low-impact, community-focused, and respectful of the surrounding area. It will offer hands-on pottery workshops in a dedicated space in one of the existing sheds, using techniques such as hand-building and wheel throwing, with in-house glazing and kiln firing.

I understand that home businesses are assessed according to the definition provided, and I have addressed each point below:

(a) Staffing

The business will be operated by myself, an occupier of the dwelling. My mother, who also resides on the property, may assist with teaching and studio support on a voluntary basis. No more than two people **not** residing at the property will be employed, in full compliance with the home business definition. I have no current plan on employing at this time, and will inform the shire if this changes.

(b) Amenity and Impact

Classes will be small and quiet in nature. Activities include hand-building and wheel throwing using pottery wheels, in-house glazing, and firing in a kiln. Kiln firing will only be performed by me or my mother. While I intend to hold workshops mostly during school hours, I may offer sessions after school or on weekends. At all times, the business will be run in a way that minimises noise and disruption. The kiln operates silently when firing, and there is no industrial machinery involved. No fumes, dust, or waste will escape the premises. The business will not adversely affect the amenity of the neighbourhood.

(c) Area of Operation

The pottery business will operate in a clearly defined section of an existing shed on our property. The total area used will not exceed 50 square metres. The remainder of the shed and property will remain residential in nature.

(d) Retail Sales and Pickups

There will be no retail shopfront, no in-person browsing, and no hire of goods on-site. Occasionally, students may collect their finished pieces from the premises at a scheduled time. These pickups will be contactless or brief and managed to avoid any disruption. I am happy to discuss whether this fits within the intended definition, and I am open to conditions if needed.

I will be creating pottery on an ongoing basis to sell through external channels including local markets, online platforms, and retail stores. These sales will not take place on-site.

In addition, my mother — who is not employed by the business — will use the studio space to create her own independent pottery works. She does not sell from the premises and her activities remain in line with private hobby use.

(e) Vehicles and Parking

Parking for participants will be on-site in front of the shed, away from residential buildings and street frontage, ensuring no disruption to neighbours. At this stage, I intend to limit group sizes to no more than four students per session to maintain a low impact, but would appreciate flexibility to apply for an increase in future if demand allows. No large or commercial vehicles (over 3.5 tonnes tare weight) are required. Occasional clay or supply deliveries may occur via standard delivery vehicles (e.g., courier vans), which would not increase neighbourhood traffic beyond normal expectations.

(f) Use of Services

The business uses water for pottery processes and glazes, as well as electricity to operate two pottery wheels and a kiln. The kiln has been professionally installed. Power and water use remains well within the normal residential service capacity. Waste is minimal, consisting mainly of household rubbish, with no hazardous waste disposal. Water and clay are reused as much as possible to reduce waste. I am conscious about our impact on the environment.

Nintu Pottery is a community-oriented business designed to be sustainable, educational, and enriching, without disrupting the quiet enjoyment of our neighbourhood. I am committed to maintaining compliance with all relevant regulations and would be happy to discuss any concerns or recommended conditions to support this application.

Thank you for your time and consideration.

Warm regards,

[REDACTED]

275 Bedford Street, Mount Helena

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