

Information Sheet

Considering a Home Based Business?

What is a Home Based Business?

A home based business is a service or profession carried out in a dwelling or on the allotment by an occupier of the property and includes a 'Home Office', 'Home Occupation', 'Home Business', 'Home Store', 'Cottage Industry' and 'Rural Home Business' but excludes 'Family Day Care' and 'Bed & Breakfast Establishments'.

Do I need Shire Approval before I start?

Development approval is required for a 'Home Occupation', 'Home Business', 'Home Store', 'Cottage Industry' and 'Rural Home Business'. However, development approval may not be required for a 'Home Office'. Please contact the Shire's Planning Services to determine if an approval is required.

Do I need a Building Permit to run a home based business?

A Building Permit may be required depending on the nature of the proposed business. It is recommended that you contact the Shire's Building Services section on 9622 6100 to obtain further advice.

What is the difference between the various types of Home based businesses?

Home Office (Example: An accountant who works from home & visits their clients)

- Does not employ any person who is not a resident of the dwelling
- Does not entail clients or customers travelling to and from the dwelling
- Does not involve any advertising signs on the premises or changes to the external appearance

Home Business (Example: Beauty or Massage Therapist)

- Does not employ more than 2 people not members of the occupier's household
- Does not cause injury or adversely affect the amenity of the neighbourhood
- Does not occupy an area greater than 50m²
- Does not involve the retail sale, display or hire of goods of any nature
- Does not generate traffic as a result of inadequate car parking
- Does not involve a vehicle more than 3.5 tonnes tare weight
- Does not involve the use of an essential service of greater capacity than normally required.

Home Occupation (Example: Dog Grooming, Computer Repairer)

- Does not employ any persons not members of the occupier's household
- Does not cause injury or adversely affect the amenity of the neighbourhood
- Does not occupy an area greater than 20m²
- Does not display a sign exceeding 0.2m²
- Does not involve the retail sale, display or hire of goods of any nature
- Does not generate traffic difficulties as a result of inadequate car parking
- Does not involve a vehicle more than 3.5 tonnes tare weight
- Does not involve the use of an essential service of greater capacity than normally required

Home Store (Example: Clothing Shop, Computer parts)

- Does not employ any person who is not a resident of the dwelling
- Does not occupy any area greater than 100m² attached to a dwelling
- On site car parking is to be provided at the rate of 1 for every 20m² of the home store area.

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Cottage Industry (Example: Woodworking, Production of Artwork)

Is restricted to a trade or light industry producing arts and crafts goods which do not fall within the definition of a home occupation

- Does not employ any persons not members of the occupier's household when located on a lot zoned 'Residential'.
- Does not cause affect the amenity of the neighbourhood
- Does not occupy an area greater than 50m²
- Does not display a sign exceeding 0.2m²
- Compatible with the use of the property
- Is conducted in an outbuilding approved by the Shire's Planning and Building Departments

Rural Home Business (Example: Smaller scale local produce manufacture and packaging)

- Does not employ more than 2 people not members of the occupier's household
- Does not cause injury or adversely affect the amenity of the neighbourhood
- Does not occupy an area greater than 200m²
- Does not involve the retail sale, display or hire of goods of any nature
- Does generate traffic difficulties as a result of inadequate car parking
- Does not involve more than 3 vehicles that do not exceed 3.5 tonnes tare weight.
- Does not involve the use of an essential service of greater capacity than normally required.

Can I have a food based home business or a commercial kitchen in my home?

The *Health (Food Hygiene) Regulations 1993* prohibit the preparation, packaging, storage, handling, serving or supply of food for sale within residential premises. Under the Regulations, the Shire may consider applications for food intended for sale that is prepared within a residential premises in a limited number of circumstances including:

- Cake decorating; Food prepared for a single fund raising activity event arranged by a community or charitable organisation; Food preparation in conjunction with farm stay or home stay accommodation and Low risk food handling or food preparation activities approved by the Executive Director of Public Health (EDPH) on a case by case basis.

Can I store bulk quantities of goods on my property as a home business?

No, the bulk storage of goods is defined under Local Planning Scheme No.6 as a 'Storage' use as follows: "Storage means premises used for the storage of goods, equipment, plant or materials"

It may be possible to obtain development approval for a storage use on lots zoned 'Mixed Use' and 'Rural'. Proposals will be assessed separately to a 'Home Business' or 'Home Occupation' use.

Do I have to pay an annual renewal fee?

Yes, an annual renewal fee is payable to the Shire at the beginning of each financial year for the life of the business on the lot. If you fail to pay the annual renewal fee, the development approval will expire and the business will no longer be permitted to take place on the lot unless a new approval is granted by the Shire.

What if I have am concerned about a home based business operating at a neighbour's property?

Any concerns about a home based business including traffic, noise, dust and odours associated with the business are to be directed to the Shire's Compliance Officer or can be submitted online through the Shire's Customer Service Enquiry portal on the Shire's website.

The information contained in this brochure is intended as a guide only. It is recommended that the advice and assistance of the Shire's Planning Services Department be sought prior to lodgement of a Development Application.