

What is a Home Office, Home Occupation and Home Business?

Businesses conducted from home are classified into three different categories depending on the level of activity – Home Office, Home Occupation or Home Business.

Home Offices are not permitted to employ anyone who is not a member of the household and is not permitted to have any custom/trade, signage or involve food preparation.

Home Occupations are permitted to have some custom/trade and signage. Home Occupations are limited to 20m² of floor area and may not employ anyone who is not a member of the household.

Home Businesses are permitted to employ up to 2 people not members of the household and is limited to 50m² of floor area. Some custom/trade and signage is permitted.

Do I need to provide any parking for my business?

Depending on the nature of the home occupation or home business, additional car parking on the lot may be required. Any required car parking must be located within the site boundaries.

Do I need my neighbour's permission to start my business from home?

No but depending on the type of business, the proposal may require consultation with adjoining landowners:

- Home Office – does not require consultation
- Home Occupation – neighbours will be notified should an approval be issued
- Home Business – requires consultation with adjacent landowners.

If the application relates to a strata property, you may require approval from your body corporate or other owners within the strata.

Do I need to renew my application each year?

Home Office approvals do not need to be renewed. However the City must be informed of any changes to the Home Office as this may require a new application.

Home Occupation and Home Business Applications do not require renewal. However any changes to the nature of the business may require the further approval of the Council. The City also has the power to rescind the approval should it cause a nuisance.

What businesses would not be considered appropriate to conduct from home?

Examples of businesses that are not considered to be suitable to be conducted from a residential property include:

- Businesses that require the provision of any essential service mains of greater capacity than normally required for a dwelling;
- Businesses that involve the fuelling, repair, wrecking, panel beating or mechanical maintenance to motor vehicles;
- Businesses that cause emission of light, noise, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, grit, waste water or waste products.

Do I need Planning Approval?

A formal planning application for Home Office is not required. The Applicant is required to complete and submit a 'Home Office Level 1 Form' to the City. If in the opinion of the City the proposal complies with the requirements of a Home Office, an approval will be granted and returned to the applicant.

A Planning Application for Home Occupation and Home Business is required to be submitted prior to commencing the business from home.

What Information is required to be submitted for a Home Office?

1. Home Office Level 1 Form; and
2. No fee is required.

What information is required to be submitted for a Home Occupation or Home Business?

3. Completed City of Stirling Planning Application Form and MRS Form 1 Application Form
 - Signed by each owner of the property
 - Form 2 or Form 3 checklist
4. Planning Application Fee
 - Please refer to the fee schedule to determine the relevant fee.
5. Certificate of Title (within 6 months)
6. Site Plan – one copy – Scale 1:200 showing:
 - North Point
 - Lot boundaries
 - Existing dwelling and other structures
 - Existing and proposed parking on the site

Refer to the example at the end of this document.

1. Floor Plans – one copy – Scale 1:100 showing:
 - Internal room layouts and highlight the location of the proposed home occupation or home business.

Refer to the example at the end of this document.

2. Elevation Plans – one copy – Scale 1:100 showing:
 - Proposed signage.

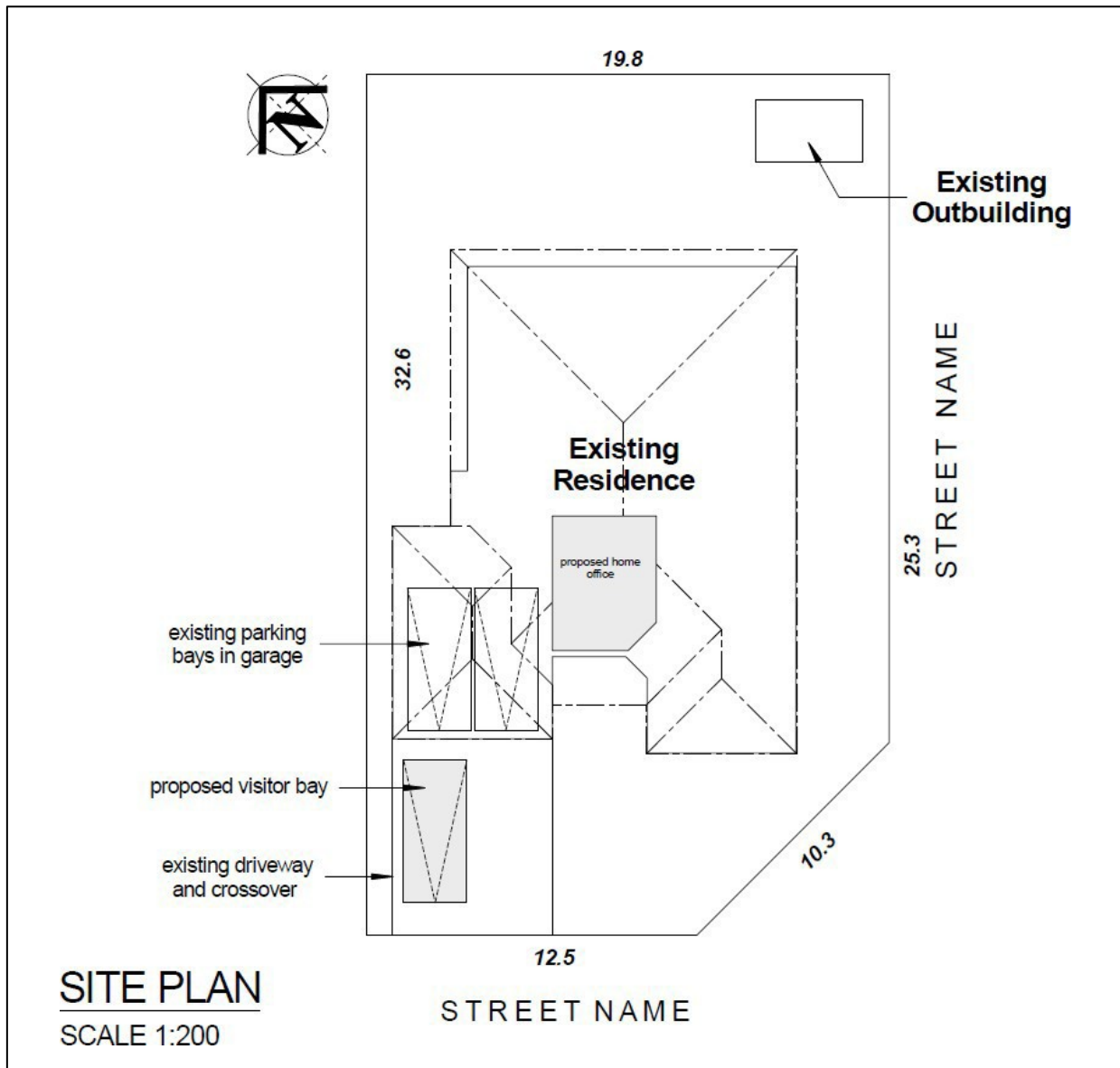
NOTE: If no signage is proposed, elevations are not required.

Refer to the example at the end of this document.

3. Additional Information:
 - Written description of the business including:
 - The nature of the business;
 - Method of sales (if any);
 - Storage requirements;
 - Equipment used (i.e. phone, computer);

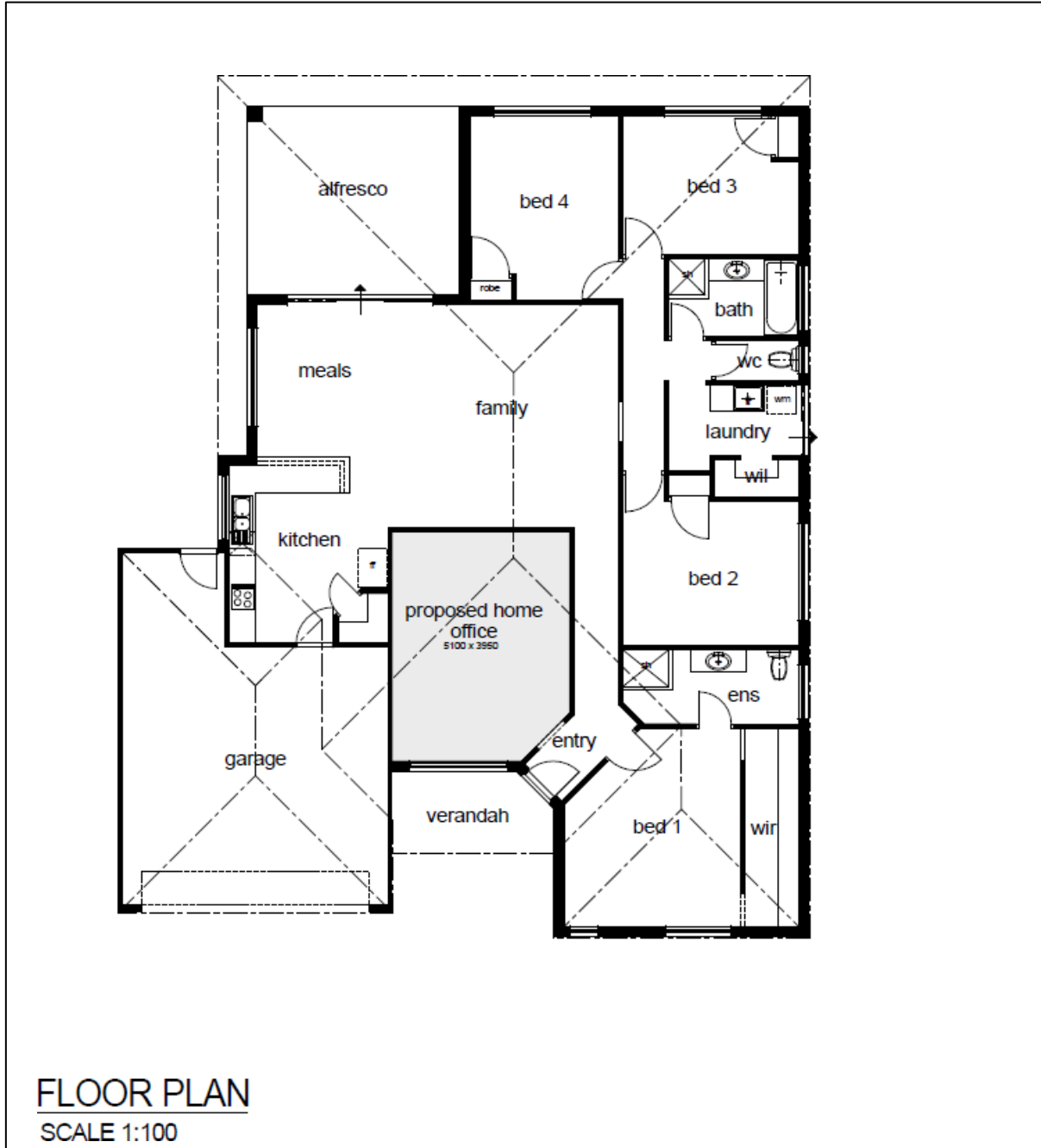
- Operating hours;
- Staffing requirements; and
- Proposed number of customers to the site.

Site Plan

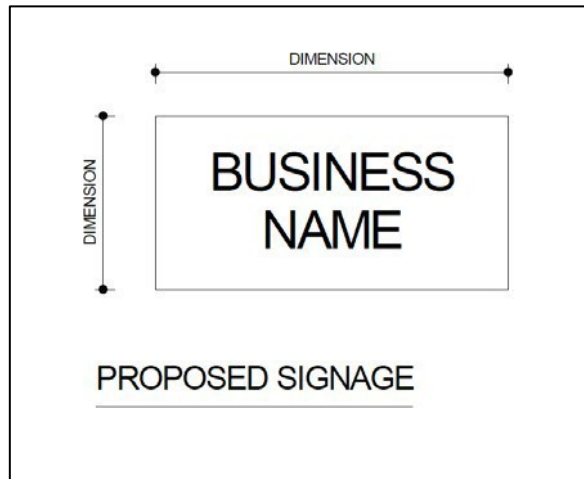


Note: Visitor parking must be provided within your lot boundaries.

Floor Plan



Elevations



Last Updated: 10.06.2020

Disclaimer:

This information is produced by the City of Stirling in good faith and the City accepts no responsibility for any ramifications or repercussions for providing this information. Verification with the original Local Laws, planning schemes and other relevant documents is recommended for detailed references.

© Copyright 2017 City of Stirling

HOME OFFICE (LEVEL 1) – FORM

Use this form to apply for a **Home Office (level 1)** approval only

Name: _____

Company Name: _____

Property Address: _____

Type of Business: _____

Contact Phone Number: _____

Contact Email Address: _____

Details of the Business Attached? Yes No

PLEASE ANSWER THE FOLLOWING QUESTIONS IN RELATION TO THE HOME OFFICE	Yes	No
Do you live at the above address?		
Do you own the above property? If no, you are required to submit the written approval of the owner with this application.		
If this property strata titled? If yes, you may require the written approval from the Body Corporate.		
Does any part of the home business affect common property? If yes, you require the written approval from the Body Corporate.		
Does the Business:		
1. Involve the sale, display or hire of goods of any nature?		
• Involve the penetration of skin (e.g. body piercing, tattooing, electrolysis)?		
• Involve the storage, preparation, handling or packing of foodstuffs? If yes, separate approval from the City's Health & Compliance Business Unit is required for a Food Premises.		
• Attract deliveries of goods and equipment to the site? If yes, describe in detail (including anticipated frequency, times of day, location of access, delivery vehicles etc). _____		
• Require modifications to the dwelling? If yes, describe _____ Note: Modifications may require the Approval of Council		
• Employ anyone not a permanent resident of the dwelling?		
• Attract customers to the site?		
• Require an advertising sign? If yes, you are required to submit a Home Occupation or Home Business application form and a Planning Application.		
• Result in an increase in the amount of vehicular traffic?		
• What will your hours of operation be? (Please enter start time in 'yes' column and end time in 'no' column)		
Have you read and understood this form and the requirements of a Home Office?		
Signature of Applicant: _____		

HOME OCCUPATION (LEVEL 2) OR HOME BUSINESS (LEVEL 3) – FORM

Use this form where applying for either a

Home Occupation (level 2) or a Home Business (level 3) approval.

Name: _____

Company Name: _____

Property Address: _____

Type of Business: _____

Contact Phone Number: _____

Contact Email Address: _____

Application for: Home Occupation (level 2) **OR** Home Business (level 3)
Please circle one

PLEASE ANSWER THE FOLLOWING QUESTIONS IN RELATION TO THE HOME OCCUPATION / HOME BUSINESS	Yes	No
Application Requirements:		
LPS 3 Planning Application Form		
Application Fee		
Description detailing the nature of the proposed Business		
Plans:		
• Site Plan		
• Floor Plan		
• Elevation and signage info (where required)		
Property Details:		
Do you live at the above address?		
Do you own the above property? If no, you are required to submit the written approval of the owner with this application.		
If this property strata titled? If yes, you may require the written approval from the Body Corporate.		
Does any part of the home business affect common property? If yes, you require the written approval from the Body Corporate.		
Does the Business occupy an area less than 20m ² Please specify the area occupied: _____		
Does the Business occupy an area less than 50m ² Please specify the area occupied: _____		
Does the Business:		
• Involve the sale, display or hire of goods of any nature?		
• Involve the penetration of skin (e.g. body piercing, tattooing, electrolysis)?		
• Involve the storage, preparation, handling or packing of foodstuffs?		
• Require the provision of any essential service main of greater capacity than normally required for a dwelling? If yes, describe _____		
• Attract deliveries of goods and equipment to the site? If yes, describe in detail (including anticipated frequency, times of day, location of		

access, delivery vehicles etc.)_		
<ul style="list-style-type: none"> Involve the fuelling, repair, wrecking, panel beating or mechanical maintenance or any motor vehicle? If yes, describe		
<ul style="list-style-type: none"> Cause emission of light, noise, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, grit, waste water or waste products? If yes, describe		
<ul style="list-style-type: none"> Require modifications to the dwelling? If yes, describe Note: Modifications may require the further Approval of Council		
Employees and Customers		
Does the Business require the employment of any person not a permanent resident of the dwelling? If yes: How many: _ How many staff parking bays are provided: _		
Does the Business attract customers to the site? If yes:		
<ul style="list-style-type: none"> Are the customers by appointment only? 		
<ul style="list-style-type: none"> Will more than one customer vehicle be present at one time? 		
<ul style="list-style-type: none"> Will more than two customer vehicles be present at one time? 		
<ul style="list-style-type: none"> Will more than 3 customer vehicles visit the site in one day? 		
<ul style="list-style-type: none"> Will more than 8 customer vehicles visit the site in one day? 		
<ul style="list-style-type: none"> How many dedicated parking bays are provided for visitors? 		
<ul style="list-style-type: none"> Require an advertising sign? If yes, you are required to submit a drawing detailing the size, location and content of the sign.		
<ul style="list-style-type: none"> Result in a substantial increase in the amount of vehicular traffic in the vicinity? 		
<ul style="list-style-type: none"> What will your hours of operation be? (Please enter start time in 'yes' column and end time in 'no' column) 		
Have you read and understood this form and the requirements of a Home Occupation or Home Business?		
Application Fee attached?		
Signature of Applicant: _____		