2.4 HOME OFFICE, HOME OCCUPATION AND HOME BUSINESS

Objectives
- To ensure that low scale businesses do not have a detrimental impact on the amenity of surrounding areas; and
- To enable low scale businesses the opportunity to conduct a business from home.

Applications Subject of this Policy
All applications conducting a business in a Residential Zone or residential development in a non-residential zone.

Definitions
Home Businesses are divided into three different categories depending upon the level of activity. Below is a general definition for each category, more detailed provisions are contained within this policy for each category.

Home Office
- May not employ any person not a member of the household;
- May not attract any trade / custom to the site and may not have any signage.

Home Occupation
- May not employ any person not a member of the household;
- Is limited to 20m² floor area;
- May attract some trade / custom; and
- May permit limited signage.

Home Business
- May employ up to 2 members not members of the household,
- Is limited to 50m²;
- May attract slightly more trade / custom: and
- May permit limited signage.

Submission Requirements
Home Office
A formal application is not required, instead, an applicant ‘self check-list’ is required to be completed and submitted to the City. If the application in the opinion of the Council complies with the requirements, it will be signed and a copy returned indicating approval.

Home Occupation and Home Business
A formal development application is required to be lodged containing the following:
- A completed Form 1A “Application for Approval to Commence Development”;
- Application Fee;
• A completed Applicant Self-Check List;
• A plan of the site and building in which the use is applied (including details of floor area associated with the business, parking, access and signage);
• Body Corporate approval, where required;
• Any other information considered relevant; and
• A written description of the business.

Acceptable Development Provisions
Common Provisions
A person may, with the approval of Council, conduct a Home Office, Home Occupation and a Home Business provided that such an occupation does not:

• Involve the sale, display or hire of goods from the dwelling;
• Result in traffic difficulties as a result of inadequate parking, an increase in traffic volumes in the neighbourhood or manoeuvring and access into and out of the site;
• Involve the storage, preparation, handling or packing of food, except where approval for cooking facilities has been granted by the City;
• Involve the fuelling, repair or maintenance of any motor vehicle on the site;
• Involve any deliveries or customers outside normal business hours;
• Adversely affect the amenity of the neighbourhood, as a result of the emission of light, noise, vibrations, odours, dust, waste water or waste products;
• Involve a use that would be more appropriately located in a non – residential zone;
• Require modifications to the dwelling such that it does not retain a residential character; and
• Involve the penetration of skin (including body piercing, tattooing and electrolysis) having specific health requirements, which require monitoring and regulation.

Specific Provisions
Home Office
• Be limited to a business carried out solely within the dwelling;
• Not employ any person not a member of the occupier’s household;
• Not entail clients or customers travelling to and from the dwelling;
• Not involve any advertising signs on the premises; and
• Not require any external changes to the appearance of the dwelling.

Home Occupation
• Not employ any person not a member of the occupier’s household;
• Not occupy an area greater than 20 m² within the dwelling;
• Not display a sign exceeding 0.2m², which must be incorporated into a front fence, wall, structure or building and be sympathetic to the streetscape in design;
• Not result in the requirement for a greater number of parking facilities than normally required for a single dwelling or an increase in traffic volume in the neighbourhood;
• Not involve the presence, use or calling of a vehicle of more than 2 tonnes tare weight.
• No more than one customer’s vehicle at any given time; and
• No more than a total of 3 customer’s vehicles on any given day.

**Home Businesses**
• Not employ more than 2 people not members of the occupier’s household;
• Not occupy an area greater than 50m² within the dwelling;
• Not display a sign exceeding 0.5m², which must be incorporated into a front fence, wall, structure or building and be sympathetic to the streetscape in design;
• Not involve the presence, use or calling of a vehicle more than 3.5 tones tare weight;
• Provide adequate on-site car parking and manoeuvring areas to the satisfaction of the Council;
• No more than two customers’ vehicles at any given time; and
• No more than a total of 8 customers’ vehicles on any given day.

Council may consider applications for Home Business not complying with these requirements where the additional trade / custom is considered unlikely to impact on residential amenity because of:

• The specific location of the site;
• The use of adjoining sites;
• The availability of sufficient parking; and / or
• The specific details of the application and proposed operation.

**Neighbour Consultation**
In some instances, Council may require neighbour consultation before determining whether to approve a use or not.

**Home Office**
No consultation required.

**Home Occupation**
Abutting properties plus those opposite of a Home Business will be notified in writing after the approval is granted to advise them of the restrictions on the approval. *

**Home Business**
All abutting owners will be consulted in writing and given the opportunity to comment.

*Where the City is concerned about the nature or scale of a Home Business or Home Occupation application, additional consultation may be required.*
**Variations**

Applications seeking variations to this Policy shall be determined in accordance with the objectives of this Policy.

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**OFFICE USE ONLY:**

Local Planning Scheme No.3 – Local Planning Policy History: