

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;

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- 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.

Note * 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.

OFFICE USE ONLY:

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

Action	Resolution Number	Effective Date
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