

Starting a:

HOME BUSINESS

at a RESIDENTIAL PROPERTY



WHAT IS A HOME BUSINESS?

A **home business** is a business, service or profession carried out in a dwelling or on land around a dwelling by an occupier of the dwelling which –

- employs no more than 2 people from outside the occupier's household;
- will not adversely affect the amenity of the neighbourhood;
- occupies an area no greater than 50 square metres;
- may include a single sign no more than 0.2 square metres in area;
- does not involve the retail sale, display or hire of goods;
- will not give rise to parking or traffic issues in the neighbourhood and does not involve a vehicle of more than 3.5 tonnes tare weight;
- has no greater needs in terms of infrastructure than any other residential property; and
- maintains the appearance of a residential property comprising a dwelling house or domestic outbuilding.
- provides one car bay in addition to the car bays required for the dwelling in accordance with the provisions of the Residential Design Codes; plus, one car bay for each employee not a resident in the dwelling.

WHAT IS A HOME OCCUPATION?

A **home occupation** is the same as a Home Business, except that it –

- employs only persons from within the occupier's household;
- occupies an area not greater than 20 square metres; and
- does not involve a vehicle of more than 2 tonnes tare weight and does not include the fueling, repair or maintenance of motor vehicles.

- Does not require additional car bays beyond what is provided in accordance with the Residential Design Codes.

WHAT IS A HOME OFFICE?

A **home office** is when a person undertakes a home occupation within their house but does not –

- have clients or customers travelling to and from the dwelling;
- involve any advertising signs on the premises; or
- require any external change to the appearance of the dwelling.

DO I NEED DEVELOPMENT APPROVAL?

Development Approval is required if you want to operate a **home business** or **home occupation** from a residential property.

Approval is not required for a **home office**.

An example of a **home office** would be someone preparing food from within their normal kitchen for sale off-site without customers or clients visiting the property or a vehicle larger than a normal car being used. This would not need Development Approval (however as it involves making food would need approval as a Food Business from the Shire's Environmental Health Section).



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DO I NEED TO APPLY FOR A HOME BUSINESS OR HOME OCCUPATION?

If the activity you want to undertake will:

- occupy more than 20 square metres; or
- employ people who do not live with you in your house; or
- involve clients visiting your house; or
- involve a vehicle more than 2 tonnes tare weight, then you will need to apply for Development Approval for a Home Business instead of a Home Occupation.

HOW TO MAKE AN APPLICATION FOR DEVELOPMENT APPROVAL

Your application for Development Approval for a **Home Business** must include the following:

- A completed Shire of Broome Application for Planning Approval form: (<http://www.broome.wa.gov.au/Building-Development/Planning/Planning-Forms-Fees>) signed by the landowners of the property.
- Payment of the application fee, which is \$295 if no building works are proposed.
- A Site Plan (to a scale of 1:200) of the property showing sufficient car parking bays (minimum size 2.7m x 5.5m).
- A Floor Plan highlighting which rooms/areas will be used for the Home Business (note the limitations on the area that can be used).
- A completed Home Occupation/Home Business Questionnaire (below) providing additional information on the proposed Home Business.

Your application for Development Approval for a **Home Occupation** must include the same information and documentation as outlined above as being required for a Home Business, except that:

- The application fee is \$222; and
- The Site Plan does not need to show car parking bays for employees and clients.

WHAT HAPPENS WHEN YOU SUBMIT YOUR APPLICATION?

Once received, your application will be assigned to a Planning Officer who will assess your application. You will receive an acknowledgement letter which will include contact details for the Planning Officer handling your application.

Once the Planning Officer has reviewed your application and determined that sufficient information has been provided, the landowners who adjoin your property will be given 14 days to comment on your application. Once the 14 day period has ended, the Shire will decide whether to approve or refuse your application.

You will be notified within 2-3 business days of the Shire's decision.

FURTHER INFORMATION

If you have any further questions or would like additional assistance in preparing your application, please contact Planning Services on (08) 9191 3456.

