

# Home Business / Occupation

There are three types of home-based operations: Home Business, Home Occupation and Home Office. A Home Business and/or a Home Occupation may require prior approval from the Shire whereas a Home Office does not.

## Definitions

The definitions of each type of home-based operations are found within the Shire of Donnybrook-Balingup Local Planning Scheme No. 7 (LPS7).

In all cases, the definitions of each require that the operations are undertaken in association with a dwelling / house on the property.

**“Home Office”** means a home occupation limited to a business carried out solely within a dwelling by a resident of the dwelling but which does not –

- a) entail clients or customers travelling to and from the dwelling;
- b) involve any advertising signs on the premises;
- c) require any external change to the appearance of the dwelling.

**“Home Occupation”** means an occupation carried out in a dwelling or on land around a dwelling by an occupier of the dwelling which –

- a) does not employ any person not a member of the occupier’s household;
- b) will not cause injury to or adversely affect the amenity of the neighbourhood;
- c) does not occupy an area greater than 20 square metres;
- d) does not display a sign exceeding 0.2 square metres;
- e) does not involve the retail sale, display or hire of goods of any nature;

- f) in relation to vehicles and parking, does 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, does not involve the presence, use or calling of a vehicle more than 2 tonnes tare weight, and does not include provision for the fuelling, repair or maintenance of motor vehicles; and
- g) does not involve the use of an essential service of greater capacity than normally required in the zone.

**“Home Business”** means a business, service or profession carried out in a dwelling or on land around a dwelling by an occupier of the dwelling which –

- a) does not employ more than 2 people not members of the occupier’s household;
- b) will not cause injury to or adversely affect the amenity of the neighbourhood;
- c) does not occupy an area greater than 50 square metres;
- d) does not involve the retail sale, display or hire of goods of any nature;
- e) in relation to vehicles and parking, does not result in traffic difficulties as a result of the inadequacy of parking or an increase in traffic volumes in the neighbourhood, and does not involve the presence, use or calling of a vehicle more than 3.5 tonnes tare weight; and
- f) does not involve the use of an essential service of greater capacity than normally required in the zone.



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## Key Differences in Definitions

The key differences between the different definitions relate to:

- Whether or not there are any customers coming to the site;
- The total area required for the operations;
- Type of vehicles on site; and
- The number of staff employed.

In all cases, home based operations cannot include the retail sale or display of goods, meaning, they cannot be 'shops'.

## Permissibility in the Zones

A Home Office, Home Business and Home Occupation may be considered in the following zones:

- Residential
- Rural Residential
- Rural Small Holdings
- General Agriculture
- Priority Agriculture
- Commercial
- Caravan Park
- Clubs and Institutions
- Bushland Protection

## Parking Requirements

All associated home business / occupation parking is to be provided wholly within the site, in addition to any parking requirements for existing development.

## Signage Requirements

Generally, a sign affixed to the dwelling no larger than 0.2m<sup>2</sup> is exempt from the

requirement to get Planning approval. All other signage will need to be considered through an Application for Development (Planning) Approval.

## Food, Hairdressing, Beauty or Skin Procedures

Home based operations including any of the above elements generally require relevant approvals from the Shire's Environmental Health Officer. This is to ensure that all operations comply with the relevant Health legislation.

You will need to contact the Shire's Principal Environmental Health Officer to discuss these requirements.

## Development (Planning) Approval

In addition to the standard Application for Development (Planning) Approval form and checklist, an application for a Home Business or Home Occupation is to be accompanied by an additional Home Business / Home Occupation Form. All relevant forms are available on the Shire's website:

[www.donnybrook-balingup.wa.gov.au](http://www.donnybrook-balingup.wa.gov.au).

## Renewal Requirement

A home business and a home occupation is subject to an annual permit renewal from the Shire. The renewal process is set up to ensure that the operations are continuing in the same manner in which they were approved.



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## Frequently Asked Questions

### ***Can I have a home business / occupation / office if I don't have a dwelling on the property?***

No, by definition, these home based operations require a house on the property in order to be considered.

### ***Why do I have to renew my home business / occupation each year?***

The annual permit renewal process is to ensure that operations remain consistent with the definition of each and the associated approval.

It is an opportunity for the applicant to demonstrate compliance with the approval and/or to address any issues that may have occurred within the year.

### ***How do I apply for development approval?***

An application and relevant documentation is required to be submitted to the Shire for assessment.

An Application for Development (Planning) Approval Form and Checklist outlining the necessary information for submission is available on the Shire's website.

In addition to the standard Application form, an Additional Information Form for Home Business / Occupation is required. This is also available on the website:

[www.donnybrook-balingup.wa.gov.au](http://www.donnybrook-balingup.wa.gov.au).

### ***How long does the Planning application process take?***

Depending on whether the application needs to be advertised, the Development Application process can take 60 to 90 days.

### ***If I don't need a Planning application, do I still need to comply with the Environmental Health legislation?***

Yes, regardless of whether a Planning application is required, you are still required to comply with all other legislation including Health.

### ***How do I find out more information?***

You may contact the Shire's Planning and/or Environmental Health Services regarding home based operations on (08) 9780 4200 or via email at:

[shire@donnybrook.wa.gov.au](mailto:shire@donnybrook.wa.gov.au).

