



HOME BUSINESS / HOME OCCUPATION FORM

To be submitted in addition to the Application for Development Approval

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. The definitions of each are on the second page of this form.

DETAILS	
Please tick which is applicable:	☐ Home Business ☐ Home Occupation ☐ Renewal
Relevant Development Approval Reference:	(only applicable for Renewal)
Type/Name of business:	
Located in:	(i.e. office, study, kitchen, shed, etc.)
Total area occupied:	m ²

EQUIPMENT USED	
Will any signage be displayed?	☐ Yes ☐ No <i>If yes, provide artwork, dimensions, and location</i>
Will a commercial vehicle be used?	☐ Yes ☐ No <i>If yes, a separate application may be required</i>
Does the business include any food products (preparation, sale, storage, etc.)	☐ Yes ☐ No
Does the business include any hairdressing, beauty or skin procedures?	☐ Yes ☐ No
<i>If yes, contact the Shire's Environmental Health Services prior to submitting your application as there may be additional requirements to comply with.</i>	
Has the Shire's Environmental Health Services been contacted?	☐ N/A ☐ Yes ☐ No
Please list all equipment, stock, goods and/or machinery used and their storage on the property:	
<i>(i.e. tools, appliances, apparatus, equipment etc.)</i>	

OPERATING INFORMATION						
Number of employees who are:		Occupants of the household:				
		Outside of the household:				
Days of operation:	Mon	Tues	Wed	Thurs	Fri	Sat
Hours of operation:						
Expected number of clients per day:						
Number of parking spaces available:						



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DEFINITIONS

Home Business

“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.*

Home Occupation

“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 Office

“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.*

Privacy Collection Notice

The Shire of Donnybrook Balingup collects personal information to provide services and carry out its functions. If you do not provide the requested information, the Shire may be unable to provide the requested service or process your request. Information about how your personal information is collected, used, disclosed and managed, including the Collection Notice applicable to this service or activity, is available on the Shire's PRIS webpage and in the Shire's Privacy Policy. For information about how your personal information is handled, to request access to your information, or to make a privacy enquiry, please contact Corporate Services.