



SHIRE OF  
MANJIMUP

# Home-Based Businesses

## INFORMATION SHEET

### Operating a Business from Home

It is possible, with Council approval, to run a small-scale business from home. This type of business is known as a *Home Office*, *Home Occupation* or *Home Business*. The conduct of a these uses is controlled by the Shire's Local Planning Scheme No.4.

#### Home Office

A Home Office is a home occupation limited to a business carried out solely within a dwelling by a resident of the dwelling but which does not:

1. Entail clients or customers travelling to and from the dwelling;
2. Involve any advertising signs on the premises; or
3. Require any external change to the appearance of the dwelling.

#### Home Occupation

A Home Occupation is an occupation carried out in a dwelling or on land around a dwelling by an occupier of the dwelling which:

1. Does not employ any person not a member of the occupier's household;
2. Will not cause injury to or adversely affect the amenity of the neighbourhood;
3. Does not occupy an area greater than 20m<sup>2</sup>;
4. Does not display a sign exceeding 0.2m<sup>2</sup>;
5. Does not involve the retail sale, display or hire of good of any nature;
6. 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
7. Does not involve the use of an essential service of greater capacity than normally required in the zone.

#### 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:

1. Does not employ more than 2 people not members of the occupier's household;
2. Will not cause injury to or adversely affect the amenity of the neighbourhood;
3. Does not occupy an area greater than 50m<sup>2</sup>;
4. Does not involve the retail sale, display or hire of goods of any nature;
5. 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
6. Does not involve the use of an essential service of greater capacity than normally required in the zone.

### **Rural Home Business**

A Rural 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:

1. Requires planning approval in all zones in which it is permissible.
2. Does not employ more than 5 persons who do not reside at the residence.
3. Does not occupy an area greater than 200m<sup>2</sup>.
4. Does not require the use or calling of more than 3 vehicles of more than 3.5 tonnes tare weight.
5. Does not require power, water, sewerage or telecommunications of a capacity greater than that afforded the residence.

### **Cottage Industry**

A Cottage Industry means a trade or light industry producing arts and crafts goods which does not fall within the definition of a home occupation and which:

1. Requires approval in all zones.
2. A trade or light industry producing arts and crafts goods.
3. Does not employ any person not living at the residence (when undertaken in the Residential zone).
4. Is conducted in an outbuilding ancillary to a dwelling on the property.
5. Does not occupy an area greater than 50m<sup>2</sup>.
6. Any signage is limited to a single sign of not more than 0.2m<sup>2</sup>.

### **Home Office**

A Home Office means a home occupation limited to a business carried out solely within a dwelling by a resident of the dwelling but which:

1. Does not require planning approval.
2. Does not entail customers or clients visiting the residence.
3. Does not use signage at the residence.
4. Does not require any change to the appearance of the dwelling.

### **Approvals Required**

Development Approval is required in order to conduct a Home Occupation or a Home Business.

Businesses that are classed as Home Offices or Home Occupations in the General Agriculture or Priority Agriculture zones do not require Development Approval.

### **Applying for Home-Based Business Approval**

A completed Application for Development Approval form (signed by the owner), and the appropriate application fee should be submitted at Council's Administration Offices along with the following information:

1. The number of persons employed by the business;
2. The area within the property that the business will occupy (include a plan if possible);
3. The hours and days of operation;
4. The nature of the business (please let us know if it will involve visitors, animals, vehicle deliveries, any noise etc); and
5. Any other information that you feel will help in consideration of the application

### **Consultation**

Applications for businesses classed as Home Occupations will not require consultation with neighbours prior to approval being granted.

Applications for businesses classed as Home Businesses will be advertised for 14 days inviting the written comment of surrounding landowners prior to the application being determined.

## **Decision-Making**

A Home Occupation is a Permitted Use in most zones in the Shire. Therefore, where a business is classed as a Home Occupation by the Shire, Development Approval will be granted subject to conditions ensuring it meets the Scheme requirements outlined in this information sheet.

Where a business is classed as a Home Business by the Shire, the application will be considered at a public Council meeting where the Council will take into account any comments received during the consultation. Home Businesses are only permitted where Council exercises its discretion and grants Development Approval. Any approvals will be subject to conditions to ensure the use meets the Scheme requirements outlined in this information sheet.

## **Length of Approval**

Development Approvals for Home Occupations and Home Businesses are valid until 30 June of the following year. In order to continue past this date, an annual renewal will be required (fee payable).

When considering an application to renew a Home Occupation or Home Business, the Shire will take into account any complaints regarding the operation that may have been received. Where a business has been operating within its conditional of approval, renewal for the following 12 months will be granted.

The information contained in this brochure is intended as a guide only. It is recommended that the advice and assistance of the Shire's Statutory Planning section be sought prior to lodgement of a Development application.

The Shire of Manjimup disclaims any liability for any damages sustained by a person acting on the basis of this information.

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