



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:	<input type="checkbox"/> Home Business <input type="checkbox"/> Home Occupation <input type="checkbox"/> Renewal
Relevant Development Approval Reference:	<i>(only applicable for Renewal)</i>
Type/Name of business:	
Located in:	<i>(i.e. office, study, kitchen, shed, etc.)</i>
Total area occupied:	m ²

EQUIPMENT USED	
Will any signage be displayed?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, provide artwork, dimensions, and location</i>
Will a commercial vehicle be used?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, a separate application may be required</i>
Does the business include any food products (preparation, sale, storage, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the business include any hairdressing, beauty or skin procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> 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?	<input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> 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.*