

Applications for Home Businesses

When you lodge an application for a Home Business; the following should be submitted to Council:

- A completed Development Application Form
- The relevant fees, including lodgment fee, planning assessment fee, and Category 3 notification and advertisements fees
- A current copy of the Certificate of Title
- Three copies of a site plan
- Three copies of floor plans of the house and other building on the land that are proposed to be used as part of the Home Business, clearly showing what areas are proposed to be used for what purpose
- Three copies of written information about the proposed Home Business, including:
 - the activities that are to be conducted on the property
 - employee numbers and whether they are residents of the site
 - Expected deliveries to and from the site
 - Waste generated (and how that waste will be stored and removed from the site)

- Expected visitors / clients to the site including anticipated numbers, frequency, scheduling of appointments etc
- Plant and equipment necessary for the business (if any)
- Location of vehicle parking for staff and visitors

Any advertising signage proposed (note that, signs should be fairly small and discrete).

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V03/16



**HOME
BUSINESS**



Home Business

If a business meets strict criteria as a Home Activity and no Council approval is required.

Other business, that do not meet the Home Activity criteria, require Development Approval, these business, are referred to as Home Business.

What kinds of businesses are not Home Activities?

- Business that are likely to cause complaints and which can not be classified as home activities include:
- Activities requiring more than 30sqm area
- Noisy activities
- Activities that interfere with electrical equipment, television and radio reception
- Activities that cause smoke, smell, fumes or dust
- Activities that cause traffic and parking nuisance as a result of visitors or deliveries to the property
- Activities that have goods visible for sale or hire
- That employs more than 1 person, not a resident to the site.
- Business that require the use and / or garaging of heavy vehicles in excess of 3 tonne GVM.

Some of the businesses that Council finds typically fail to meet the Home Activity definition are businesses involving panel beating and spray painting, servicing and repair of vehicles, manufacturing and assembling of goods, and retail sale or hire of goods.

Criteria for Home Businesses

When assessing applications for home Business, the Council will assess the proposal against the criteria in the Council's Development Plan.

Key criteria for assessment of Home Businesses are:

- Typically small offices, consulting rooms or other non-industrial businesses maybe suitable;
- The nature, scale and intensity of the use should not detrimentally affect the amenity of residents living in the area, by the appearance of land and buildings, inappropriate parking of cars, movement of goods and people, hours of operation, electrical interference, the storage of hazardous substances, or noise or other emissions from the site
- No more than one other person who is not normally resident on the site should be employed
- The business should not involve the servicing repair or sale of motor vehicles
- Only one commercial vehicle associated with the business should be present at any time.

- The area used in conducting the business (including storage) should be fully screened or within an enclosed building or buildings
- The floor area used (including storage) should be less than 50m² or 30% of the floor area of the dwelling (excluding garage and carport), whichever is the lesser and the primary use of the remaining floor area should be residential
- Signage should be discrete in scale and content, with a total advertisement area not exceeding 0.2m² and should feature only muted colours sympathetic to a residential area.

When an application is received, Council staff will proceed with assessment, including Category 3 Notification procedures (unless substantially minor in nature) before assessing the application against the policies in the Development Plan.

