

## What is a Home Office, Home Occupation and Home Business?

Businesses run from home are classified into three different categories depending on the level of activity – Home Office, Home Occupation or Home Business.

**Home Offices** are not permitted to employ anyone not a member of the household and is not permitted to have any customers/trade visiting the property, signage or involve food preparation.

**Home Occupations** are permitted to have some customers/trade and signage. Home Occupations are limited to 20m<sup>2</sup> of floor area and may not employ anyone not a member of the household.

**Home Businesses** are permitted to employ up to 2 people not members of the household and is limited to 50m<sup>2</sup> of floor area. Some customers/trade and signage is permitted.

## Do I need to provide any parking for my business?

Depending on the nature of the home business, additional car parking on the lot may be required. Any required car parking must be located within the site boundaries.

## Do I need my neighbour's permission to start my business from home?

Depending on the type of business, the proposal may require consultation with adjoining landowners:

- Home Office and Home Occupation – does not require consultation
- Home Business – requires consultation with adjacent landowners.

If the application relates to a strata property, you may require approval from your body corporate or other owners within the strata.

## What businesses would not be considered appropriate to conduct from home?

Examples of businesses that are not considered to be suitable to be conducted from a residential property include:

- Businesses that require the provision of any essential service mains of greater capacity than normally required for a dwelling;
- Businesses that involve the fuelling, repair, wrecking, panel beating or mechanical maintenance to motor vehicles;
- Businesses that cause emission of light, noise, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, grit, waste water or waste products.

## Do I need Planning Approval?

A formal planning application for Home Office and Home Occupation is not required.

For Home Office Application, the Applicant is required to complete and submit a 'Home Office Form' to the City. If in the opinion of the City the proposal complies with the requirements of a Home Office, an approval letter will be issued and returned to the applicant.

**Approval from the City's Environmental Health section maybe required if your proposed business involves penetration of skin (e.g. body piercing, tattooing, electrolysis) or storage, preparation, handling or packing of food. For further information contact [Environmental Health](#).**

A Planning Application for Home Business is required to be submitted prior to commencing the business from home.

## What Information is required to be submitted for a Home Office?

1. Home Office Form; and
2. No fee is required.

## What Information is required to be submitted for a Home Occupation?

1. No Development Application is required;
2. Health Approval maybe required if your proposed business involves penetration of skin or handling or packing of food

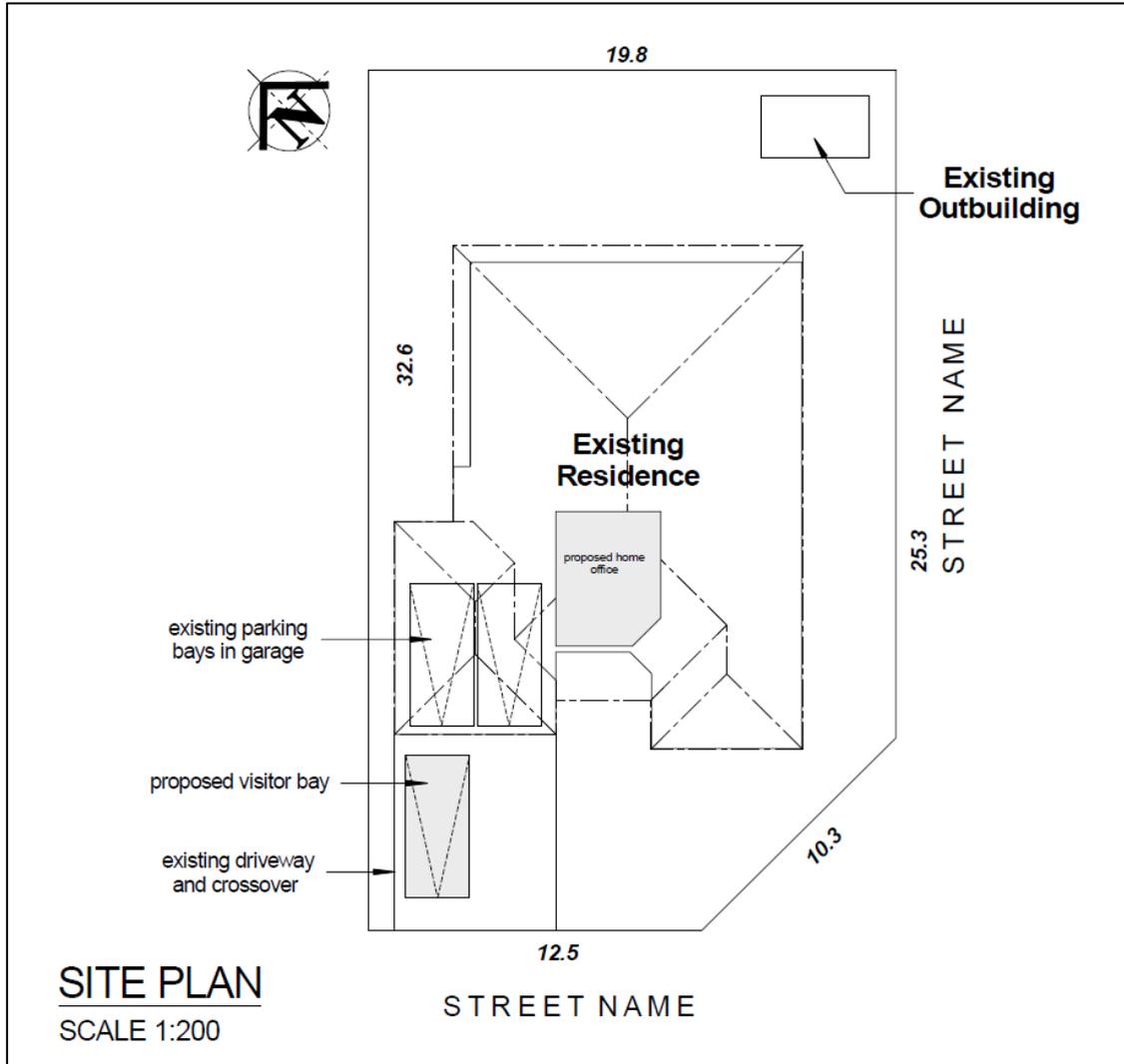
## What information is required to be submitted for a Home Business?

1. Completed Development Application Form (LPS3 Form & MRS Form)
  - Signed by each owner of the property
  - Home Business Application Form
2. Development Application Fee
  - Please refer to the fee schedule to determine the relevant fee.
3. Certificate of Title (within 6 months)
4. Site Plan – one copy – Scale 1:200 showing:
  - North Point
  - Lot boundaries
  - Existing dwelling and other structures
  - Existing and proposed parking on the site
5. Floor Plans – one copy – Scale 1:100 showing:
  - Internal room layouts and highlight the location of the proposed home business.
6. Elevation Plans – one copy – Scale 1:100 showing:
  - Proposed signage.

NOTE: If no signage is proposed, elevations are not required.
7. Additional Information:
  - Written description of the business including:
    - The nature of the business;
    - Method of sales (if any);
    - Storage requirements;
    - Equipment used (ie phone, computer);
    - Operating hours;
    - Staffing requirements; and
    - Proposed number of customers to the site.

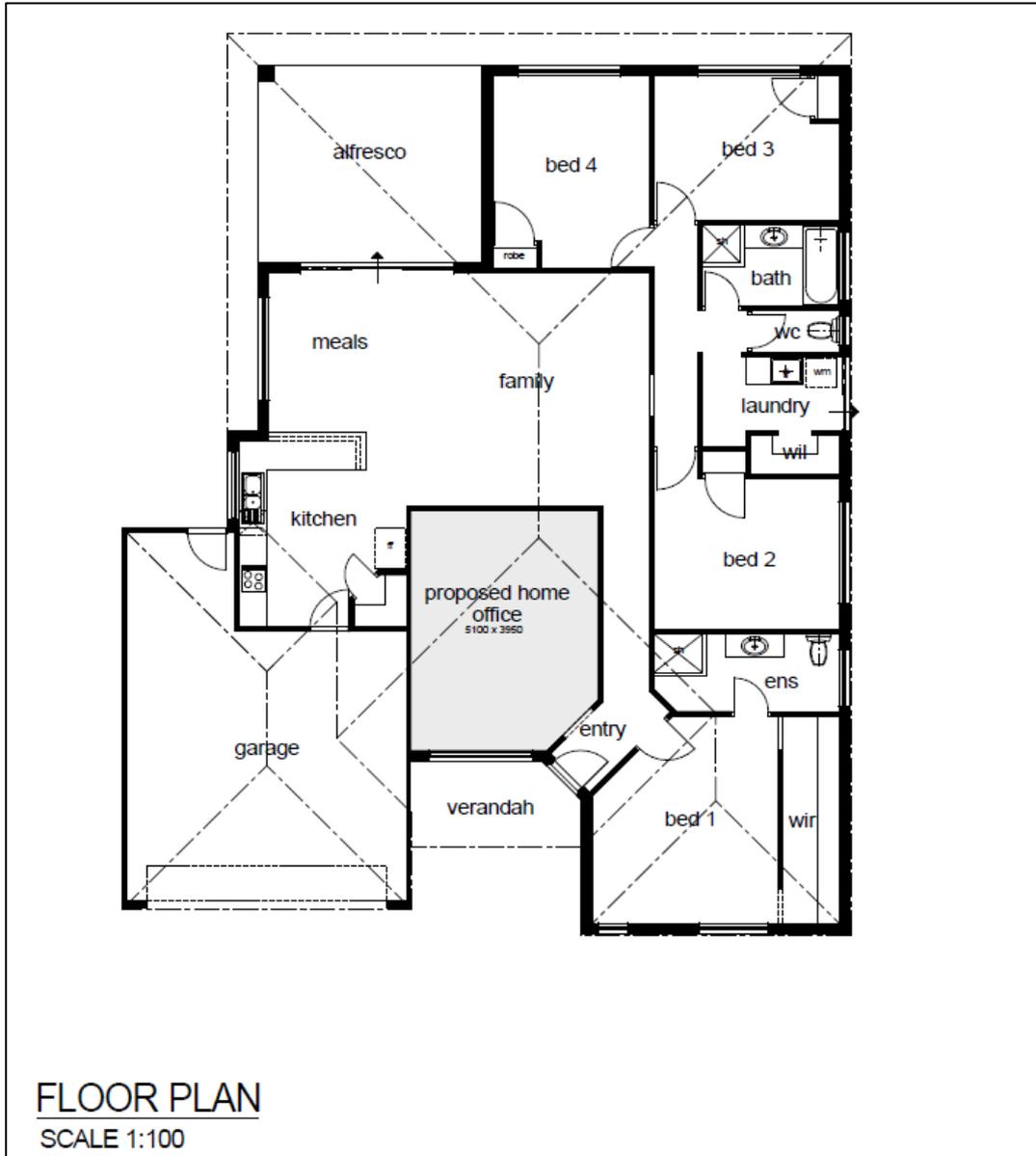
Refer to examples at the end of this document.

## Site Plan

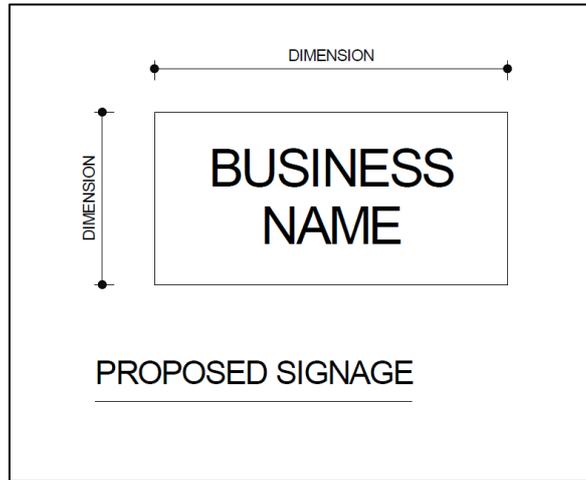


**Note: Visitor parking must be provided within your lot boundaries.**

## Floor Plan



## Elevations



**Last Updated:** 08.03.2021

**Disclaimer:**

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## HOME OFFICE – FORM

Use this form to apply for a **Home Office** approval only

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Details of the Business Attached?  Yes  No

PLEASE ANSWER THE FOLLOWING QUESTIONS IN RELATION TO THE HOME OFFICE	Yes	No
<b>Application Requirements:</b>		
Do you live at the above address?		
Do you own the above property? <small>If no, you are required to submit the written approval of the owner with this application.</small>		
If this property strata titled? <small>If yes, you may require the written approval from the Body Corporate.</small>		
Does any part of the home business affect common property? <small>If yes, you require the written approval from the Body Corporate.</small>		
Does the Business:		
<ul style="list-style-type: none"> <li>Involve the sale, display or hire of goods of any nature?</li> </ul>		
<ul style="list-style-type: none"> <li>Involve the penetration of skin (e.g. body piercing, tattooing, electrolysis)?</li> </ul>		
<ul style="list-style-type: none"> <li>Involve the storage, preparation, handling or packing of foodstuffs?</li> </ul> If yes, separate approval from the City's Health & Compliance Business Unit is required for a Food Premises.		
<ul style="list-style-type: none"> <li>Attract deliveries of goods and equipment to the site?</li> </ul> If yes, describe in detail (including anticipated frequency, times of day, location of access, delivery vehicles etc). _____		
<ul style="list-style-type: none"> <li>Require modifications to the dwelling?</li> </ul> If yes, describe _____ <small>Note: Modifications may require the Approval of Council</small>		
<ul style="list-style-type: none"> <li>Employ anyone not a permanent resident of the dwelling?</li> </ul>		
<ul style="list-style-type: none"> <li>Attract customers to the site?</li> </ul>		
<ul style="list-style-type: none"> <li>Require an advertising sign?</li> </ul> If yes, you may need to submit a Home Business Application Form and a Planning Application.		
<ul style="list-style-type: none"> <li>Result in an increase in the amount of vehicular traffic?</li> </ul>		
Have you read and understood this form and the requirements of a Home Office?		
Signature of Applicant:  _____		

## HOME BUSINESS- FORM

Use this form where applying for a **Home Business** approval only.

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

PLEASE ANSWER THE FOLLOWING QUESTIONS IN RELATION TO THE HOME BUSINESS	Yes	No
<b>Application Requirements:</b>		
LPS 3 Planning Application Form		
Application Fee		
Description detailing the nature of the proposed Business		
Plans:		
• Site Plan		
• Floor Plan		
• Elevation and signage info (where required)		
<b>Property Details:</b>		
Do you live at the above address?		
Do you own the above property? <small>If no, you are required to submit the written approval of the owner with this application.</small>		
If this property strata titled? <small>If yes, you may require the written approval from the Body Corporate.</small>		
Does any part of the home business affect common property? <small>If yes, you require the written approval from the Body Corporate.</small>		
Please specify the area (m <sup>2</sup> ) the Business Occupied: _____		
<b>Does the Business:</b>		
• Involve the sale, display or hire of goods of any nature?		
• Involve the penetration of skin (e.g. body piercing, tattooing, electrolysis)?		
• Involve the storage, preparation, handling or packing of foodstuffs?		
• Require the provision of any essential service main of greater capacity than normally required for a dwelling? If yes, describe _____		
• Attract deliveries of goods and equipment to the site? If yes, describe in detail (including anticipated frequency, times of day, location of access, delivery vehicles etc). _____ _____		
• Involve the fuelling, repair, wrecking, panel beating or mechanical maintenance or any motor vehicle? If yes, describe _____		
• Cause emission of light, noise, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, grit, waste water or waste products? If yes, describe _____		

<ul style="list-style-type: none"> <li>Require modifications to the dwelling?</li> </ul>		
If yes, describe _____ Note: Modifications may require the further Approval of Council		
<b>Employees and Customers</b>		
Does the Business require the employment of any person not a permanent resident of the dwelling? If yes: How many: _____ How many staff parking bays are provided: _____		
Does the Business attract customers to the site? If yes:		
<ul style="list-style-type: none"> <li>Are the customers by appointment only?</li> </ul>		
<ul style="list-style-type: none"> <li>Will more than one customer vehicle be present at one time?</li> </ul>		
<ul style="list-style-type: none"> <li>Will more than two customer vehicles be present at one time?</li> </ul>		
<ul style="list-style-type: none"> <li>Will more than 3 customer vehicles visit the site in one day?</li> </ul>		
<ul style="list-style-type: none"> <li>Will more than 8 customer vehicles visit the site in one day?</li> </ul>		
<ul style="list-style-type: none"> <li>How many dedicated parking bays are provided for visitors? _____</li> </ul>		
<ul style="list-style-type: none"> <li>Require an advertising sign?</li> </ul>		
If yes, you are required to submit a drawing detailing the size, location and content of the sign.		
<ul style="list-style-type: none"> <li>Result in a substantial increase in the amount of vehicular traffic in the vicinity?</li> </ul>		
Have you read and understood this form and the requirements of a Home Business?		
Application Fee attached?		
Signature of Applicant: _____		

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