

Home Business, Home Occupation and Home Office Fact Sheet

A Home Business, Home Occupation or Home Office is a small scale business or activity operated on an ancillary basis within a residential property. The Home Business, Home Occupation or Home Office must be operated by the occupier of the residence and is not transferable to other properties.

Definitions

Home Business

means a dwelling or land around a dwelling used by an occupier of the dwelling to carry out a business, service or profession if the carrying out of the business, service or profession —

- a) does not involve employing more than 2 people who are not members of the occupier's household; and
- b) will not cause injury to or adversely affect the amenity of the neighbourhood; and
- c) does not occupy an area greater than 50m²; and
- d) does not involve the retail sale, display or hire of any goods unless the sale, display or hire is done only by means of the Internet; and
- e) does not result in traffic difficulties as a result of the inadequacy of parking or an increase in traffic volumes in the neighbourhood; and
- f) does not involve the presence, use or calling of a vehicle of more than 4.5 tonnes tare weight; and
- g) does not involve the use of an essential service that is greater than the use normally required in the zone in which the dwelling is located;

Home Occupation

means a dwelling or land around a dwelling used by an occupier of the dwelling to carry out an occupation if the carrying out of the occupation that —

- a) does not involve employing a person who is not a member of the occupier's household; and
- b) will not cause injury to or adversely affect the amenity of the neighbourhood; and
- c) does not occupy an area greater than 20 m²; and
- d) does not involve the display on the premises of a sign with an area exceeding 0.2 m²; and
- e) does not involve the retail sale, display or hire of any goods unless the sale, display or hire is done only by means of the Internet; and
- f) does not —
 - i. require a greater number of parking spaces than normally required for a single dwelling; or
 - ii. result in an increase in traffic volume in the neighbourhood; and
- g) does not involve the presence, use or calling of a vehicle of more than 4.5 tonnes tare weight; and
- h) does not include provision for the fuelling, repair or maintenance of motor vehicles; and
- i) does not involve the use of an essential service that is greater than the use normally required in the zone in which the dwelling is located;

Home Office

means a dwelling used by an occupier of the dwelling to carry out a home occupation if the carrying out of the occupation —

- a. is solely within the dwelling; and

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- b. does not entail clients or customers travelling to and from the dwelling; and
- c. does not involve the display of a sign on the premises; and
- d. does not require any change to the external appearance of the dwelling;

DEVELOPMENT/PLANNING APPROVAL REQUIREMENTS

When seeking an approval for a Home Business it will be necessary to provide the following:

- A completed City of Melville Application Form and any relevant application fee (refer to Fees and Charges Schedule)
- Information detailing:
 - The nature of the home business;
 - The proposed days and hours of operation;
 - The number of clients / customers / couriers expected per hour / day and week;
 - The number of employees proposed;
 - Details of any proposed signage
 - Whether your proposed business involves hairdressing, waxing, electrolysis, tattooing, acupuncture, ear or body piercing, manicures / pedicures, permanent eyebrow and lip lining, shaving or any other skin penetration procedure;
- A site plan of the property showing available site parking for clients / customers / couriers / employees (in addition to the two (2) bays required for the dwelling); and
- A floor plan of the existing dwelling identifying the location of the room(s) to be used for the home business.

Additional information may be requested once assessment of your application has been undertaken.