

Home Office/Occupation/Business Information Sheet



The below table outlines requirements for Home Based Occupations/Businesses and will assist applicants in determining their classification depending on what requirements they meet, and in turn, which classification their operation will be.

Classification	Requirements	Requires Planning Approval?
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 does not – <ul style="list-style-type: none"> • entail clients or customers traveling to and from the dwelling; • involve the advertising signs on the premises; or • require any external change to the appearance of the dwelling. 	No
Home Occupation	A Home Occupation means an occupation carried out in a dwelling or on land around a dwelling by an occupier of the dwelling which - <ul style="list-style-type: none"> • does not employ any person not a member of the occupier's household; • will not cause injury to or adversely affect the amenity of the neighbourhood; • does not occupy an area greater than 20 square metres; • does not display a sign exceeding 0.2 square metres; • does not involve the retail sale, display or hire of goods of any nature; • 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 • does not involve the use of an essential service of greater capacity than normally required in the zone 	No
Home Business	A 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- <ul style="list-style-type: none"> • does not employ more than 2 people not members of the occupier's household; • will not cause injury to or adversely affect the amenity of the neighbourhood; • does not occupy an area greater than 50 square metres; • does not involve the retail sale, display or hire of goods of any nature; • 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 does not involve the use of an essential service of greater capacity than normally required in the zone. 	Yes
Rural Home Business	means a dwelling or land around a dwelling used by an occupier of the dwelling to carry out a business, service or occupation if the carrying out of the business, service or occupation – <ul style="list-style-type: none"> • does not involve employing more than 2 people who are not members of the occupier's household; and 	Yes

	<ul style="list-style-type: none"> • will not cause injury to or adversely affect the amenity of the neighbourhood; and • does not occupy an area greater than 200m²; and • 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 • 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 more than 3 vehicles at any one time or of a vehicle of more than 30 tonnes gross weight; 	
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Planning Approval

Development Standards for Planning approval for a Home Business/Rural Home Business:

- Is granted to the person to whom it was issued;
- Is not capable of being transferred or assigned to any other person;
- On the sale of the property or change in ownership of the land the home business entitlement ceases; and
- May have conditions attached to the approval.
- Does not constitute any other permits or approvals required such as a Building Permit or Environmental Health Approval.

Information Required

In addition to the standard application form and fee requirements, the following information is required to accompany with any planning application for Home Business/Rural Home Business:

- A short description on the function/type of business and its operations
- Whether the home business is proposed to be carried out by a person who resides at the property.
- Whether the home business is proposed to employ any person who does not reside at the property;
- Whether the home business is likely to cause injury to or adversely affect the amenity of the neighbourhood.
- The area in m² that the home business will occupy.
- Whether there is any signage proposed associated with the home business.
- Whether the home business involves retail sale, display or hire of goods of any nature.
- How many vehicle movements the home business will generate per day. Include any employees (for home businesses), deliveries, customers;
- The types of vehicles that are associated with the home business.
- The maximum number of clients per day attending the property associated with the home business; and
- Any other information relevant to the home business