

PLANNING INFORMATION SHEET

HOME OFFICE/OCCUPATION/BUSINESS

WHAT IS A 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 –

- 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

WHAT IS A 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 -

- 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 5 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

WHAT IS A 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-

- 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 5 tonnes tare weight and
- Does not involve the use of an essential service of greater capacity than normally required in the zone

DO THEY ALL REQUIRE PLANNING APPROVAL?

A Home Office does not require planning approval from the Shire of Merredin.

A planning approval from the Shire is required for all Home Occupations and Home Businesses. For more information about what forms, fees and information is required please download the Planning Application Checklist. Please note that additional information contained below is required to be provided for all proposed home occupation/businesses.

HOW TO APPLY FOR PLANNING APPROVAL

DEVELOPMENT STANDARDS

A Planning approval for a Home Occupation or 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 occupation or home business entitlement ceases and
- May have conditions attached to the 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 A Home Occupation or Home Business:

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