

HOME BUSINESS/OCCUPATION/OFFICE/STORE

What is a Home Business/Occupation/Office/Store?

The City's Policy No. 7.5.9 Home Business, Home Occupation, Home Office and Home Store identifies the requirements for each of the proposed land uses. The definition for each type of land use is defined within the City's Local Planning Scheme No. 2 and is provided below.

General Requirements

All Home Business/Occupation/Office/Store are subject to the following requirements:

- does not adversely impact the amenity of the neighbourhood and residential street through light emissions, noise, vibrations, dust, waste or odour;
- does not result in increased on street parking due to the lack of sufficient parking on site;
- does not involve on site motor vehicle repairs/maintenance or refuelling;
- does not require modifications to the structure of the dwelling which would impact the residential character of the dwelling;
- does not involve deliveries outside of normal business hours of 8am to 5pm, Monday – Friday; and
- does not involve any operation which is involved with the penetration of skin (tattoo parlour, body piercing and electrolysis).

Home Office

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 –

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

A home office does not require development approval however the City is required to be notified prior to the commencement of use of the home office. The following information should be provided:

- Written notification of the owner/occupiers intention to use the dwelling for a home office. The notification is to confirm the following requirements would be complied with:
 - does not employ any person not a member of the household;
 - does not entail clients or customers travelling to and from the dwelling;
 - does not involve any advertising signs on the dwelling;
 - does not involve any external modifications to the external appearance of the dwelling;
 - does not involve the retail sale, display or hire of goods of any nature; and
 - all 'General Requirements' identified above are satisfied.
- A site plan / floor plan showing the area of the dwelling which would be used as the Home Office.

Home Occupation

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 –

- does not employ a person who is not a member of the occupier's household; and
- will not cause injury to or adversely affect the amenity of the neighbourhood; and
- does not occupy an area greater than 20m²; and
- does not involve the display on the premises of a sign with an area exceeding 0.2m²; and
- does not involve the retail sale, display or hire of goods unless the sale, display or hire is done only by means of the Internet; and
- does not –
 - require a greater number of parking spaces than normally required for a single dwelling; or
 - result in an increase in traffic volume in the neighbourhood; and
- does not involve the presence, use or calling of a vehicle of more than 4.5 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 that is greater than the use normally required in the zone in which the dwelling is located.



A home occupation does not require development approval however the City is required to be notified prior to the commencement of use of the home occupation. The following information should be provided:

- Written notification of the owner/occupiers intention to use the dwelling for a home office. The notification is to confirm the following requirements would be complied with:
 - does not employ any person not a member of the occupier's household;
 - does not occupy an area greater than 20m²;
 - does not display an external sign exceeding 0.2m²;
 - 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;
 - does not involve the use of an essential service of greater capacity than normally required in the zone; and
 - all 'General Requirements' identified above are satisfied.
- A site plan / floor plan showing the area of the dwelling which would be used as the Home Office.

Home Business

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 —

- does not involve employing more than 2 people who are not members of the occupier's household; and
- will not cause injury to or adversely affect the amenity of the neighbourhood; and
- does not occupy an area greater than 50m²; 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 a vehicle of more than 4.5 tonnes tare weight; and
- 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.

All home businesses require development approval prior to the commencement of use. The following information is required to be submitted with the development application:

- Development application form;
- Applicable fee (refer to 'Fees and Charges Schedule' available on the City's website);
- A site plan of dwelling showing the area to be used for the Home Business, including parking/access and signage;
- A written description of the business, including operating hours, expected customers, etc. and a response to the following requirements:
 - 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 50m²;
 - does not involve retail sale, display or hire of goods of any nature;
 - 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;
 - does not involve the use of an essential service of greater capacity than normally required in the zone; No more than 2 customers may be present at any one time;
 - does not display an external sign exceeding 0.5m²; and
 - all 'General Requirements' identified above are satisfied.

Please be advised, Home Business applications are required to be advertised for a minimum period of two weeks in accordance with the City's Policy No. 4.1.5 Community Consultation.

Home Store

Home store means a shop attached to a dwelling that –

- has a net lettable area not exceeding 100m²; and
- is operated by a person residing in the dwelling.
- All home stores require development approval prior to the commencement of use. The following information is required to be submitted with the development application:
 - Development application form;
 - Applicable fee (refer to 'Fees and Charges Schedule' available on the City's website);
 - A site plan of dwelling showing the area to be used for the Home Business, including parking/access and signage;
 - A written description of the business, including operating hours, expected customers, etc. and a response to the following requirements:
 - 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;
 - a net lettable area not exceeding 25% of net floor space of the house;
 - 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;
 - does not involve the use of an essential service of greater capacity than normally required in the zone;
 - no more than 2 customers may be present at any one time;
 - does not display an external sign exceeding 0.5m²; and
 - all 'General Requirements' identified above are satisfied.

Please be advised, Home Store applications are required to be advertised for a minimum period of two weeks in accordance with the City's Policy No. 4.1.5 Community Consultation.

What if I do not meet the requirements specified above?

Where a proposal does not satisfy any of the above requirements, development approval is required. All information identified above is required for the City's consideration of the proposal.

The City would consider the proposal against the objectives of the zone as provided within the City's LPS2 and the objectives of Policy No 7.5.9 – Home Business, Home Occupation, Home Office and Home Store, which are as follows:

- To ensure that all home occupation, home offices home businesses and home stores do not have an adverse impact on the amenity of the streetscape and neighbourhood;
- To acknowledge the four types of home business and provide a framework for each definition so that development application for home businesses are assessed using consistent guidelines; and
- To encourage the opportunity for low scale home businesses to conduct business at home.

Do I need to pay any fees?

If development approval is required prior to the commencement of the use, a fee is required. The applicable fee is provided within Fees and Charges Schedule provided on the City's website.

Development approval is always required for a Home Business and a Home Store.

How long does the planning approval process take?

The City has 60 days in which to determine the application or 90 days if the application requires community consultation. Clause 75(c) of the Planning and Development (Local Planning Schemes) Regulation 2015 states that applications may take longer than 90 days where it is agreed to in writing between the local government and the applicant.

What information is required for a Development Application?

Please refer to the relevant Development Application Checklist.

Do I require a building permit and/or an occupancy permit?

Unless any works are proposed (i.e. changes to the structure of a building), a building permit is not required for any home business, home occupation, home store or home office applications.



An occupancy permit is not required for any home business, home occupation, home store or home office applications within a single house or grouped dwelling development. However, an occupancy permit may be required for home business, home occupation, home store or home office applications within a multiple dwelling (apartment)

For further information, please contact the City's Building Services team on **9273 6000**.

Do you have any more questions?

The City is unable to confirm if a proposal would be supported in the absence of a formal development application. However, applicants can discuss planning proposals and preliminary plans with the City's Urban Planners. Urban Planners can provide general advice to applicants on a proposed development or land use and the information required to lodge a complete application.

A Duty Planner is available to talk to at the City's Administration Office Monday to Friday, 8:30am to 5:00pm, in person or on the phone.

Phone: 9273 6000

Email: mail@vincent.wa.gov.au

Address: Main Administration Building, 244 Vincent Street, Leederville 6007, WA

Disclaimer:

This information is produced by the City of Vincent in good faith and the City accepts no responsibility for any ramifications or repercussions for providing this information. Verification with the original planning schemes, relevant development approvals and other relevant documents is recommended for detailed references.