

Home Occupation & Home Business Information Sheet

It's possible for a resident to run a small scale business from home, provided relevant planning requirements are addressed.

There are two types of small scale businesses that can potentially be run from your home:

1. Home Occupation
2. Home Business

Home Occupations:

A home occupation may only be permitted where it:

- (a) *does not involve employing a person who is not a member of the occupier's household;*
- (b) *will not cause injury to or adversely affect the amenity of the neighbourhood;*
- (c) *does not occupy an area greater than 20 m²;*
- (d) *does not involve the display on the premises of a sign with an area exceeding 0.2 m²;*
- (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;*
- (f) *does not —*
 - i. *require a greater number of parking spaces than normally required for a single dwelling;*
 - ii. *result in an increase in traffic volume in the neighbourhood;*
- (g) *does not involve the presence, use or calling of a vehicle of more than 4.5 tonnes tare weight;*
- (h) *does not include provision for the fuelling, repair or maintenance of motor vehicles;*
- (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;*

Where the above listed requirements are met, you are exempt from requiring a planning approval in the Residential zone **only**.

Planning approval is required for all Home Occupations within the Rural zones. As part of an application, the following information is required:

- Planning Application Form (available on the City's website)
- Certificate of Title (<3 months old)
- Cover Letter explaining the home occupation
- Plans

Home Businesses:

A Home Business may be considered in the Residential zone where it:

- (a) *does not involve employing more than 2 people who are not members of the occupier's household;*
- (b) *will not cause injury to or adversely affect the amenity of the neighborhood;*
- (c) *does not occupy an area greater than 50 m²;*
- (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;*
- (e) *does not result in traffic difficulties as a result of the inadequacy of parking or an increase in traffic volumes in the neighbourhood;*

- (f) does not involve the presence, use or calling of a vehicle of more than 4.5 tonnes tare weight;*
- (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*

Planning approval is required for all Home Businesses within the City of Kwinana. As part of an application, the following information is required:

- Planning Application Form (available on the City's website)
- Certificate of Title (<3 months old)
- Cover Letter explaining the business
- Home Business Checklist (available on the City's website)
- Plans

Please note, all applications for a Home Business will be advertised for comment to surrounding owners and occupiers.

Other Information

Home Businesses and Home Occupations are intended to accommodate appropriately scaled small businesses within a home. They also provide an opportunity for people to establish a small business initially with limited cost outlay and then move into a dedicated commercial premise (like in the Kwinana City Centre) once the business grows beyond a small scale.

Please note: mechanical repairs, panel beating, spray painting and activities involving noisy machinery do not fit into the definition of home occupation. If you cannot comply with the guidelines for a home occupation, you are to consider an industrial or commercial premises to set up your business.