



Home Occupation

What is a Home Occupation?

A Home Occupation provides the opportunity for a resident of a dwelling to undertake a small-scale business from their property. A Home Occupation may be considered in any residential dwelling.

Scale, Operation and Impact of Home Occupations

A home occupation generally displays the following characteristics:

- entails the conduct of an occupation, business, service, trade or similar activity on any lot with a residential dwelling;
- at least one employee must be a permanent resident of the dwelling;
- be compatible with its surrounds and not affect the amenity of the surrounding area;
- not detract from the residential appearance of a dwelling or domestic outbuilding;
- not impose any substantial increase in the amount of vehicular traffic in the area;
- is limited to displaying signage no greater than 0.2 square metres;
- not adversely affect the amenity of the area with respect to:
 - the parking of motor vehicles, where the requirement should be no more than that required for a residential dwelling;
 - the transporting of materials or goods to or from the dwelling;
 - the hours of operation, which should generally be limited to the normal business hours of 8:00am to 5:00pm Monday - Friday;
 - the creation of noise, vibration, electrical interference, or light emissions;

Categories of Home Occupations

All home occupations are classified as a 'Home Office' or a 'Home Business'

Home Office

In addition to those characteristics listed above, a home office displays the following characteristics:

- is carried out solely from within a dwelling;
- does not entail the retail sale, display, manufacture or hire of goods of any nature;
- does not require the frequent visiting of any clients or customers to the dwelling;
- will employ no more than the equivalent of two full time staff, one of whom is an occupant of the dwelling;
- does not entail the presence, parking or garaging of any additional vehicles;
- does not entail hairdressing, services involving skin penetration, the preparation of food, vehicle service or vehicle repairs;
- may include a Family Day Care as defined in Scheme 3 and the *Child Care Services Act 2007*.

Home Business

In addition to the general characteristics of Home Occupations identified above, a home business displays the following characteristics:

- may be carried out in a dwelling, in an outbuilding or on land around a dwelling;
- relies on clients visiting the premises;
- does not employ any more than the equivalent of three full time staff, one of which must be a permanent resident of the dwelling;
- does not entail the retail sale of any goods, other than those produced, manufactured, serviced or repaired at the subject property;
- shall not result in any traffic conflict as a result of the inadequacy of on-site and off-site parking;
- shall not result in a substantial increase in the amount of vehicular traffic in the area;

Assessment of Home Occupations

Home Office

- a home office does not require formal approval from the City of Mandurah;
- should an application for a home occupation be received by the City of Mandurah and determined to be a 'home office', the applicant will be notified that approval is not required. Should the operator of a home office require notification from the City of Mandurah to satisfy other business registration matters, an application should be made and the City will notify the applicant accordingly.

Home Business

- an application for a home business shall be made on the attached form, together with a \$199.00 application fee and should be lodged with the City of Mandurah together with the following:
 - Details of who will be employed by the business;
 - On a plan, the area within the residential property that the business will occupy;
 - On a plan the location of additional car-parking bay(s) if required;
 - Any other information that you feel will help in the consideration of the application.
- any home business application that is likely to display any variation to those characteristics listed above, then the application may be advertised to surrounding landowners;
- any approval of a home business is valid until the next 31st day of December after the approval and shall be renewed within 90 days of the 31st December for a further 12 month period, except where the proposed business displays those characteristics similar to and its impact on the amenity of the area is similar to a home office.

Renewal

Renewal reminders will be sent to all Home Businesses at the beginning of November each year requesting the return of a completed renewal form and renewal fee of \$66.00 by the end of November each year.

Please Note:

The information contained within this document has been modified, as it appears in the City of Mandurah's Town Planning Scheme No 3 and Local Planning Policy No 12 – Home Occupation Policy. Before undertaking a Home Occupation, you may wish to discuss your intentions with Planning and Projects on 9550 3748 or alternatively post your application to City of Mandurah PO Box 210, Mandurah 6210.

Administration Centre: 3 Peel Street, Mandurah WA 6210
 Postal Address: PO Box 210, Mandurah WA 6210
 Tel: 08 9550 3777 Fax: 08 9550 3888
 Email: council@mandurah.wa.gov.au Website: www.mandurah.wa.gov.au