

Home Occupation Information Sheet

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 is a permanent resident of the dwelling;
- 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;
- use a Commercial Vehicle where approved to do so by the City;
- is limited to displaying signage no greater than 0.2 square metres;
- does not impose a load on any utility greater than that required for domestic use; and
- 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 to Saturday; and
 - the creation of noise, vibration, electrical interference, or light emissions;

(Note: Family Day Care and Bed and Breakfast Accommodation are not considered to be a home occupation and separate planning approval would be required).

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 any clients or customers to visit the dwelling frequently;
- will employ no more than the equivalent of two full-time staff, one of whom is a permanent resident of the dwelling;
- does not entail the presence, parking or garaging of any additional vehicles; and
- does not entail a family day care service, hairdressing, services involving skin penetration, the preparation of food, vehicle service or vehicle repairs.

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 on which the dwelling is situated;
- relies on clients visiting the site;
- 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, or may entail the sale of those goods that are incidental and directly related to the operation of the home business;
- involves a maximum of two (2) clients visiting the premises at any one time
- shall not result in any traffic conflict as a result of the inadequacy of on-site and off-site parking; and
- shall not result in a substantial increase in the amount of vehicular traffic in the area.

Mobile Business

In addition to the characteristics of Home Occupations and Home Office identified above, a mobile business displays the following characteristics:

- the operation of a home office where the business is carried out for a client on private or public property not associated with the site on which the home office is situated;
- materials associated with the business may be required to be stored on-site and minor home office use is involved; and
- may involve the use and/or garaging of a private vehicle or Commercial Vehicle on the site on which the home office is situated.

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 in writing that approval is not required.

Home Business

An application for a home business shall be made on the City's planning application form, together with a \$222.00 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
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- 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; and
 - 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.

Mobile Business

The City recognises that mobile businesses may be classified as a 'Home Office' and therefore not require approval. However, where the business:

- operates outside of the hours of 7am and 7pm Monday to Saturday, the business shall be determined as a 'Home Business' and requires planning approval;
- requires the use of a Commercial Vehicle, approval for the Commercial Vehicle shall be required. No Commercial Vehicle shall be taken from or brought to the lot between the hours of 10pm and 6.30am; and
- the operation of a Mobile Business on public land requires prior written approval by the City.

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 \$73.00 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 Services.