

## Home Office, Occupation or Business PLN Information Sheet No. 2

### HOME USES

The City's Town Planning Scheme No. 4 provides use classes of 'Home Office', 'Home Occupation' and 'Home Business' that allows low impact occupations or hobbies to be conducted from a person's own home in areas where the zoning may otherwise not allow such uses. It also enables the City to maintain sufficient controls to ensure that no disturbance or nuisance is created for neighbours.

### HOME OFFICE

A 'Home Office' is defined in Town Planning Scheme No.4 as "*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 travelling to and from the dwelling;*
- *Involve any advertising signs on the premises; and*
- *Require any external change to the appearance of the dwelling”.*

### HOME OCCUPATION

A 'Home Occupation' is defined in Town Planning Scheme No.4 as "*an occupation carried out in a dwelling or on land around a dwelling by a resident of the dwelling which –*

- *Does not entail employment of 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 20m<sup>2</sup>;*
- *Does not display a sign exceeding 0.2m<sup>2</sup> in area;*
- *Does not entail the retail sale, display or hire of goods of any nature;*
- *In relation to vehicles and parking, will not result in the requirement of a greater number of parking facilities than normally required for a single dwelling or an increase in traffic volumes in the neighbourhood, does not involve the presence, use or calling of a vehicle more than 2 tonnes tare weight, and does not include the provision for the fuelling, repair or maintenance of motor vehicles; and*
- *Does not involve the use of essential services of greater capacity than normally required in the zone”.*

### HOME BUSINESS

The City's Scheme defines a 'Home Business' as "*a business, service or profession carried out in a dwelling or on land 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 50m<sup>2</sup>;*
- *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, does not involve the presence, use or calling of a vehicle more than 3.5 tonnes tare weight; and*
- *Does not involve the use of an essential service of greater capacity than normally required in the zone”.*

## **APPLICATION**

An application is necessary if any part of your home or property is being used in association with a business. For example, using a study as an office contact point, or conducting work for profit in a shed. It is noted that depending on scale, noise, dust, fumes etc, work that could potentially disturb neighbouring properties may not be permitted, as such uses are more appropriate to an 'Industrial' zoning.

Any resident wishing to apply for a home use shall provide:

- A completed application form (Schedule 6 – Application for Planning Approval to Commence Development / Use) signed by ALL land owners of the land.
- A completed Home Use Details form;
- Fee as per the Schedule of Fees and Charges (investigation, inspection, processing etc).

These forms are available from the City's offices or via the City's website:

**[http://www.armadale.wa.gov.au/Home/Services\\_and\\_Facilities/Planning](http://www.armadale.wa.gov.au/Home/Services_and_Facilities/Planning)**

NB: Additional information may be required.

## **ASSESSMENT PROCESS**

When an application is lodged, the City's Planning Services staff will assess the information provided by the applicant and give consideration to what effect the home use may have upon the general locality. Before the City makes any decision, local residents may be given the opportunity to comment, for which a 14 day period is generally allowed for submissions to be received.

The majority of applications do not require public advertising and may be dealt with under delegated authority by the City's officers. The City has a statutory time frame of 60 days in which to make a decision (or 90 days if advertised). Nevertheless, every endeavour is made to determine applications as quickly as possible.

## **DETERMINATION OF APPLICATIONS**

In determining an application for a home use, the City may:

- Grant approval with or without conditions as it deems necessary to the development; or
- Refuse to grant its approval giving its reasons for refusal.

If the application is approved, the application fee will cover the first 12 months of operation. Two weeks prior to the expiry date a renewal notice, containing an application form is forwarded to the applicant to be completed and returned with the renewal application fee as per the Schedule of Fees and Charges.

Where the City grants planning approval for a home use, it may impose conditions limiting the period of time for which its approval remains valid. Applications are subject to renewal every year.

### ***Further Information***

For further information, you are advised to contact the City's Planning Services Department on (08) 9399 0111 or by email **[info@armadale.wa.gov.au](mailto:info@armadale.wa.gov.au)**

The Schedule of Fees, Application Form and City of Armadale's Town Planning Scheme Notice are located at **[http://www.armadale.wa.gov.au/Home/Services\\_and\\_Facilities/Planning](http://www.armadale.wa.gov.au/Home/Services_and_Facilities/Planning)**

**Please Note:** The information contained within this brochure is intended as a guide only. It is recommended that the advice and assistance of Council's Planning Services staff is sought prior to lodgement of a development application. The City of Armadale disclaims any liability for any damages sustained by a person acting on the basis of this information.