

Shire of Carnarvon

Development Application Checklist: Home-based Business



If you are planning or are already operating a business from your home, you need to confirm with the Shire the requirements before commencing. This information sheet provides guidance and information if you are proposing to operate a home-based business.

Types of home-based businesses

Town Planning Scheme No. 13 identifies two different categories of commercial activities that can operate within a home environment.

'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 —

- (a) does not involve employing more than 2 people who are not members of the occupier's household; and
- (b) will not cause injury to or adversely affect the amenity of the neighbourhood; and
- (c) does not occupy an area greater than 50 m²; and
- (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; and
- (e) does not result in traffic difficulties as a result of the inadequacy of parking or an increase in traffic volumes in the neighbourhood; and
- (f) does not involve the presence, use or calling of a vehicle of more than 4.5 tonnes tare weight; and
- (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;

'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 that —

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

(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;

In order to assess Development Applications in a timely and effective manner, it is essential that you ensure all requirements have been met before an application is lodged.

Home based business applications are to be accompanied by:

- Application for Development Approval Form completed and signed by the owners of the land
- Planning application fee (refer to Schedule of Fees and Charges)
- Three (3) copies of completed scaled and dimensioned plans. Appropriate scale to be nominated on plans
- Cover letter outlining general nature and details of the proposal.

Notes

1. Prior to lodging an application refer to relevant planning scheme and the Residential Design Codes of WA as they may contain information that affects your proposal. Visit the Shire of Carnarvon's website at: <https://www.carnarvon.wa.gov.au/> or contact the Shire Administration Officers on 9941 0000
2. To determine the application fee please refer to the Fees and Charges Schedule which can be viewed on the Shire of Carnarvon's website or contact the Shire Administration Officers on 9941 0000.
3. In addition to obtaining Planning Approval, approvals or exemptions may be required from other Authorities or Shire departments. Depending on the nature of your proposal, it is your responsibility to obtain any additional approvals.
4. The Shire may request additional information or justification where this is required to enable assessment of the proposal to be made.

Disclaimer

This information sheet is provided as generalised information. While we aim to keep the content of this document current and accurate, we accept no responsibility or warranties for actions based on the information provided. The Shire of Carnarvon encourages you to seek professional advice before acting on any information contained within this document. Please contact the Shire of Carnarvon if you wish to comment on the forms provided and information contained within. Any reported errors will be amended.