

# HOME OFFICE/ OCCUPATION/ BUSINESS

## *Planning Information Sheet*

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### WHAT IS A HOME OFFICE?

A Home Office means 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 traveling to and from the dwelling;
- involve the advertising signs on the premises; or
- require any external change to the appearance of the dwelling.

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### WHAT IS A HOME OCCUPATION?

A Home Occupation means an occupation carried out in a dwelling or on land around a dwelling by an occupier of the dwelling which -

- does not employ 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 20 square metres;
- does not display a sign exceeding 0.2 square metres;
- does not involve the retail sale, display or hire of goods of any nature;
- in relation to vehicles and parking, does not result in the requirement for a greater number of parking facilities than normally required for a single dwelling or an increase in traffic volume in the neighbourhood, does not involve the presence, use or calling of a vehicle more than 2 tonnes tare weight, and does not include provision for the fuelling, repair or maintenance of motor vehicles; and
- does not involve the use of an essential service of greater capacity than normally required in the zone.

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### WHAT IS A HOME BUSINESS?

A Home Business means a business, service or profession carried out in a dwelling 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 50 square metres;
- 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, and 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.



## DO THEY ALL REQUIRE PLANNING APPROVAL?

A Home Office does not require planning approval from the City of Cockburn.

A planning approval from the City of Cockburn is required for all Home Occupations and Home Businesses. For more information about what forms, fees and information is required please download the [Planning Application Checklist](#). Please note that additional information contained below is required to be provided for all proposed home occupation/businesses.

## HOW TO APPLY FOR PLANNING APPROVAL

Development Standards	Information Required
<p>A Planning approval for a Home Occupation or Home Business:</p> <ul style="list-style-type: none"> <li>• Is granted to the person to whom it was issued;</li> <li>• Is not capable of being transferred or assigned to any other person;</li> <li>• On the sale of the property or change in ownership of the land the home occupation or home business entitlement ceases; and</li> <li>• May have conditions attached to the approval.</li> </ul>	<p>In addition to the standard application form and fee requirements, the following information is required to accompany with any planning application for A Home Occupation or Home Business:</p> <ul style="list-style-type: none"> <li>• Whether the home occupation/business is proposed to be carried out by a person who resides at the property;</li> <li>• Whether the home occupation/business is proposed to employ any person who does not reside at the property; Whether the home occupation/business is likely to cause injury or to adversely affect the amenity of the neighbourhood;</li> <li>• The area in m<sup>2</sup> that the home occupation/business will occupy;</li> <li>• Whether there is any signage proposed associated with the home occupation/business;</li> <li>• Whether the home occupation/business involves retail sale, display or hire of goods of any nature;</li> <li>• How many vehicle movements the home occupation/business will generate per day. Include any employees (for home businesses), deliveries, customers;</li> <li>• The types of vehicles that are associated with the home occupation/business;</li> <li>• The maximum number of clients per day attending the property associated with the home occupation/business; and</li> <li>• Any other information relevant to the home occupation/business.</li> </ul>