

Home-Based Business

What is a home-based business?

A home-based business is a business operated at home by a resident of the dwelling.

There are three types of home-based businesses under the City's *Local Planning Scheme No. 3* (LPS3):

- Home Office.
- Home Occupation.
- Home Business.

Each type of home-based business is summarised below. The City's LPS3 and *Home-based Business Local Planning Policy*, provides the full definition and requirements for each home-based business.

Home Office

A Home Office is limited to the following:

- Must be solely within the dwelling;
- All staff must be members of the household;
- Must not generate visitor or customer visits;
- Must not display any signage; and
- Must not include the sale, display or hire of goods.

Home Occupation

A Home Occupation is limited to the following:

- Must not occupy an area greater than 20m²;
- All staff must be members of the household;
- May have customers to the property, subject to car parking being provided on-site;
- Signage not exceeding 0.2m²;
- Must not require a vehicle more than 4.5 tonnes tare weight to attend the site;
- Must not involve the repair or servicing of motor vehicles;
- Must not include the sale, display or hire of goods; and
- Does not result in traffic difficulties as a result of inadequate parking.

Home Business

A Home Business is limited to the following:

- Must not occupy an area greater than 50m²;
- Must not have employ more than two people who are not members of the resident's household;
- May have customers to the property, subject to car parking being provided on-site;
- Signage not exceeding 0.2m²;
- Must not require a vehicle more than 4.5 tonnes tare weight to attend the site;
- Must not involve the repair or servicing of motor vehicles;
- Must not include the sale, display or hire of goods; and
- Does not result in traffic difficulties as a result of inadequate parking.

Other development provisions apply to home-based businesses which are outlined in the City's *Home-based Business Local Planning Policy*.

Will I need an application for development (planning) approval?

Development (planning) approval is required for a Home Business, however it is not required for a Home Office or a Home Occupation.

Application forms, development application checklists and information on lodging an application are available on the City's website, joondalup.wa.gov.au. Generally, the following information will be required as part of any development (planning) application for a Home Business:

- Application for Development Approval form;
- Completed checklist – Development (Planning) Application Checklist – Home-based Business;
- Development application fee in accordance with the Planning Services fees and charges;
- Site plan, floor plans and building elevations. Refer to the checklist for information required on the plans; and
- A cover letter which outlines the operation and activities of the proposed home-based business and written justification addressing any aspects of the development that require the City to undertake a performance assessment against the City's policy.

It is also recommended that comments and signed plans are obtained from any adjoining property owners and occupiers that may be impacted by the home-based business.

Should you require acknowledgement of your Home Office or Home Occupation, please provide a letter outlining details of the proposed business in accordance with the criteria, together with the fee for written planning advice.

Will I need an environmental health approval?

Depending on the type of business you are operating, an environmental health approval may be required. This includes:

- Food business registration;
- Hairdressers; and
- Skin penetration. This includes beauty treatments, tattoos and piercings.

Please contact the City's Health and Environmental Services on **9400 4933**.

Will I need a building permit?

A building permit application may also be required if there is a change of building classification. To confirm if an application is required, please place your request in writing to the City's Building Services, outlining what the business is and what room(s) in the house will be used.

Further information

For further information please contact Planning Services on **9400 4100** or email info@joondalup.wa.gov.au