

HOME BUSINESS AND RURAL HOME BUSINESS DEVELOPMENT APPLICATION CHECKLIST



Please consider lodging your application on-line - <https://rockingham.wa.gov.au> and register via [Rock Port](#) to submit your application
Note: Please ensure you have read the City's Planning Policy 3.3.10 Home Business and Rural Home Business.

This Checklist should be completed for all Home Business / Rural Home Business applications and submitted to the City with the following information:

- Completed *Application for Development Approval* form.
- A site plan to a scale of not less than 1:500, showing:
 - street names, lot number(s), north point and the dimensions of the site;
 - the existing and proposed use of the site and dimensioned position of buildings and structures to be erected on the site;
 - the existing and proposed means of access for pedestrians and vehicles to and from the site;
 - the location, number, dimensions and layout of all car parking spaces intended to be provided;
 - the location and dimensions of any area proposed to be provided for the loading and unloading of vehicles carrying goods or commodities to and from the site and the means of access to and from those areas;
 - the location, dimensions and design of any open storage or trade display area and particulars of the manner in which it is proposed to develop the same;
 - the nature and extent of any open space and landscaping proposed for the site;
 - existing and proposed walls and fences;
 - existing and proposed sealed areas;
 - the location and orientation of any proposed advertisements;
 - any other information that the Council can reasonably require to enable the application to be determined.
- Detailed Management Plan which shall include the following information as applicable to the proposal:
 - (a) A floor plan of the room(s) where the business will be undertaken;
 - (b) The location and layout of car parking on-site on a parking plan;
 - (c) The location and dimensions of any storage areas associated with the business, including any areas outside of the dwelling;
 - (d) Measures to ensure that no detrimental impact occurs on the character of the locality, including noise;
 - (e) Measures to minimise vehicle loading and unloading and traffic movements;
 - (f) The proposed hours of operation;
 - (g) Details of any poisonous, flammable or harmful chemicals or other hazardous materials proposed to be stored or used and measures to ensure that no pollution or harmful substances will escape from the site;
 - (h) Measures to minimise emissions of odours, dust or vapours from the site;
 - (i) Operational measures of limiting the number of people visiting the dwelling at any one time in relation to the business;

- (j) Measures to manage the impact of the ‘Home Business’ or ‘Rural Home Business’ on a place included on the City's Local Heritage List;
- (k) Details of all appliances or machinery to be used in the ‘Home Business’ or ‘Rural Home Business’; and
- (l) Details of any proposed signage to be erected.

Advice to Applicants

The Application details provided in the Development Application must be as detailed and complete as possible. The City may contact applicants if any application details are too broad and require verbal clarification. The information you provide will be available for viewing by the public during advertising of the application and will assist the City in preparing conditions of Planning Approval, should approval be granted. Any additional information required to assess the application may be requested. If you have any questions in relation to this matter, please do not hesitate to contact the City's Planning Services on 9528 0333.

Additional Information for Applicants

APPLICATIONS INCLUDING FOOD PREPARATION

If the Home Business / Rural Home Business involves food handling activities (i.e. food preparation and/or food storage) at the residence, there are restrictions on the types of foods that can be prepared or stored in residential premises for sale to the public.

A separate application and fee applies to an application for “Preparing Food for Sale in a Residential Premises”.

For further information regarding an application for approval of certain food handling activities in residential premises, please contact the City's Health Services on 9528 0333.

APPLICATIONS FOR PERSONAL APPEARANCE/BEAUTY THERAPY

A separate approval is required from the City's Health Services to conduct a personal appearance/beauty therapy business from your home. An Environmental Health Officer will review your application for a Home Business / Rural Home Business to determine if the residence will be suitable for the use of a home-based personal appearance/beauty therapy business prior to you submitting a Health application.

Personal appearance/beauty therapy includes any of the following procedures:

- Tattooing / Cosmetic Tattooing
- Electrolysis
- Acupuncture
- Ear Piercing / Body Piercing
- Body Art
- Waxing / Shaving
- Microdermabrasion
- Manicures / Pedicures
- Acrylic Nails
- Tweezing / Threading

APPLICATIONS FOR HAIRDRESSING

Changes to legislation have meant that hairdressing and barber activities are no longer required to be registered or routinely inspected by the City's Health Services. **Please note that Development Approval for the Home Business / Rural Home Business is still required from the City's Planning Services prior to commencement of operations.**

Hairdressing and barber operators are now captured by the general public health duty of the *Public Health Act 2016*, and must take all reasonable and practicable steps to prevent or minimise any harm to public health that might foreseeably result from anything done or omitted to be done by a person. Hairdressing businesses that conduct any beauty or skin penetration activities are still required to be registered and inspected by the City.

Please refer to the Department of Health's [Guideline for the hairdressing industry \(health.wa.gov.au\)](https://www.health.wa.gov.au) for further information.

Should you have further queries relating to the Health requirements for home-based hairdressing and/or beauty therapy businesses, please contact the City's Health Services on 9528 0333.