

Home Office

Information Sheet

Background

Council recognises the growing demand for the operation of small businesses from residential properties and the importance of such small businesses to the local and State economy. Accordingly, it will continue to support such businesses, provided the amenity of both neighbours and the immediate locality is suitably protected.

In order to reduce “red tape” and facilitate business opportunities within the district, the Council has deemed that the operation of a ‘Home Office’ doesn’t require planning approval under Town Planning Scheme No.2. a Home Office is defined as follows:

“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 any advertising signs on the premises or require any external change to the appearance of the dwelling.”

A mobile business that conducts all activities at the client’s address and where the dwelling is used solely for administration purposes such as bookwork, telephone etc would be treated as a Home Office that does not require planning approval. If maintenance of equipment associated with the mobile business is to be conducted within a dwelling or within the boundaries of a lot, the planning approval of the Council will be required.

Procedure

Requests for a Home Office must be made in writing to the City, with an explanation of the proposed business and how it complied with the ‘Home Office’ definition in the above regard. The City will give notice in writing to the operator if the business is appropriate, in which case Development Approval will not be required.

If a business involves the employment of people, or entails clients visiting, the Home Occupation/Business Checklist must be completed and an application is required for Development Approval from Council before commencing the business.

Further Assistance

If you require further assistance in relation to the above matter, please do not hesitate to contact the City’s Planning Services on 9528 0333.

Disclaimer

This publication is intended to provide general information only. Verification with the original Act, Regulations, Local Laws, Local Planning Scheme and other relevant legislation is recommended for a complete reference.

