

# HOME OFFICE / HOME OCCUPATION / HOME BUSINESS



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## WHAT IS A HOME OFFICE, HOME OCCUPATION AND HOME BUSINESS?

A home-based business is a business activity undertaken by the occupier of a dwelling. There are three categories for home-based businesses:

**Home Office** means a dwelling used by an occupier of the dwelling to carry out a home occupation if the carrying out of the occupation –

- a) is solely within the dwelling; and
- b) does not entail clients or customers travelling to and from the dwelling; and
- c) does not involve the display of a sign on the premises; and
- d) does not require any change to the external appearance of the dwelling.

**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 m<sup>2</sup>; and
- d) does not involve the display on the premises of a sign with an area exceeding 0.2 m<sup>2</sup>; 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.

**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.
- b) will not cause injury to or adversely affect the amenity of the neighbourhood.
- c) does not occupy an area greater than 50m<sup>2</sup>.
- d) does not involve the retail sale, display or hire of any goods of any nature.
- e) 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
- f) does not involve the use of an essential service of greater capacity than normally required in the zone.

## IS APPROVAL REQUIRED?

Is Approval Required?	Environmental Health	Planning	Building
Home Office	✗	✗	✗
Home Occupation	✔ <i>** Refer to Environmental Health Approval below**</i>	✗	✔ <i>** Refer to Building Approval below**</i>
Home Business	✔ <i>** Refer to Environmental Health Approval below**</i>	✔ <i>** Refer to Planning Approval below**</i>	✔ <i>** Refer to Building Approval below**</i>

## ENVIRONMENTAL HEALTH APPROVALS

Depending on the type of occupation / business you are proposing to operate, further health approvals and/or registrations may be required. Examples of home-based business types that do require further approvals and/or registrations are:

- [Hairdressers](#)
- [Skin penetration \(including waxing, tattoos and piercings\)](#)

## PLANNING APPROVALS

A **Home Office** and **Home Occupation** are both **exempt** from requiring Development Approval. However, should any works that would affect the external appearance of the building be proposed, then a development application will be required for those works.

A **Home Business** requires an [application](#) for Development Approval to be submitted to the City, prior to any required works being undertaken and the business operating. The development application should include a written statement addressing:

- A brief description of the business,
- The number of employees of the business – how many are members of the household? How many are not members of the household,
- Hours of operation,
- A description of the vehicle/s associated with the business (if any, e.g. food van) - include on the plan where the vehicle/s will be stored,
- A description of parking available for employees, clients/customers and dwelling occupants (within the legal property boundary),
- The number of vehicle movements associated with the business expected per hour/day (e.g. customers attending appointments and/or deliveries of goods, etc),
- The number of clients/customers who will be at the property at any given time,
- Storage of any equipment/materials/goods associated with the business,
- Storage/disposal of associated waste,
- Any emissions generated (e.g. light, noise, odour, dust, electrical interference, vibrations, smoke, water, etc), and
- Any other relevant information affecting the amenity of the neighbourhood.

## BUILDING APPROVALS

A Building Permit application will be required for any proposed structural changes or additions to the existing dwelling. Depending on the proposal a building permit may also be required for a change in classification for the portion of the dwelling intended to be used for the purposes of the Home Occupation or Home Business. Generally, any proposal that utilises more than 10% of the floor area of the existing dwelling for the Home Occupation or Home Business would result in the change of classification for that portion of the dwelling.

Changing from a Class 1a residential building to a Class 5, 6 or 9 building (or any other commercial classification) has significant implications under the National Construction Code, the most notable considerations being the need for the building to be accessible and to comply with the fire safety requirements of the Code.

Where a Building Permit has been issued for the works, there will be a subsequent requirement of obtain an Occupancy Permit prior to the occupying and operating from the space.

## ADDITIONAL INFORMATION

If you would like additional information on home office, home occupation or home business, please contact:

City of Karratha, Planning Services

Phone: (08) 9186 8555

E-mail: [enquiries@karratha.wa.gov.au](mailto:enquiries@karratha.wa.gov.au)

Website: [Home | City of Karratha](#)

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