

## What is classified as Home Employment?

Home employment means a business, service or profession carried out in a dwelling or on land around a dwelling by an occupier of the dwelling and includes a 'Home Office', 'Home Occupation', 'Home Business', 'Home Store', 'Cottage Industry' and 'Rural Home Business' but excludes 'Family Day Care' and 'Bed & Breakfast Establishments'.

## Do I need Shire Approval to commence Home Employment?

Development approval is required for a 'Home Occupation', 'Home Business', 'Home Store', 'Cottage Industry' and 'Rural Home Business'. However, development approval may not be required for a 'Home Office'.

It is strongly recommended that you contact the Shire's Planning Services in the first instance to find out if your home employment requires approval.

Please click on the link to download a development application form and checklist.

[Home Occupation application form and Checklist Documents required for land use application](#)

## Do I need a Building Permit to commence Home Employment?

A Building Permit may be required depending on the nature of the proposed business. It is strongly recommended that you contact the Shire's Planning and Building Services Department on 9622 6100 prior to preparing an application for a home employment use as a site visit may also be required in order to provide further advice.

A Building Permit is always required if you are proposing to construct any new structures greater than 10m<sup>2</sup> in area.

## What is the difference between the various types of Home Employment?

The following table summarises the differences between the various types of home based employment land use under the Shire's Local Planning Scheme No.6.

### Home Office

- Does not employ any person who is not a resident of the dwelling.
- Does not entail clients or customers travelling to and from the dwelling.
- Does not involve any advertising signs on the premises.
- Does not require any external changes to the appearance of the dwelling.

Example: An accountant who works from home.

### Home Occupation

- Does not employ any persons not members of the occupier's household.
- Does not cause injury or adversely affect the amenity of the neighbourhood.
- Does not occupy an area greater than 20m<sup>2</sup>.
- Does not display a sign exceeding 0.2m<sup>2</sup>.
- Does not involve the retail sale, display or hire of goods of any nature.
- Does not result in traffic difficulties as a result of inadequate car parking or increased traffic volumes.
- Does not involve the presence, use or calling of a vehicle more than 3.5 tonnes tare weight.
- Does not involve the use of an essential service of greater capacity than normally required.

Examples: Dog Grooming, Massage Therapist

### Home Business

- Does not employ more than 2 people not members of the occupier's household.
- Does not cause injury or adversely affect the amenity of the neighbourhood.
- Does not occupy an area greater than 50m<sup>2</sup>.
- Does not involve the retail sale, display or hire of goods of any nature.
- Does not result in traffic difficulties as a result of inadequate car parking or increased traffic volumes.
- Does not involve the presence, use or calling of a vehicle more than 3.5 tonnes tare weight.
- Does not involve the use of an essential service of greater capacity than normally required.

Examples: Computer Repairer, Beauty Therapist

### Home Store

- Does not employ any person who is not a resident of the dwelling.
- Does not occupy any area greater than 100m<sup>2</sup>.
- Is not located within a room of the dwelling
- Is attached to the dwelling.
- On site car parking is to be provided at the rate of 1 for every 20m<sup>2</sup> of the home store area.

Example: Clothing Shop, Hairdresser.

### Cottage Industry

- Is restricted to a trade or light industry producing arts and crafts goods which do not fall within the definition of a home occupation.

- Does not employ any persons not members of the occupier's household when located on a lot zoned 'Residential'.
- Does not cause injury or adversely affect the amenity of the neighbourhood.
- Does not occupy an area greater than 50m<sup>2</sup>.
- Does not display a sign exceeding 0.2m<sup>2</sup>.
- Is conducted in an outbuilding approved by the Shire's Planning and Building Departments.

Example: Woodworking, Production of Artwork, Boutique manufacture of food items such as jams.

### Rural Home Business

- Does not employ more than 2 people not members of the occupier's household.
- Does not cause injury or adversely affect the amenity of the neighbourhood.
- Does not occupy an area greater than 200m<sup>2</sup>.
- Does not involve the retail sale, display or hire of goods of any nature.
- Does not result in traffic difficulties as a result of inadequate car parking or increased traffic volumes.
- Does not involve the presence, use or calling of a vehicle more than 3 vehicles, with vehicles not being more than 3.5 tonnes tare weight.
- Does not involve the use of an essential service of greater capacity than normally required.

Example: Smaller scale local produce manufacture and packaging.

Please click on the link to view Local Planning Scheme No.6.

[Shire of Northam Local Planning Scheme No.6](#)

### Can I have a food based home business or a commercial kitchen in my home?

The *Health (Food Hygiene) Regulations 1993* prohibit the preparation, packaging, storage, handling, serving or supply of food for sale within residential premises. Under the Regulations, the Shire may consider applications for food intended for sale that is prepared within a residential premises in a limited number of circumstances including:

- Cake Decorating;
- Food prepared for a single fund raising activity event arranged by a community or charitable organisation;
- Food preparation in conjunction with farm stay or home stay accommodation; and
- Low risk food handling or food preparation activities approved by the Executive Director of Public Health (EDPH) on a case by case basis.

For further information please contact Shire's Health Services on 9622 6100.

### Can I store bulk quantities of goods on my property as a home business?

No, the bulk storage of goods is defined under Local Planning Scheme No.6 as a 'Storage' use as follows:

*"Storage means premises used for the storage of goods, equipment, plant or materials"*

It may be possible to obtain development approval for a storage use on lots zoned 'Mixed Use' and 'Rural'. Proposals will be assessed separately to a 'Home Business' use.

Please click on the link to view Local Planning Scheme No.6.

[Shire of Northam Local Planning Scheme No.6](#)

### Do I have to pay an annual renewal fee?

Yes, land owners are required to pay an annual renewal fee of \$73.00 to the Shire at the beginning of each financial year for the life of the business on the lot.

If you fail to pay the annual renewal fee, the development approval will expire and the business no longer permitted to take place on the lot unless a new approval is granted by the Shire.

### What if I have a complaint about a home business on a neighbour's property?

All complaints about home employment including traffic, noise, dust and odours associated with the business are to be directed to the Shire's Planning Services and/or Environmental Health Services. Complaints must be made in writing if you wish the Shire to investigate the problem.



### Where do I find more information?

Further information can be obtained from the Shire's Planning Services Department on 962 26143 or 9622 6133 or via email at [records@northam.wa.gov.au](mailto:records@northam.wa.gov.au)

The information contained in this brochure is intended as a guide only. It is recommended that the advice and assistance of the Shire's Planning Services Department be sought prior to lodgement of a Development Application. The Shire of Northam disclaims any liability for any damages sustained by a person acting on the basis of this information.

[www.northam.wa.gov.au](http://www.northam.wa.gov.au)