

## **Home Occupations**

This Information Sheet outlines the Shire's planning requirements for a home occupation. Delays can occur when information is left out, so please ensure your application includes all relevant details.

If you require any further information or clarification please contact the Shire on 98219999

It is possible to operate a small scale business from home within the Shire of Katanning, subject to the approval of Council. There are four categories of Home Occupations under the Shire of Katanning Local Planning Scheme. The requirements and procedures do vary, depending on zoning, the floor area involved and number of staff [refer to definitions below].

### **To apply for a Home Occupation Licence:**

Complete a Development Application Form.

Complete the Supplementary Information sheet.

Prepare a floor plan and site plan clearly showing the rooms and/or areas that you intend to use for the business (i.e. office, equipment/machinery, storage and parking). Identify whether existing or proposed, provide dimensions and setbacks/distance to your lot boundaries.

Submit the Application to the Shire of Katanning Administration Office

Provide a day-time phone number so we can contact you to arrange a meeting/site inspection.

### **Home Occupation Approval Fees**

The current Application Fee for a Home Occupation is \$222.00

Home Occupations are subject to annual review. The Fee is \$73.00

Additional fees apply if the application requires advertising for public comment.

### **Home Occupation Approvals are not transferable**

The home occupation approval (if granted) applies **only** to a particular occupier of a particular parcel of land and is **not** transferable.

Clause 7.8.1 of the scheme text reads:

'An approval to conduct a home occupation is issued to a specific occupier of a particular parcel of land, it shall not be transferred or assigned to any other person, and shall not be transferred from the land in respect of which it was granted. Should there be a change of occupier of the land in respect of which a home occupation approval is issued the approval is cancelled.'

### **Home Occupation Approvals can be cancelled**

If, in the opinion of the Council, a home occupation is causing a nuisance or annoyance to owners or occupiers of land in the locality Council may:

- a) revoke the licence; or
- b) require the occupier of the land in respect of which the home occupation approval is issued to implement those measures specified by the Council and which in the opinion of the Council will remove the nuisance or annoyance.

## LPS 5 Home Occupations – Definitions

**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 20m<sup>2</sup>; and
- d) does not involve the display on the premises of a sign with an area exceeding 0.2m<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 fueling, 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; and
- b) will not cause injury to or adversely affect the amenity of the neighbourhood; and
- c) does not occupy an area greater than 50m<sup>2</sup>; and
- d) 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
- e) does not result in traffic difficulties as a result of the inadequacy of parking or an increase in traffic volumes in the neighbourhood; and
- f) does not involve the presence, use or calling of a vehicle of more than 4.5 tonnes tare weight; and
- g) 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;

**rural home business** means a dwelling or land around a dwelling used by an occupier of the dwelling to carry out a business, service or occupation if the carrying out of the business, service or occupation —

- a) does not involve employing more than 2 people who are not members 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 200m<sup>2</sup>; and
- d) 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
- e) does not result in traffic difficulties as a result of the inadequacy of parking or an increase in traffic volumes in the neighbourhood; and
- f) does not involve the presence, use or calling of more than 3 vehicles at any one time or of a vehicle of more than 30 tonnes gross weight;



## Application for Development Approval

*Plans for the proposed development and an Application Fee are required to accompany this Form.  
Refer to information sheet and current Fee Schedule.*

Owner details	
Name:	
ABN (if applicable):	
Contact person for correspondence:	
Address (for correspondence)..... ..... Postcode: .....	
Phone: Work: ..... Home: ..... Mobile: .....	Email: ..... Fax: .....
Signature:	Date:
Signature:	Date:
<i>The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).</i>	

Applicant details (if different from owner)	
Name:	
Address: ..... ..... Postcode: .....	
Phone: Work: ..... Home: ..... Mobile: .....	Email: ..... Fax: .....
Contact person for correspondence:.....	
The information and plans provided with this application may be made available by the local government for public viewing in connection with the application. <input type="checkbox"/> Yes <input type="checkbox"/> No	
Signature:	Date:

Property details		
House/Street/Rural Road No:	Lot No.:	Location No:
Diagram or Plan No:	Certificate of Title	
	Vol. No:	Folio:
Title encumbrances (e.g. easements, restrictive covenants): .....		
Street name: .....	Suburb/Locality: .....	
Nearest street intersection: .....		

Proposed development
Nature of development: <input type="checkbox"/> Works <input type="checkbox"/> Use <input type="checkbox"/> Works and use
Description of proposed works and/or land use: ..... ..... ..... ..... .....
Is an exemption from development claimed for part of the development? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, is the exemption for: <input type="checkbox"/> Works <input type="checkbox"/> Use
Description of exemption claimed (if relevant): ..... ..... ..... .....
Nature of any existing buildings and/or land use: ..... ..... .....
Approximate cost of proposed development: .....
Estimated time of completion: .....

OFFICE USE ONLY	
Acceptance Officer's initials: .....	Date received:.....
Application Fee: Amount \$: .....	Receipt No. ....
Shire of Katanning Assessment No: .....	Planning Reference No:.....

Application for Home Occupation  
**Supplementary information**

Property Address (Street number and Name).	.....
Describe the nature of the proposed Business Activity.	.....
Where within your property/house will the business occur.	.....
Number of people employed /involved.	.....
Who will be employed (name, if known).	.....
Relationship to applicant.	.....
Proposed Hours of operation.	.....
Details of equipment or machinery to be used.	.....
Anticipated number and frequency of visitors.	.....
Expected car parking Requirements.	.....
Frequency of delivery and collection of goods.	.....
Business Registration Number (if applicable).	.....
Are there going to be any alterations to the building or property.	.....
Details of any signage you intend to put up.	.....
Does your business involve preparation or sale of Food.	.....