



TOWN PLANNING INFORMATION SHEET WORKING FROM HOME

Working from Home

The Shire of Dardanup Town Planning Scheme No. 3 allows residents the opportunity to work from home.

There are different categories for different types of businesses and each category has a specific set of regulations that must be complied with to ensure that the general amenity of the area is maintained.

How do I apply to Work from Home?

An application to work from home involves the lodgment of:

- A completed "Application for Development Approval" (Form 110) form;
- A completed "Additional Information for Development Approval for 'Working from Home' Applications" form;
- Payment of the relevant application fee (currently \$222, however revised annually);
- A covering letter outlining the nature and scale of the proposed business;
- A site plan indicating:
 - the floor layout of the house ;
 - all roads abutting the property;
 - the area in which the business is to be carried out (this should be shaded and labelled);
 - the area designated for car parking – if required.

Please note the relevant forms are available from the Shire's website at the following address:
<http://www.dardanup.wa.gov.au/planning/plan/forms-fees/>

What does the Approval Process involve?

Prior to consideration of an application by officers, nearby landowners may be advised of the proposal in writing and given 21 days to provide written comments to the Shire. There may also be a requirement for officers to inspect your property.

If no objections are received and the proposal complies with all requirements, the application may be determined under delegated authority by Shire officers.

If objections to the proposal are received, the application will be referred to Council for its consideration.

What if I move house?

Approvals to work from home are only relevant to property for which planning approval was granted and are non-transferable to another property. If you move house, a new application and approval will be required.

What happens if I don't meet the conditions of approval?

A "Working from Home Approval" may be revoked if any of the conditions of approval have not been met. Inspections can be carried out upon the receipt of a written complaint. If the relevant conditions are not being met, the approval may be revoked.

Do I always need approval to Work from Home?

No. If the business is classified as a "Home Office", no approval is required. A "Home Office" means a business carried out solely within a dwelling by a resident of the dwelling but which does not: -

- a. entail clients or customers travelling to and from the dwelling;
- b. involve any advertising signs on the premises; or
- c. require any external change to the appearance of the dwelling.

What type of Working from Home category do I apply for?

The following provides the criteria for each type of 'working from home' business:

Home Occupation means a business carried out in a dwelling or on land around a dwelling by an occupier of the dwelling which:

- a. does not employ any person not a member of the occupier's household;
- b. does not occupy an area greater than 20m²
- c. does not display a sign exceeding 0.2m²;
- d. does not involve the retail sale, display or hire of goods of any nature; and
- e. does not result in the requirement for a greater number of parking facilities than normally required for a single dwelling or an increase in traffic volume in the neighbourhood, does not involve the presence, use or calling of a vehicle more than 2 tonnes tare weight, and does not include provision for the fuelling, repair or maintenance of motor vehicles.

Home Business means a business, service or profession carried out in a dwelling or on land around a dwelling by an occupier of the dwelling which: -

- a. does not employ more than 2 people not members of the occupier's household;
- b. does not occupy an area greater than 50m²;
- c. does not involve the retail sale, display or hire of goods of any nature; and
- d. 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.

Industry - cottage means a trade or light industry producing arts and crafts goods which does not fall within the definition of a home occupation and which:

- a. where operated in a residential zone, does not employ any person other than a member of the occupier's household;
- b. is conducted in an out-building which is compatible with the principal uses to which land in the zone in which it is located may be put;
- c. does not occupy an area in excess of 50m²;
- d. does not display a sign exceeding 0.2m² in area;

All home businesses shall not:

- a. cause injury to or adversely affect the amenity of the neighbourhood; and/or
- b. involve the use of an essential service of greater capacity than normally required in the zone.

Further Information?

Further information may be obtained by contacting a member of Planning Staff on 9729 0300.