

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

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

Compliance with other legislation

It is the responsibility of the operator to comply with the requirements of other legislation:

- Where the activity exceeds 10% of the floor area of the dwelling a building permit application in compliance with the Building Code of Australia may be required. Advice should be sought from a registered building surveying contractor in order to obtain the appropriate certificates for building permit and occupancy permit applications.
- Where the activity relates to any of the following uses the development must comply with the requirements of the Health Act 1911:
 - o Hairdressing
 - o Beauty therapy
 - o Tattooist
 - o Bee keeping
 - o Pest control
 - o Food production, food processing, and food storage
 - o Swimming lessons

Please note that there may be other activities not listed above that also require health approval and advice should be sought from the Shire Environmental Health Services Division regarding any of these matters.

Further information

Additional information can be obtained by contacting a Planning Officer within the Engineering and Development Services Directorate.
Phone: 9724 0055



1 Council Drive | PO Box 7016
Eaton, WA 6232

Phone (08) 9724 0000 | Fax (08) 9724 0091



records@dardanup.wa.gov.au



www.dardanup.wa.gov.au



TOWN PLANNING
INFORMATION BROCHURE

**WORKING
FROM HOME**

A guide to establishing your
business from home

WHAT YOU NEED TO KNOW AND DO

Working from home

The Shire of Dardanup Town Planning Scheme No 3 provides residents with the opportunity to work from home. There are four different categories depending on the level of activity:

- Home Office
- Home Occupation
- Home Business, and
- Industry - Cottage

Do I always need approval to work from home?

Yes, except if you wish to operate a "Home Office". A Home Office is a business carried out solely within a dwelling by a resident of the dwelling and is not permitted to have any customers; signage; or change to the external appearance of the dwelling.

A Development Application for a Home Occupation, Home Business, and Industry Cottage is required to be submitted and approved prior to commencement.

These uses have the following meanings under the local planning scheme:

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

- does not employ any person not a member of the occupier's household;
- does not occupy an area greater than 20m²;
- does not display a sign exceeding 0.2m²;
- does not involve the retail sale, display or hire of goods of any nature; and
- 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 - a business, service or profession carried out in a dwelling or on land around a dwelling by an occupier of the dwelling which:

- does not employ more than 2 people not members of the occupier's household;
- does not occupy an area greater than 50m²;
- does not involve the retail sale, display or hire of goods of any nature; and
- 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 - a trade or light industry producing arts and crafts goods which does not fall within the definition of a home occupation and which:

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

Working from home activities may not:

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

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 (Form 110) and supplementary "Working from Home" form (Form 110A) both of which can be obtained from the Shire offices or downloaded from our website at www.dardanup.wa.gov.au.

The form is to be signed by the applicant and all landowners.

- The relevant application fee.
- An A4 plan indicating-
 - o the floor layout of the house;
 - o all roads abutting the property;
 - o the area of the property in which the business is to be carried out (this should be shaded and labelled);
 - o the area designated for car parking (if required).

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 the opportunity 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 will be considered under delegated authority. 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 apply to a specific property/address. If you move house, a new application and approval will be required.