

# Home Occupation

## Can I Operate a Business From Home?

It is possible, with Council approval, to run a small-scale business from home. This type of business is known as a HOME OCCUPATION. Home Occupation provisions are prescribed by Town Planning Scheme No 2 and Council Policy.

Council may also consider a small-scale business as a Cottage Industry. Details on Cottage Industries are contained on a separate handout.

## How Do I apply For a Home Occupation Permit?

A completed application form (signed by the owner), and the appropriate application fee should be submitted at Council's Administration Offices along with the following information:

- ♦ Who will be employed by the business?
- ♦ The area within the property that the business will occupy (include a plan if possible).
- ♦ Hours of operation.
- ♦ Nature of the business (please let us know if it will involve visitors, animals, vehicle deliveries, any noise etc).
- ♦ Any other information that you feel will help in consideration of the application

## A Home Occupation Can Only Be Considered if it:

1. Does not degrade the amenity of the neighbourhood in any way (eg due to emission of dust, light, noise vibration, electrical interference, smell, fumes, smoke or other pollutant);
2. Does not employ any person not a member of the occupier's family, except in the case of a professional person;
3. Does not occupy an area greater than twenty square metres;
4. Does not require the provision of any essential service main of a greater capacity than is normally required in the zone in which it is located;

5. Is restricted in advertisement to a sign not exceeding 0.2 square metres in area.

Should Council receive any complaint regarding the activity it reserves the right to rescind this consent if it determines that the activity has degraded the amenity of the neighbourhood or has contravened any of the above conditions.

Where the proposal does not comply with the above requirements, Council may be able to consider the proposal as a Cottage Industry.

## **What Sort of Activity Can Cause a Problem?**

**Please bear in mind that a Home Occupation is a business that should not create problems with your neighbours.**

- It has been found that mechanical repairs, panel beating, spray painting and activities involved with noisy machinery do not fit into the definition of a Home Occupation.

**A Home Occupation Permit remains valid for 12 months. If you decide to continue the business for a further year, an application for renewal (\$50.00 fee) will be required.**

## **Please Note**

The information contained here is a guide only. It is recommended that reference be made to the Shire of Manjimup's Town Planning Scheme No 2.

Your time and money can be saved if you are thoroughly prepared before undertaking any development.

The assistance of Planning Services division is available for any issues concerning the use of land within the Shire.

**"Councils Vision is to enhance, in partnership with the Community, the economic diversity of Our Region whilst preserving it's rural and forest character and to promote a vibrant and healthy lifestyle."**