

Home Based Business Information Sheet

Important Links

[Local Planning Scheme No. 21](#)

[State Planning Policy \(SPP 3.7\) - Planning in Bushfire Prone Areas](#)

[FPA Australia - Accredited Bushfire Practitioner](#)

What is a Home Based Business?

A "Home Based Business" is a business activity by the occupier of a dwelling. There are three categories of home based business, as defined in the **Local Planning Scheme No. 21**:

- Home Office
- Home Occupation
- Home Business

Home Office

"**Home Office**" means the use of part of a dwelling to undertake clerical business activities (and must satisfy the following criteria:

- (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

"**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 —

- (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 20m²; and
- (d) does not involve the display on the premises of a sign with an area exceeding 0.2m²; 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 fuelling, 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

“Home Business” means the use of a dwelling or land around a dwelling to undertake business activities by a resident of that dwelling, and must satisfy the following criteria:

- (a) does not involve employing more than 2 people 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 involve the retail sale, display or hire of goods of any nature except where those goods are manufactured or produced at the residence; 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
- (e) 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.

Additional provisions relating to **“Home Business”** under Clause 4.15 of the Scheme:

4.15.1 A home business shall –

- (a) not occupy an area greater than 50m², provided further that the area within which it is conducted is not visible from the street or a public place;
- (b) be conducted only between the hours of 8.00am and 6.00pm on weekdays, 9.00am and 5.00pm on Saturdays and is not conducted on Sundays and public holidays;
- (c) not have more than one advertising sign and the sign displayed does not exceed 0.2m² in area; and
- (d) not involve the presence, use or calling of a vehicle more than 4.5 tonnes tare weight.

4.15.2 Where the local government grants development approval for a home business, such development approval -

- (a) must be personal to the person to whom it was granted;
- (b) must not be transferred or assigned to any other person;
- (c) does not run with the land in respect of which it was granted; and
- (d) must apply only in respect of the land specified in the development approval.

Approval Requirements

Development Approval is not required for a **Home Office** or a **Home Occupation**.

The lodgement of a Development Application is required for a **Home Business** in the following zones:

- Residential;
- Rural Landscape;
- Conservation; or
- Bushland Protection.

Development Approval will also be required in other zones if a **Home Business** does not meet **Local Planning Scheme No. 21 Clause 4.15 – Home Business**.

Please refer to the [Development Application Checklist](#) for detailed submission requirements.

Bushfire Prone Areas

Where a Development Approval is required for a Home Business and the property is located within a [Bushfire Prone Area](#), additional requirements may apply. In accordance with [State Planning Policy 3.7](#), a Home Business may be considered a **'Vulnerable Land Use'** which will require a Bushfire Management Plan (BMP) and Bushfire Emergency Evacuation Plan (BEEP) to be prepared by an [Accredited Bushfire Practitioner](#) and submitted with the development application.

Other Requirements

Building

A building permit may also be required if there is a change of building classification. Please contact Building Services directly on 9781 1732 to discuss any approval requirements.

Environmental Health

Depending on the type of business you are operating, further approvals and/or registration from the Environmental Health Services may be required – this includes:

- Food business registration;
- Hairdressers;
- Skin penetration (including beauty treatments, tattoos and piercings).

Please contact Environmental Health Services directly on 9781 0471 to discuss any approval requirements.

Enquiries

Contact Planning and Development Services staff on (08) 9781 1731, email city@busselton.wa.gov.au, or in person at the City Administration Building during office hours, Monday – Friday.

****Disclaimer****

This information sheet is a guide only. Verification with original Local Laws, Acts, the City's Local Planning Scheme and other relevant documents is recommended for detailed references. The City of Busselton accepts no responsibility for errors or omissions.