

The City of Belmont is supportive of residents operating a Home Business, Home Occupation, Home Office or Home Store from their residence, providing it complies with the definitions and requirements of the Local Planning Scheme No.15.

### Home Business

A 'Home Business' is defined as a business, service or profession carried out in a single house\* or on land around a single house\* by an occupier of the house which:

- (a) does not employ more than two people who are not members of the occupier's household;
- (b) will not cause injury to or adversely affect the amenity of the neighbourhood;
- (c) does not occupy an area greater than 50 square metres;
- (d) does not involve the retail sale, display or hire of goods of any nature;
- (e) does not display a sign exceeding 0.2m<sup>2</sup> in area;
- (f) in relation to vehicles and parking, does not result in traffic difficulties as a result of either the inadequacy of parking or an increase in traffic volumes in the neighbourhood, and does not involve the presence, use of calling of a vehicle more than 3.5 tonnes tare weight; and
- (g) does not involve the use of an essential service of greater capacity than normally required in the zone

A 'Home Business' **requires planning approval** before the business can operate. There is no fee for this application. A Home Business is permitted within the 'Residential', 'Residential and Stables' zones. A 'Home Business' is considered a 'Discretionary' use within the Town Centre zone. The definition for a 'Home Business' is included in the City of Belmont Local Planning Scheme No.15. In order for a proposal to be classified as a 'Home Business', it must comply with all the conditions listed under the above definition.

*\*Note: A Home Business is not permitted where the dwelling is a 'Grouped Dwelling' (e.g. survey strata with common property, strata or 'multiple dwelling' (apartments)).*

### Home Occupation

A 'Home Occupation' is defined\* as a business or activity carried out within a dwelling or outbuilding by an occupier of the dwelling, which complies with the following:

- (a) entails the conduct of a business, office, a workshop only, and does not entail the retail sale or display of goods of any nature;
- (b) does not cause injury to or prejudicially affect the amenity of the neighbourhood;
- (c) does not detract from the residential appearance of the dwelling or domestic outbuilding;
- (d) does not entail employment of any person not a member of the occupier's household;
- (e) does not occupy an area greater than 20m<sup>2</sup>;
- (f) does not display a sign exceeding 0.2m<sup>2</sup> in area;
- (g) is compatible with the principal uses to which land in the zone in which it is located may be put;
- (h) will not result in the requirement for a greater number of parking facilities than normally reserved for such a dwelling, and will not result in a substantial increase in the amount of vehicular traffic in the vicinity;
- (i) does not entail the presence, parking and garaging of a vehicle of more than two (2) tonnes tare weight.

A 'Home Occupation' **requires planning approval** before the business can operate. There is no fee for this application. A Home Occupation is permitted within the 'Residential', 'Commercial', 'Mixed Use', 'Mixed Business', 'Special Development Precinct' and the 'Residential and Stables' zones. The definition for a 'Home Occupation' is included in the City of Belmont Local Planning Scheme No.15. In order for a proposal to be classified as a 'Home Occupation', it must comply with all the conditions listed under the above definition.

\*for full definition please refer to Local Planning Scheme No.15, Schedule One.

### **Home Office**

A 'Home Office' is defined as a home occupation limited to a business carried out solely within a dwelling by an 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.

A 'Home Office' is permitted within all zones within the City of Belmont. A 'Home Office' does not require planning approval, providing it complies with all the conditions listed under the above definition. However, if you require a letter from the City advising if a 'Home Office' can operate from your residence, please forward such a request to the City in writing advising of the type of 'Home Office' to be operated and any additional supporting information. *Please note that written confirmation from the City requires payment of a fee (refer Schedule of Planning Fees).* Council Officers will then review the matter and provide written advice.

### **Home Store**

A 'Home Store' is defined as any shop with a net lettable area not exceeding 100 square metres attached to a dwelling and which is operated by a resident in the dwelling.

A 'Home Store' **requires planning approval** before the store can operate. A 'Home Store' is considered to be a 'Discretionary' use in the 'Mixed Use', 'Mixed Business' and 'Special Development Precincts'. A 'Home Store' application lodged within the 'Residential' zone will require advertising of the proposed use or development to nearby owners and occupiers, as per clause 9.4 under Local Planning Scheme No.15. There is no fee for this application. In order for a proposal to be classified as a 'Home Store', it must comply with all the conditions listed under the above definition.

### **Information required when lodging a Development Application**

When lodging a Development Application, please provide the following information:

<b>Minimum required information*</b>	<b>Applicant Use Only</b>	<b>Council Use</b>
MRS Form 1 – (original copy) signed by the owner/s of the land or accompanied by a letter of authorisation signed by the owner/s of the land;	<input type="checkbox"/>	<input type="checkbox"/>
Consent form to display application plans on the City's website, where following an assessment of the application, it is identified that advertising is required	<input type="checkbox"/>	<input type="checkbox"/>
<b>The City prefers electronic submission of plans.</b> Where electronic copies are not possible, one set of hard copy plans will be accepted for small developments. Electronic plans must meet the following requirements: <ul style="list-style-type: none"><li>• submitted as Adobe Systems portable document format (PDF)</li><li>• unlocked</li><li>• to scale</li><li>• a minimum resolution of 200 dots per inch (dpi)</li></ul>	<input type="checkbox"/> <b>CD or USB</b> OR <input type="checkbox"/> <b>Email</b> <a href="mailto:belmont@belmont.wa.gov.au">belmont@belmont.wa.gov.au</a> (Max 10MB) <input type="checkbox"/> <b>Hard copy</b>	<input type="checkbox"/>
Written submission including (but not limited to) details of:	<input type="checkbox"/>	<input type="checkbox"/>
• The detailed description of the nature of the onsite activities;	<input type="checkbox"/>	<input type="checkbox"/>
• Whether the proprietor and employees occupy the dwelling as their place of residence;	<input type="checkbox"/>	<input type="checkbox"/>
• Proposed hours and days of operation;	<input type="checkbox"/>	<input type="checkbox"/>
• Maximum number of employees at any one time;	<input type="checkbox"/>	<input type="checkbox"/>
• Maximum number of expected visitors/customers/clients at the premises at any given time;	<input type="checkbox"/>	<input type="checkbox"/>
• Any equipment to be used.	<input type="checkbox"/>	<input type="checkbox"/>
One (1) copy of a Site Plan drawn to an appropriate scale (e.g. 1:200):	<input type="checkbox"/>	<input type="checkbox"/>
• Lot number/s and lot dimensions, street names and North point;	<input type="checkbox"/>	<input type="checkbox"/>
• Parking, turning and manoeuvring areas, existing and proposed crossovers;	<input type="checkbox"/>	<input type="checkbox"/>
• Landscaping areas, storage areas and bin storage areas.	<input type="checkbox"/>	<input type="checkbox"/>
One (1) copy of a Floor Plan drawn to an appropriate scale (e.g. 1:200):	<input type="checkbox"/>	<input type="checkbox"/>
• Lot number/s and lot dimensions, street names and North point;	<input type="checkbox"/>	<input type="checkbox"/>
• Indication of the portion/s of the dwelling to be used for the business;	<input type="checkbox"/>	<input type="checkbox"/>
• Labelling the use of each room/area and dimensions.	<input type="checkbox"/>	<input type="checkbox"/>

If you have any further enquiries regarding the information contained within this information sheet, please contact Council's Planning Department on (08) 9477 7428 or via email: [Belmont@belmont.wa.gov.au](mailto:Belmont@belmont.wa.gov.au)