



OFFICE USE ONLY
Date Received
Receipt No.
Total Fees Paid

SHIRE OF YORK
TOWN PLANNING SCHEME NO. 2
PROPOSAL TO CARRY OUT A
HOME OCCUPATION OR HOME BUSINESS

TYPE OF BUSINESS (please tick)

- Home Occupation Renewal
 Home Business

Please note that an application for a Home Occupation or a Home Business also requires a completed Planning Application Form (Schedule 9 – Form of Application for Planning Consent).

APPLICANT DETAILS

Name: _____
Business Name: _____
Address: _____
Telephone No: _____ Fax No: _____

PROPERTY DETAILS:

Lot No: _____ House No: _____
Street Name: _____ Suburb: _____
Diagram/Plan No: _____ Volume No: _____ Folio No: _____
Diagram/Plan No: _____ Volume No: _____ Folio No: _____

BUSINESS DETAILS

Name of Proposed Business: _____
Location of Business in relation to the Dwelling: _____
Total area of building/land used for the business: _____m²
Number of persons employed (indicate if the person(s) are occupiers of the dwelling): _____

Hours of operation (include hours and days): _____
Expected number of clients or customers travelling to and from the dwelling: _____
_____ per hour _____ per day
Number of vehicles that could be parked within the boundaries of the property: _____
Details of any advertising sign(s) (indicate size and location): _____

Details of equipment and/or machinery to be used: _____

Description of storage areas: _____
Frequency of delivery and collection of goods: _____

DECLARATION

The occupier above hereby applies to carry out a home office / home occupation / home business described above and states that the above particulars are correct.

Signature: _____ Date: _____
Signature: _____ Date: _____



SHIRE OF YORK
TOWN PLANNING SCHEME NO. 2
INFORMATION FOR HOME BUSINESSES AND HOME OCCUPATIONS

Clause 4.7 of the Scheme states:

- 4.7.1 A person is not to carry on a home business or home occupation unless planning consent has been issued by the local government and is current.
- 4.7.2 An approval to carry on a home business or home occupation:
- (a) Is valid for a period of 12 months after the date of issue thereof but may be renewed upon application in writing to the local government;
 - (b) Relates only to the premises for which, and the person for whom, the application was made and the approval subsequently issued; and
 - (c) Is not capable of being transferred or assigned to any other person and does not run with the land in respect of which it was granted.
- 4.7.3 In granting planning consent to carry on a home business or home occupation the local government may impose any reasonable condition it thinks fit to preserve the amenity of the area and reduce potential land use conflicts.

A home business in the Scheme 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) will not cause injury to or adversely affect the amenity of the neighbourhood;
- (c) does not occupy an area greater than 50 square metres, except that for land in the Farming zone under the Scheme the local government may permit an area up to 200 square metres;
- (d) does not involve the retail sale, display or hire of goods of any nature;
- (e) in relation to vehicles and parking, 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, except that for land in the Farming zone under the Scheme the local government may permit the presence and use of up to 3 vehicles of more than 3.5 tonnes tare weight; and
- (f) does not involve the use of an essential service or greater capacity than normally required in the zone."

A home occupation in the Scheme means:

"A business or activity carried out within a dwelling or the cartilage of a dwelling by a person resident therein or within a domestic outbuilding by a person resident in the dwelling to which it is appurtenant that:

- (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 20m²;
- (f) does not display a sign exceeding 0.2m² in area;
- (g) in the opinion of the local government 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 a single 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 vehicle of more than two (2) tonnes tare weight."

Planning approvals for home businesses and home occupations are issued for 12 months and must be renewed annually. Council will conduct an inspection prior to issuing a renewal to ensure compliance with the conditions of the approval.

Refer to Council's adopted Fees and Charges for application and renewal fees.