

# HOME OCCUPATION CHECKLIST



*This checklist has been assembled to assist residents who may be considering starting up a business from their place of residence.*

A home occupation refers to an occupation or small business undertaken in one's home or the area surrounding one's home, by a resident of the said location. It could be an office based business, or a service such as a hairdressing salon or a dressmaker or other uses such as, but not limited to, caterer, craftsman or tutor. Home-based employment has become increasingly popular due to the advantages that are lower overheads and greater flexibility, which is particularly beneficial for new businesses.

- ✓ The person conducting the home occupation will be using the dwelling as their principal place of residence.
- ✓ No more than one person who does not live in the dwelling will be working in the occupation.
- ✓ The gross floor area used in conducting the occupation including the storage of any materials or goods does not exceed 50 square metres or one-third of the gross floor area of the dwelling, whichever is the lesser.
- ✓ The occupation will not impose a load on any utility greater than normally required for domestic use.
- ✓ No motor vehicle will be serviced or repaired for gain.
- ✓ Only one commercial vehicle (a commercial goods vehicle, commercial passenger vehicle or tow truck within the meaning of the Transport Act 1983), not exceeding 2 tonnes capacity and with or without a trailer registered to a resident of the dwelling will be present at any time. The vehicle will not be fuelled or repaired on the site.
- ✓ No goods other than goods manufactured or serviced in the home occupation will be offered for sale.
- ✓ Materials used or goods manufactured, serviced or repaired in the home occupation will be stored within a building.
- ✓ No goods manufactured, serviced or repaired will be displayed so that they are visible from outside the site.

## Working from home is known as 'Home Occupation' in the Greater Shepparton Planning Scheme and is defined as:-

'An occupation carried on in a dwelling, or on the land around a dwelling, by a resident of the dwelling. It may include a use defined elsewhere, but not a Brothel.' This means that the job opportunities available to be undertaken as a home business are vast, so long as the home occupation does not adversely affect the surrounding neighbourhood. It may be a full time or a part time business, as long as it isn't a Brothel or a business repairing and/or servicing motor vehicles.

### **The occupation will not adversely affect the amenity of the neighbourhood in any way including:**

- The appearance of any building, works or materials used.
- The parking of motor vehicles.
- The transporting of materials or goods to or from the dwelling.
- The hours of operation.
- Electrical interference.
- The storage of chemicals, gasses or other hazardous materials.
- Emissions from the site.

If you were able to tick all the boxes on the previous page and above, a planning permit will not be required. If your home occupation does not comply with one or more of the boxes above, a planning permit may be required or the occupation is prohibited. You will then be required to discuss the issue with a planning officer before proceeding with the occupation.

## SIGNAGE

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It should also be noted that if you intend on promoting the business with signage, a home occupation sign may be erected without obtaining a planning permit if the sign does not exceed 0.2sqm. For signage greater than this a planning permit will be required.

## PLANNING REQUIREMENTS

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The Council encourages the establishment of home-based business, provided that the amenity of the neighbourhood is not adversely affected by an occupation conducted from the area of land. Certain types of businesses or activities are inappropriate for a home occupation. For this reason, the Greater Shepparton Planning Scheme has requirements in place to ensure the residential amenity and living environment in the City of Greater Shepparton is not compromised.

The Greater Shepparton Planning Scheme describes the conditions that need to be met for businesses to operate from home in Clause 52.11. If all the requirements of Clause 52.11 are met, a planning permit is not required to conduct the business from the said area.

**Due to the complexity of these planning controls within the Greater Shepparton Planning Scheme, if you are contemplating establishing a business from home, it is important that you discuss the home occupation provisions in the planning scheme with an officer of the Councils 'Planning & Development' Department before commencing the occupation.**

An appointment can be made to meet with a planning officer by contacting the Council on (03) 5832 9700 or online at <http://www.greatershepparton.com.au/bookings/>.

**For further assistance with the requirements of a Home Occupation, please contact the Planning and Development Department on (03) 5832 9730.**