

Planning Services

Information sheet

Home Occupations

All occupants/owners wishing to operate a business from a residential property are required to submit an 'Application for Home Occupation' and be granted Council approval prior to commencing such a business. A mobile business operating from a residential property is also considered to be a home occupation.

Application

The following details are required to be submitted with any application to operate a business from a residential property;

1. A completed application form 'Application for Development Approval – Home Occupation' and payment of the application fee \$222.00 (subject to change)
2. A covering letter detailing the following:
 - Type of business proposed
 - Anticipated hours of operations
 - Number of people expected to visit the property
3. Plans detailing the location and dimensions of any existing and proposed structures, landscaping, vehicular access and carparking areas.

Council Policy 15.4 applies to Home Occupations within the Shire of Harvey and can be accessed in 'Plans, Publications and Policies' located in the Planning section of the website.

Consideration of Applications

On receipt of an application for a home occupation, Officers will notify adjoining landowners who will be invited to comment on the proposal. Subject to no objections being received, the application will be determined at a Staff level. If, however, an objection to the proposal is received a report will be prepared by staff and the application will be determined by Council.

An annual registration fee of \$73.00 (subject to change) is payable for the renewal of each home occupation license that is issued for a business. The fee shall be prescribed by Council and included in the annual Schedule of Fees and Charges.

Enquiries

Any enquiries regarding Home Occupations can be directed to the Shire's Planning Department.

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