

Home Based Businesses: Information Sheet

What is a home based business?

Each type of land use is defined within the Town's Local Planning Scheme No. 11, and can be found below:

Home Office	Approval Required
<p>A home occupation used by an occupier of the dwelling to carry out a home occupation if it:</p> <ul style="list-style-type: none"> • Is solely within the dwelling; and • Does not entail clients or customers travelling to and from the dwelling; and • Does not involve the display of a sign on the premises; and • Does not require any change to the external appearance of the dwelling. 	No
Home Occupation	Approval Required
<p>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 that:</p> <ul style="list-style-type: none"> • Does not involve employing a person who is not a member of the occupier's household; and • Will not cause injury to or adversely affect the amenity of the neighbourhood; and • Does not occupy an area greater than 20m²; and • Does not involve the display on the premises of a sign with an area exceeding 0.2m²; and • 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 • Does not – • Require a greater number of parking spaces than normally required for a single dwelling; or • Result in an increase in traffic volume in the neighbourhood; and • Does not involve the presence, use or calling of a vehicle more than 4.5 tonnes tare weight; and • Does not include provision for the fuelling, repair or maintenance of motor vehicles; and • 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. 	<p>Yes *</p> <p>* Exempt from approval in Residential Zone</p>

Home Business	Approval Required
<p>Dwelling or land around a dwelling used by an occupier of the dwelling to carry out a business, service or profession if the carrying out of the business, service or profession –</p> <ul style="list-style-type: none"> • Does not involve employing more than 2 people who are not members of the occupier’s household; and • Will not cause injury to or adversely affect the amenity of the neighbourhood; and • Does not occupy an area greater than 50m²; and • 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 • Does not result in traffic difficulties 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 4.5 tonnes tare weight; and • 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. 	Yes
Home Store	Approval Required
<p>Means a shop attached to a dwelling that –</p> <ul style="list-style-type: none"> • Has a net lettable area not exceeding 100m²; and • Is operated by a person residing in the dwelling. 	Yes

Local Planning Policy No. 17 – Home Based Businesses (LPP17)

[Local Planning Policy No. 17 – Home Based Businesses](#) applies to applications for home-based businesses including Family Day Cares, Home Businesses and Home Occupations.

All ‘Home Business’ development applications will require advertising for a minimum of two weeks (in accordance with clause 64 of the Deemed Provisions). Family Daycare and Home Occupation applications which propose variations to LPP 17 require advertising.

Other Requirements

Building

Unless any works are proposed, a building permit is not required for any home business, home occupation or home office applications.

Environmental Health

Depending on the type of business you propose to operate, further approvals and / or registration from Environmental Health Services may be required. This includes food businesses, hairdressers, skin penetration and family daycares.

Please contact Environmental Health or Building Services directly on 9377 8000 to discuss any further approval requirements.

DEVELOPMENT APPLICATION CHECKLIST

Home Based Businesses

NOTE: Your application may not be accepted without submission of this completed checklist. Within seven days of the application being lodged, the Town of Bassendean will advise by email if the application is accepted or if additional information is required.

Application Forms	
Town of Bassendean's Development Application Form	<input type="checkbox"/>
<ul style="list-style-type: none"> All landowners to sign form. Companies - the Sole Director or a Director and a Secretary or a minimum of two Directors (as relevant to the company are to sign application form. Development on common property – the strata company or all individual owners are to sign the Application form. A copy of the 'Offer and Acceptance' may be submitted where the land is being purchased, and the purchaser may then sign as Owner. 	
Current Copy of Certificate of Title	
This should be less than 6 months old.	<input type="checkbox"/>
You can order a current copy of Certificate of Title through Landgate online .	
Payment of Fees	
Please refer to the Town of Bassendean's Fees and Charges Schedule	<input type="checkbox"/>
Complete and attach the Credit Card Authorisation Form to the application	
Note: Upon receipt of your application the Town will invoice you.	
Completed Questionnaire	
Please complete the below Home Business/Occupation Questionnaire and attach it to your submission	<input type="checkbox"/>
Scaled Plans Detailing:	
Area which the home based business will be occupied	<input type="checkbox"/>
Location of proposed car parking and access	<input type="checkbox"/>
Location of any storage area associated with the home based business	<input type="checkbox"/>

All development applications must be submitted via email to mail@bassendean.wa.gov.au.

Note: Meeting these requirements does not necessarily mean the proposal will be approved. The Town reserves the right to request further information to assist in the assessment process.

The Town's Planning Team can provide information relating to home occupation or home business applications. A duty planner can be contacted in-person between 9am and 4:30pm at the Town's Customer Service Centre (35 Old Perth Road, Bassendean). Alternatively, you can call on 9377 8000 or email mail@bassendean.wa.gov.au.

Home Occupation or Home Business - Questionnaire

1. Please describe the nature of the business (please attach further information if required)?
2. Will the home based business be conducted by an occupier of the dwelling?
3. How many people do you intend to employ in the business?
4. What are expected operation days / hours of the business?

Day	Hours
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

5. How many cars (customers) are expected to visit the premises on a daily and / or weekly basis?