

HOME BASED BUSINESS CHECKLIST

The following checklist is an assessment of the requirements for accepted development under the Accommodation activities code for a home based business located in the following zones:

- Rural zone
- Rural residential zone – not located in the Park Residential Precinct

The requirements for accepted development must be met at all times of the operation of the home based business.

How to complete this checklist

Complete Part A first. Part A includes the requirements for accepted development. If you answer 'yes (complies) or N/A' to all applicable requirements for accepted development, the home based business is considered accepted development and does not require a planning application to commence.

If you answer 'no (does not comply)' to one or more applicable requirements for accepted development a planning application, called a Material Change of Use, is required and Part B can be completed and provided as supporting information to the application.

Part A – Requirements for Accepted development

Acceptable Outcome reference:	Requirement for accepted development	Yes/ No/ N/A/	Notes / Comments
Size			
AO4.1	Has a maximum gross floor area of:100m ² .		
Location			
AO4.2	<p>Located within:</p> <ul style="list-style-type: none"> • the primary dwelling house; or • within a building situated no more than 50 metres from the primary dwelling house and the building is not between the road frontage boundary and the dwelling house. <p>Note: if a new building is proposed, the design and siting outcomes of the zone codes are applicable.</p> <p>Note: home based business operating outside of a dwelling or building do not meet the requirements for accepted development.</p>		
Operating requirements			
AO4.3	Does not employ more than one worker who does not reside at the premises		
AO4.5	<p>Does not impose a load on any public utility or municipal service greater than which is normally required in the zone in which it is located.</p> <p>Note: for example, does not have significant load on the road network, water network or sewer network beyond what is typical to a dwelling house or residential use.</p>		
AO4.7	Does not involve the storage, handling or use of flammable or combustible materials or any other materials likely to result in interference or nuisance beyond the property boundary such as those		

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	associated with emissions including but not limited to odours, fumes, noise, vibration, smoke, dust or the like.		
AO4.8	Does not involve the sale of goods which are manufactured or fabricated at locations other than on the premises.		
AO4.10	Does not use or park at the premises more than 2 commercial vehicles that are ancillary to and necessarily associated with the home based business (whether or not the vehicle is classed as a light vehicle, or a heavy vehicle which has a weight that exceeds a gross vehicle mass of 4.5 tonnes).		
AO4.11	Does not generate traffic exceeding 10 vehicle trips per day.		
AO4.13	Does not involve any more than 1 delivery vehicle visit to the site each day (whether or not the vehicle is classed as a light vehicle, or a heavy vehicle which has a weight that exceeds a gross vehicle mass of 4.5 tonnes).		
AO4.14	All loading and unloading of vehicles is undertaken within the site		
AO4.15	All vehicle parking associated with the home based business (including parking for visitors or guests) is accommodated entirely within the site.		
AO4.16	Where involving the parking of heavy vehicles, the parking area for heavy vehicles: <ul style="list-style-type: none"> a) Is not situated within 20 metres of a side or rear property boundary; and b) Is situated a distance from the primary dwelling in accordance with the following: <ul style="list-style-type: none"> i. If in the rural zone: no more than 50 metres away; or ii. If in the rural residential zone: no more than 20 metres away; and c) Is: <ul style="list-style-type: none"> i. Within a garage; or ii. Screened by fencing so as not to be visible from adjoining properties; or iii. Screened by dense vegetation so as not to be visible from adjoining properties. 		
AO4.17	Any maintenance of vehicles associated with the home based business: <ul style="list-style-type: none"> a) Is minor in nature; b) Is consistent with that which is commonly undertaken for domestic vehicles; c) Does not involve major body work; and d) Does not involve major engine or mechanical repairs. 		



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Advertising			
AO4.4	Does not contain an advertising device that is illuminated or has a sign face area exceeding 0.3m ² .		
AO4.6	Does not display any goods or services for sale or hire or store any goods, which are visible at any time from the road frontage property boundary, other public spaces or adjoining residential premises.		
Bed and Breakfast only			
A04.18	The maximum number of guests staying at the premises does not exceed 6 guests.		
A04.19	Toilet and bathing facilities are provided for the exclusive use of the guests and these facilities are: a) Separate from the toilet and bathing facilities used by the host household; and b) Located in the same building as the guest bedrooms.		
Overlays			
<p>Is not located in overlay map:</p> <ul style="list-style-type: none"> • Biodiversity overlay • Wetlands and Waterways (wetland) • Stream Order and within: <ul style="list-style-type: none"> – 10 metres of the top of the bank of a stream order 1 or 2 waterway; – 25 metres of the top of bank of a stream order 1 or 2 waterway; – 50 metres of the top of bank of a stream order 5 or higher. • Bushfire hazard overlay • Coastal hazard overlay – Erosion Prone Area • Coastal hazard overlay – Storm tide hazard • Flood hazard area • Landslide hazard overlay <p>Refer to Council's interactive planning scheme mapping online to confirm overlays that may affect the site.</p> <p>Where the site is affected by an overlay and or it has been determined that the development cannot comply with the requirements for accepted development, a code assessable development application is required.</p>			

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Part A – Additional requirements:

The applicable zone code, General development code and Development works code also apply to a Home based business. The requirements differ between zones, therefore please also see the relevant zone code within the Planning Scheme as the below is a high level summary:

Requirement for accepted development		Yes /No/ NA	Notes / Comments
Zone Code	<p>The home based business is within a Dwelling house or building that either:</p> <ul style="list-style-type: none"> – Is existing and meets all of the acceptable outcomes of the applicable zone code (such as, site cover, setbacks, height and separation distances); – Holds an approval for Building Works OR Material Change of Use; or – A new building or extension is proposed that meets all of the acceptable outcomes of the applicable zone code. 		
General development requirements	The home based business meets all of the acceptable outcomes in Table 9.3.1.4.1 of the General development code.		
Servicing requirements	The home based business meets all of the acceptable outcomes Table 9.3.2.4.1 of the Development works code.		
Overlays	The home based business meets all of the acceptable outcomes of any overlay code that applies to the where the development, including any access to the development, is proposed (refer to Part 8 of the Planning Scheme)		



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PART B – Requirement for assessable development

Where a question was answered 'no' in PART A it has been determined that the development cannot comply with the requirements for accepted development and a code assessable development application is required.

The development application must address the following Performance Outcome of the Accommodation activities code. Part A and Part B can be completed and provided as supporting information to the application.

Performance Outcome (PO4)

The home based business:

- a) is an appropriate scale relative to the following:
 - i. the primary use of the site as a dwelling;
 - ii. the adjoining land use;
 - iii. the location of the site; and
 - iv. the function of the road servicing the site;
- b) is integrated with the primary use of the site for a dwelling and it is not easily distinguishable from the primary dwelling;
- c) has regard to the safety of residents on the site and residents on adjoining premises;
- d) does not adversely affect the character or amenity of the streetscape; and
- e) does not compromise the character and amenity of the immediate area.

Response:

A statement addressing the relevant Performance Outcome of the relevant overlay code must be provided.

Overlay Code (please circle)

- Landslide hazard overlay
- Bushfire hazard overlay
- Biodiversity overlay
- Flood hazard overlay
- Coastal hazard overlay

Response: