

SELF ASSESSMENT SHEET



HOME OFFICE, HOME OCCUPATION OR HOME BUSINESS

Business Activity Summary - Please provide a short summary of the proposed business activity.				
Please tick <input checked="" type="checkbox"/>			Yes	No
Will the business activity be carried out by an occupier of the dwelling? If 'no', the development cannot be considered as a home office, home occupation or home business.				
Floor Area of Business:	m2			
Trading Name:				
Type of Equipment or machinery to be used (if any):				
Hours				
Permitted Operating Hours	Home Office: Not Specified; Home Occupation and Home Business: Mon- Sat 7am-7pm, Sun – nil.			
Proposed Hours				
• Monday to Friday				
• Saturday				
• Sunday				
Customers				
Please tick <input checked="" type="checkbox"/>			Yes	No
Will clients or customers travel to and from the dwelling?				
If so, how many clients per day.	/day			
Car parking – Please identify car bays on the site plan.				
Please tick <input checked="" type="checkbox"/>			Yes	No
Are you preparing or handling food, or providing a service that requires skin penetration e.g. waxing, piercing etc. If so, you will also require Health Approval please contact the City of Bunbury Environmental Health Officer on (08) 9792 7100 for further information.				

A person may, with the approval of the City of Bunbury, conduct a Home Office, Home Occupation or a Home Business provided that the business activity does not:

- Cause injury to or adversely affect the amenity of the neighbourhood;
- Result in the use of public utilities and infrastructure that are greater than normally required for the predominant residential use;
- Result in the storage of chemical, gases or other hazardous materials in excess of the limits normally associated with domestic activity;
- The business does not result in traffic difficulties as a result of the inadequacy of parking or an increase in traffic volumes in the neighbourhood;
- Result in a breach of the *Environmental Protection (Noise) Regulations 1997*.
- Does not employ more than 2 people not members of the occupier's household.
- Does not involve the retail sale, display or hire of goods of any nature, unless the sales are done only by means of the internet.

		Please tick ✓	Yes	No
1.	Will the business activity result in any of the above impacts? If so, the business is not considered to be compatible in the Residential Zone.			

Home Occupation – Occupation carried out in a dwelling or on land around a dwelling.

		Please tick ✓	Yes	No
2.	Will the business employ any person not a member of the occupier's household? If yes, how many employees not a member of the occupier's household will be employed? _____ employees (not a member of household)			
3.	Will the business activity occupy an area greater than 20 square metres? Please identify the area on the floor plan – see Figure 1.			
4.	Do you propose to display a sign exceeding 0.2m square metres? Please provide details of any proposed signage that does not exceed 0.2 square metres			
5.	Will the proposed business activities result in the requirement for more than 2 parking bays (normally required for a single dwelling) or an increase in traffic volume in the neighbourhood, involve the presence, use or calling of a vehicle more than 2 tonnes tare weight, and include provision for the fuelling, repair or maintenance of motor vehicles?			
6.	Does not involve the retail sale, display or hire of goods of any nature, unless the sales are done only by means of the internet.			

If any answer to the above questions is yes then the application cannot be considered a Home Occupation or Home Office. Please go to Home Business checklist.

Home Office – Subject to compliance with the Home Occupation requirements, the business activity will be considered as a Home Office where the answer to the following questions is no.				
		Please tick ✓	Yes	No
7.	Will customers or clients travel to or from the premises?			
8.	Will there be any advertising signs on the premises?			
9.	Will there be any external changes to the appearance of the dwelling?			
10.	Will the business be contained wholly within the dwelling?			

If the business is determined to be 'Home Office' please lodge a Written Planning Advice Request (fee applicable). Please attach a floor plan with the application form and application fee.

Home Business – means a business, service or profession carried out in a dwelling or on land around a dwelling by an occupier of the dwelling, subject to the following:				
		Please tick ✓	Yes	No
11.	The business activities are limited to 50 square metres and are contained within the dwelling or an outbuilding? Please identify on floor plan.			
12.	The business activities will result in the use or calling of a vehicle of more than 3.5 tonnes tare weight?			
13.	Any signage is limited to 0.5 square metres. Please provide details of any proposed signage that does not exceed 0.5 square metres			
14.	Does the proposal provide additional parking? Please show additional car bays on site plan.			
15.	Will the proposal be conducted on a single house lot with a minimum area of 500m ² ?			
16.	Has the additional fee for advertising the Home Based Business been paid?			

Local Planning Policy 2.1 Home Based Businesses & Family Day Care

The Local Planning Policy: Home Based Businesses and Family Day Care can be found on the City's website:

<http://www.bunbury.wa.gov.au/Pages/Local-Planning-Policies.aspx>

Site Plans

A guide to producing a site plan for your proposal can be obtained from the City's website, using the online mapping service: <http://www.bunbury.wa.gov.au/Pages/My-Property-Info.aspx>

Online Mapping

The City's Online Mapping can be accessed at: <http://map.bunbury.wa.gov.au/intramaps75/>

Building Code Australia (BCA) and Building Permit Requirements

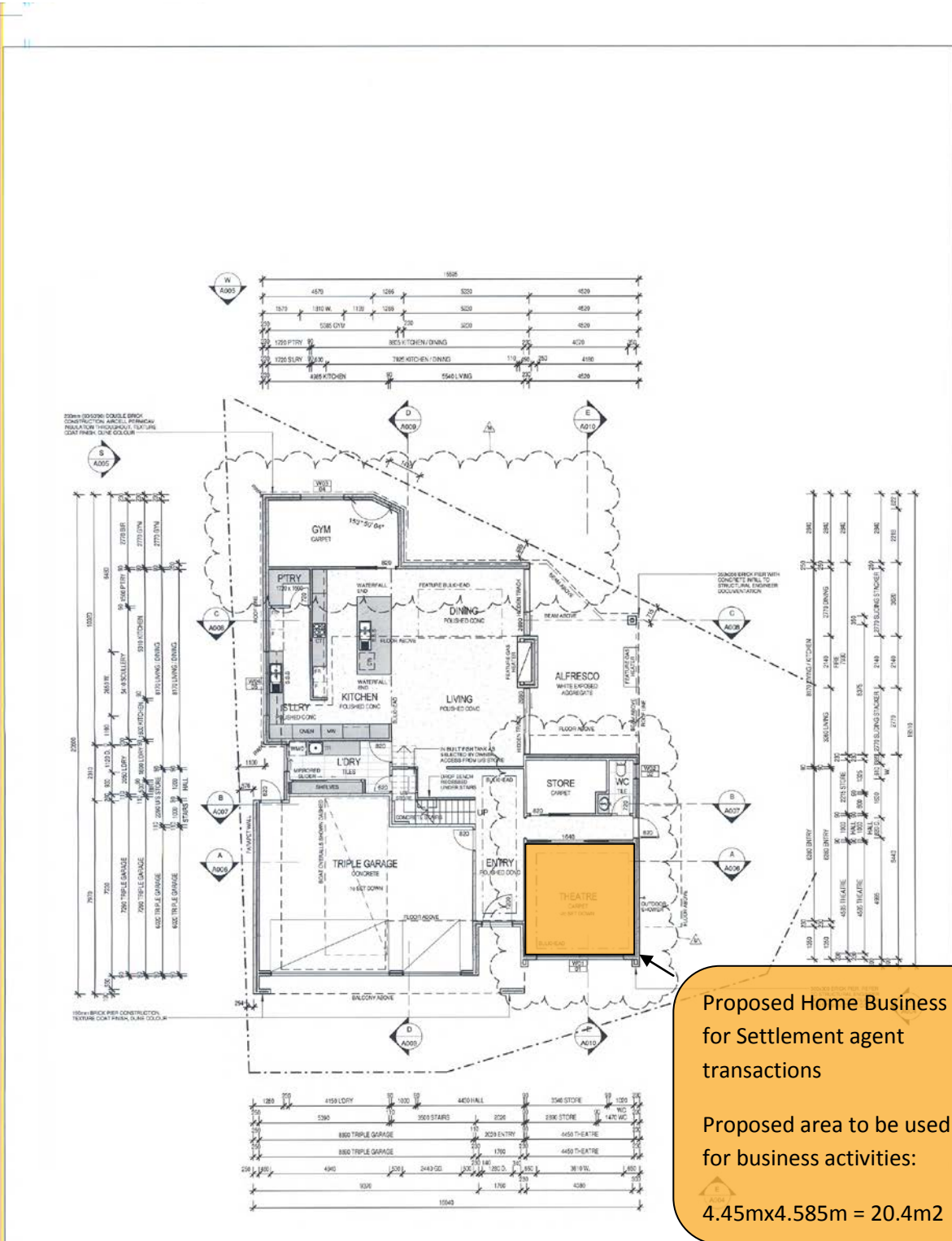
Where applicable, your home business will need to comply with separate building legislation requirements. For example, a residential dwelling is defined as a Class 1a building whereas an office (Class 5) is a separate use and therefore has different classifications and requirements.

Within the BCA minor use changes (where up to 10% of the floor area of a different classification is proposed) do not require a separate approval, providing that no structural alterations are to be undertaken. Where structural alterations are proposed a Building Permit is required as structural works are not defined as exempt works under the Building Act and Building Regulations.

If the proposed works are more than 10% of the dwelling floor area then BCA compliance will be required, which could include substantial works and costs. Please consult with a registered Building Surveyor at an early stage of the project to establish separate building code specific requirements applicable to your project.

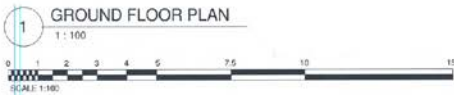
For any further information please contact the City's Building Certification team on (08) 9792 7000 for more information.

Figure 1 – Floor Plan (Example only)



Proposed Home Business for Settlement agent transactions

Proposed area to be used for business activities:
 4.45mx4.585m = 20.4m²



1 GROUND FLOOR PLAN
 1 : 100



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Project Name

PROPOSED GROUND FLOOR PLAN

Project number
 Date
 Drawn by
 Checked by

Sheet Number	Current Revision
A002	M
Scale	1 : 100 CIVIL SHEET

