

City of Wanneroo  
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## What is a home-based business?

A home-based business is a small-scale occupation or business operating at home by a resident of the property.

## Home-based business categories

The below table provides a summary of each home-based business category.  
The City's District Planning Scheme No. 2 details the full definition of each category.

	HOME OFFICE	HOME OCCUPATION	HOME BUSINESS	RURAL HOME BUSINESS
 COUNCIL REQUIREMENTS	No Planning Approval is required. A Letter of Compliance can be provided upon request. Health Approval may be required.	Planning Approval is required before home occupation operations commence. Health Approval may be required.	Planning Approval is required before home business operations commence. Health Approval may be required.	Planning Approval is required before home business operations commence. Health Approval may be required.
 AREA	Solely within the dwelling.	Must not occupy an area greater than 20m <sup>2</sup> .	Must not occupy an area greater than 50m <sup>2</sup> .	Must not occupy an area greater than 200m <sup>2</sup> .
 NO. OF STAFF	Must not require any extra staff other than the occupants of the dwelling.	Must not require the employment of a person who is not a member of the occupier's household.	Must not entail employment of more than 2 persons other than the occupiers of the household.	Must not entail employment of more than 2 persons other than the occupiers of the household.
 ADVERTISING SIGNS	Must not display advertising signs.	One advertising sign, up to 0.2m <sup>2</sup> can be displayed.	Considered on a case-by-case basis.	Considered on case-by-case basis.
 SIZE OF VEHICLES	Should not result in any additional vehicles or traffic in the area than what is expected of a residence.	Must not require a vehicle of more than 4.5 tonnes.	Must not require a vehicle of more than 4.5 tonnes.	Must not require the use of more than 3 vehicles at any one time, or of a vehicle of more than 30 tonnes.
 CUSTOMERS	Must not require visiting customers.	May have clientele.	May have clientele.	May have clientele.

### Disclaimer:

This information sheet is produced by the City of Wanneroo in good faith and the City accepts no responsibility for any ramifications or repercussions for providing this information. This information sheet is correct as of May 2023 and prone to alteration without notification.

## Council Approval Requirements

Note 1: Fees apply for applications, please refer to the City of Wanneroo website or contact us on 9405 5000 for further information.

	When Required	What is Required
Home Office	Only if requested by applicant	No formal Council Approval is required however a letter of compliance (written planning advice) can be provided upon request. To obtain a letter of compliance, please complete a <a href="#">Home Office (Letter of Compliance)</a> application form.
Home Occupation, Home Business and Rural Home Business	Always	Planning approval is always required by way of submitting an Application for Development Approval <sup>1</sup> to the City. Please refer to the City's <a href="#">Home Business DA Checklist</a> , which outlines all the documentation required to obtain Planning approval.
	Sometimes	<p>Health Approvals are required for home based food, hair and beauty businesses.</p> <p><b>Food</b> If you prepare, pack, store, handle, serve or supply food from a residential premise for sale or provided as part of a service to the public, the City has an <a href="#">Information Sheet</a> which outlines the requirements that your premises must meet. In order to obtain approval for a home-based food business, you need to complete and submit <a href="#">Notification and Registration Form - Food Act 2008</a><sup>1</sup>. If you intend to operate a mobile food business you will also need to complete a <a href="#">Trading in Public Places Application Form</a><sup>1</sup>.</p> <p><b>Hair Dressing &amp; Skin Penetration</b> If your home business involves any form of hair dressing or skin penetration (e.g. tattooing, ear piercing) you will need to complete and submit a <a href="#">Hair Dressing and Skin Penetration Notification Form</a><sup>1</sup>.</p>
Annual Renewal		
Food Business	Always	An annual renewal is sent out in June each year.

### Other points to consider

Further to the above, a home business must not:

- Detract from the safety and amenity of the neighbourhood.
- Sell, display or hire goods unless it is done only by means of the internet.
- Involve an essential service that is greater than normally required for a residential dwelling.
- Affect the residential appearance of the house or outbuilding.
- Require additional parking facilities than normally required for a single dwelling.
- Significantly increase traffic in the neighbourhood.

If you have further enquiries regarding a home business, please contact the City on 9405 5000 and select:

- **Health Services** for all food, hair and beauty or family day care related enquiries;
- **Planning Services** for all enquiries related to obtaining development approval or written planning advice.



#### Did you know?

Save time and apply online! Several of the abovementioned applications are available for lodgement via the City's website [www.wanneroo.wa.gov.au](http://www.wanneroo.wa.gov.au)