

# Home Based Businesses - Questions and Answers



## Disclaimer

This information sheet is provided as generalised information. While we aim to keep the content of this document current and accurate, we accept no responsibility or warranties for actions based on the information provided. The City of Karratha encourages you to seek professional advice before acting on any information contained within this document.

## 1. What is the City of Karratha's position in regard to home based businesses?

The City of Karratha actively seeks to provide for and encourage small business, services and professions that are able to operate within existing residential areas.

Having said that, it is also incumbent on the City to protect the amenity, character and safety of residential streets and neighbourhoods.

To this end, the City has a policy on home occupations (DP4 - available from the City website or Office) which applies to the whole City and forms part of the City of Karratha Town Planning Scheme No. 8.

## 2. What are the classifications of business operations from residential dwellings?

All business operations from a residential property/dwelling are classified as either a "Home Office", "Home Occupation" or "Home Business". The following is a guide only.

	Home Office	Home Occupation	Home Business
<b>Signage</b>	Not allowed	Up to 0.2m <sup>2</sup>	
<b>Area Allowed</b>	One room	Up to 20m <sup>2</sup>	Up to 50m <sup>2</sup>
<b>Employment</b>	One person	No employees allowed who are not members of the household	Up to 2 people not members of the household allowed
<b>Clients Visiting</b>	Not allowed	Allowed	Allowed
<b>Changes to dwelling exterior</b>	Not allowed	Allowed (with relevant planning & building approvals)	Allowed (with relevant planning & building approvals)
<b>Vehicle presence, parking or garaging</b>	N/A	Vehicle up to 2 tonnes tare weight	Vehicle up to 3.5 tonnes tare weight
<b>Storage of Materials</b>	Not allowed	Allowed	Allowed
<b>Neighbours' Consent</b>	Not Required	Written consent may be Required	Written consent may be Required
<b>Parking</b>	Visitors Not Allowed	Must not cause parking or traffic issues	Must not cause parking or traffic issues
<b>Planning Permission</b>	Not Required	Required	Required
<b>Retail sales or display of goods</b>	Not allowed		

### 3. What activities are not permissible in a home based business?

- a. Retail sale or display of goods of any nature.
- b. Any activity that may cause injury to or prejudicially affect the amenity of the neighbourhood.
- c. Any action that may detract from the residential appearance of the dwelling house or domestic outbuilding.
- d. Display of a sign exceeding 0.2 m<sup>2</sup>
- e. A requirement for greater parking or a substantial increase in traffic in the vicinity.
- f. Entail the presence , parking and garaging of a vehicle of more than 2 tonnes tare weight (Home Occupation) or 3.5 tonnes tare Weight (Home Business)

### 4. Are there any costs involved in setting up a home based business?

Fees will be applied when applicants seek various approvals for a home business or occupation. The following is a guide only as fees and charges are subject to change each financial year. Please check with the City of Karratha website or ring 9186 8555.

<b>Fees and Charges 2014/15 FY</b>	<b>Frequency</b>	<b>Amount</b>
Home Office	n/a	n/a
Home Occupation and Home Business Application Fee	One off	\$222
Home Occupation and Home Business Renewal Fee	Annual	\$73
Food Premise Notification Fee	One off	\$70
Low risk food premises assessment fee	Annual	\$250
Inspection Fee (Hair, Beauty, Skin piercing Premises)	Annual	\$100

Other planning and/or building fees may be applied if you intend making modifications to the dwelling you are operating from. Please discuss with the City of Karratha's Planning, Building or Environmental Health Services on 9186 8555.

### 5. Can I run a food related business from home?

You are required to make application to the City of Karratha Environmental Health Department who will determine if the proposed activity is permissible. Fees apply (See above).

### 6. Can I run a hair or beauty business from home?

You are required to make application to the City of Karratha and fees including an annual inspection fee are applicable.

### 7. What happens if I move?

An approval to carry out a Home Occupation/Business is not transferable or assignable to another person or to another address and shall expire if the business moves premises, is sold to a new operator or closes down.

### 8. Can a Home occupation/business be shut down?

If the City of Karratha determines that the use is prejudicially affecting the amenity of the neighbourhood, it may further determine at any time that the operations of the use be brought into conformity with any direction it may issue or, alternatively withdraw its consent and determine the date when the approval will become null and void.

## 10. What are the criteria for assessment of a home occupation/home business application?

If a planning application is required, it will be assessed according to certain criteria including:

Traffic generation and parking requirements	Noise and odours
Scale of operation – numbers of customers/clients	Appearance
Services	Safety and amenity
Hours of operation	

## 11. Who do I contact for assistance with a home based business?

Organisation	Purpose	Contact	Website
 <p>City of Karratha</p>	Assist with development approval criteria and process	Planning Services 9186 8555	<a href="http://www.karratha.wa.gov.au/local-planning-policies">www.karratha.wa.gov.au/local-planning-policies</a>  <a href="http://www.karratha.wa.gov.au/planning-forms">www.karratha.wa.gov.au/planning-forms</a>
	Assist with building enquiries	Building Services 9186 8555	<a href="http://www.karratha.wa.gov.au/building-services">www.karratha.wa.gov.au/building-services</a>
	Assist with information on current local business conditions and opportunities	Economic Development Advisor 9186 8526 economic@karratha.wa.gov.au	<a href="http://www.karratha.wa.gov.au/economic-development">www.karratha.wa.gov.au/economic-development</a>
	Assist with food related, beauty, skin penetration and hair dresser businesses.	Environmental Health Services 9186 8564 <a href="mailto:enquiries@karratha.wa.gov.au">enquiries@karratha.wa.gov.au</a>	<a href="http://www.karratha.wa.gov.au/environmental-health">www.karratha.wa.gov.au/environmental-health</a>
 <p>The Business Centre PILBARA</p>	Assistance with all aspects of setting up a business  Home Business Network and workshops	Business Facilitator 9144 4688 Business Centre Facilitator <a href="mailto:facilitator@businesscentre.org.au">facilitator@businesscentre.org.au</a>	<a href="http://www.businesscentre.org.au">www.businesscentre.org.au</a>
 <p>KDCCI KARRATHA &amp; DISTRICTS CHAMBER OF COMMERCE &amp; INDUSTRY</p>	Business events and networking opportunities e.g. <ul style="list-style-type: none"> <li>• Business After Hours</li> <li>• Business Boot Camp</li> <li>• Business Excellence Awards</li> <li>• Business Directory</li> </ul>	9144 1999 <a href="mailto:membership@kdcci.asn.au">membership@kdcci.asn.au</a>	<a href="http://www.kdcci.asn.au">www.kdcci.asn.au</a>
Small Business Development Corporation	Assist with information about setting up a business at home	<a href="http://www.smallbusiness.wa.gov.au/business-topics/premises-location/locating-your-business-at-home/">http://www.smallbusiness.wa.gov.au/business-topics/premises-location/locating-your-business-at-home/</a>	