

The Shire of Chittering has four different categories of Home-Based Businesses, each with different development approval (Planning Approval) requirements.

If you are uncertain about which category your Home-Based Business may fall under, please contact the Shire's Planning Department.

Home Office

Home Office refers to a dwelling that is used by its occupant to conduct a home-based occupation, provided that the activity is undertaken in a manner that:

- is solely within the dwelling;
- does not entail clients or customers travelling to and from the dwelling;
- does not involve the display of a sign on the premises; and
- does not require any change to the external appearance of the dwelling.

Examples of a Home Office:

- An accountant that only uses a computer at home;
- Any computer-based working from home occupation.

Development Approval Not Required

Development approval is not required for a Home Office, however, a letter of compliance for your business can be obtained by emailing the Shire's Planning Department at chatter@chittering.wa.gov.au.

Simply email your details and an outline of your business activities, and if everything complies with the Home Office criteria, you will receive your compliance letter via email. Please note that fees do apply in accordance with the Shire's Planning Fee Schedule.



Home Occupation

Home Occupation refers to the use of up to 20m² in a dwelling, or the land surrounding it, by its occupant to conduct an occupation, provided that the activity is carried out in a manner that:

- 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 20 m²; and
- does not involve the display on the premises of a sign with an area exceeding 0.2 m²; 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 –
 - (i) require a greater number of parking spaces than normally required for a single dwelling; or
 - (ii) result in an increase in traffic volume in the neighbourhood; and
- does not involve the presence, use or calling of a vehicle of 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.

Examples of a Home Occupation:

- A mobile mechanic parking a work vehicle (repairs only conducted away from home);
- Commercial cooking business in home kitchen.

Development Approval Not Required

Development approval is not required for a Home Occupation, however, a letter of compliance for your business can be obtained by emailing the Shire's Planning Department at chatter@chittering.wa.gov.au.

Simply email your details and an outline of your business activities, and if everything complies with the Home Office criteria, you will receive your compliance letter via email. Please note that fees do apply in accordance with the Shire's Planning Fee Schedule.



Home Business

Home Business refers to the use of up to 50m² in a 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 -

- does not employ more than two persons full time, or a part time or a mixed full time and part time equivalent of two full time employees over the year, in any case where such employees 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 50 m²; and
- does not involve the retail sale, display or hire of goods of any nature; and
- does not result in traffic difficulties as a result of the inadequacy of parking or an increase in traffic volume in the neighbourhood; and
- does not involve the provision for refueling, repair or maintenance of motor vehicles;
- in relation to vehicles and parking, will not result in traffic difficulties as a result of inadequacy of parking or an increase in traffic volumes in the neighbourhood, and does not involve the presence, use or calling of a vehicle of more than 4.5 tonnes tare weight;
- does not involve the use of an essential service of greater capacity than normally required in the zone; and
- does not involve the display of a sign of more than 1.0m².

Examples of a Home Business:

- Home hairdresser
- Home beauty salon
- Dog grooming

Development Approval Required

Development approval is always required. Please refer to our Application for Development Approval (www.chittering.wa.gov.au/developmentapproval) or talk to one of our Planning Staff.

Please note that fees do apply in accordance with the Shire's Planning Fee Schedule.



Home Business (Rural)

Home Business (Rural) has the same criteria as a 'Home Business' with the exception of the permitted area to operate.

Home Business (Rural) allows up to 200m² to be used for the home-based business, however only properties zoned 'Agricultural Resource' are eligible.

Development Approval Required

Development approval is always required. Please refer to our Application for Development Approval

(www.chittering.wa.gov.au/developmentapproval)

or talk to one of our Planning Staff.

Please note that fees do apply in accordance with the Shire's Planning Fee Schedule.

Family Day Care

A 'Family Day Care' refers to a business caring for up to 7 children (including the operators) in a person's home, where the children are between the ages of 0 and 13.

Development Approval May be Required

Development approval is not required for properties in the Townsite zone of Bindoon and Muchea. Development Approval is required for all other properties in the Shire.

Applications are usually advertised to neighbours, prior to the Shire making a determination. In addition, the Family Day Care premises will need approval from the Shire as a Food Business.



Additional Health Approvals

If your Home Occupation, Home Business, Home Business (Rural) or Family Day Care involves the handling of food, is beauty/hairdressing related or involves skin penetration (tattooing, skin piercing, dry-needling etc.), it is likely you will also need an appropriate approval from the Shire's Environmental Health Department.

Through the Development Approval process, you will be advised what Health approvals are required for your business, and our friendly Environmental Health Team will assist you with any applications required.

Food

If you prepare, pack, store, handle, serve or supply food from a residential premises for sale or provided as part of a service to the public, the Shire has an Information Sheet – Home Food Businesses, 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 Notification and Registration Form - Food Act 2008 (please note, fees may apply depending on your application).

Skin Penetration

If your home business involves any form of skin penetration (e.g. tattooing, ear piercing) you need to complete and submit a Skin Penetration Notification Form.

Hairdressing/Salon

If you are successful in obtaining Development Approval for a home hairdresser, you will also need approval from the Shire's Environmental Health Department for a 'Hairdressing Establishment'. This requires lodgment of the Hairdressing Establishment Application to the Shire, and also requires a site inspection of your home by a Shire Health officer.

