

Home Based Business Checklist

ENVIRONMENTAL MANAGEMENT & CONSERVATION ZONE



CHECKLIST FOR SELF-ASSESSMENT

Through this self assessment you can determine if your business will need an application to council.

Home Based Business: A dwelling used for a business activity where subordinate to the residential use.
Examples Include: Bed & breakfast; farm stay; home based office; home based childcare or hairdressing salon.

Examples Exclude: Hobby; café; shop; warehouse; transport depot or boarding kennel.

Accepted Development: Provided it meets all the identified requirements below (subject to overlay assessment) approval from council is not required.

Assessable Development: Does not meet one or more of the identified requirements below; an application to council is required.

Note: There may be requirements that are not applicable to your business.

APPLICABLE CODES

EMC ZONE CODE

HOME BASED BUSINESS CODE

PARKING AND ACCESS CODE

ENVIRONMENTAL MANAGEMENT & CONSERVATION ZONE CODE

Acceptable Outcomes	Checklist
Amenity	
AO1.1 ▼ Buildings and other structures do not exceed: (a) a maximum height of 9.5 metres; (b) a maximum of 2 storeys.	<input type="checkbox"/>
AO1.2 ▼ Buildings and other structures are set back at least: (a) 6 metres from the street frontage where fronting a private road; (b) where the lot is 4,000m ² or less in area, 10 metres from the street frontage when fronting a public road; or (c) where the lot is greater than 4,000m ² in area, 20 metres from the street frontage when fronting a public road.	<input type="checkbox"/>
AO1.3 ▼ Buildings and other structures are set back at least 10 meters from any side and rear boundaries.	<input type="checkbox"/>
AO1.4 ▼ Buildings used for residential activities must be located: (a) at least 20 metres from a cane railway line; (b) at least 40 metres from a cane railway siding or cane bin loading point.	<input type="checkbox"/>
AO1.5 ▼ Buildings not used for residential activities must be located: (a) at least 10 metres from a cane railway line; (b) at least 20 metres from a cane railway siding or cane bin loading point.	<input type="checkbox"/>
AO1.6 ▼ Development is limited to existing cleared areas of the site and the maximum combined gross floor area of all buildings located within the existing cleared area/s is no more than 400m ² .	<input type="checkbox"/>

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Amenity	
AO1.8 ▼ Residential activities are designed to incorporate architectural/design elements detailed in Planning Scheme Policy SC6.2 Building design.	<input type="checkbox"/>
Sensitive Land Uses	
AO2.1 ▼ Where a sensitive land use, other than a dwelling house, is proposed on land that adjoins or is within 400 metres of rural zoned land: (a) the sensitive land use must be located at least 300 metres from any agricultural activity, if the land between the activities is cleared, cropped or improved pasture; (b) the sensitive land use must be located at least 40 metres from any agricultural activity, if the land between the activities is vegetated; (c) where the buffer specified in (a) or (b) above is located within the lot containing the sensitive land use, a building footprint must be nominated that is not located within that buffer.	<input type="checkbox"/>
AO3.1 ▼ A site used for a sensitive land use is not located within 250 metres of a site used for medium impact industry.	<input type="checkbox"/>
AO3.2 ▼ A site used for a sensitive land use is not located within 500 metres of a site used for high impact industry.	<input type="checkbox"/>
AO3.3 ▼ A site used for a sensitive land use is not located within 1.5 kilometres of a site used for special industry.	<input type="checkbox"/>
AO6.1 ▼ Sensitive land uses maintain the following separation distances from a substation or easement for major electricity infrastructure: (a) 20 metres for transmission lines up to 132 kilovolts; (b) 30 metres for transmission lines between 133 kilovolts and 275 kilovolts; (c) 40 metres for transmission lines exceeding 275 kilovolts.	<input type="checkbox"/>
Environmental Values	
AO7.1 ▼ The development envelope area for all residential activities at a site is no greater than 800m ² . Note—The development envelope area must include all on-site sewerage infrastructure and disposal areas.	<input type="checkbox"/>
AO7.2 ▼ Development does not result in vegetation clearing within an area of environmental significance.	<input type="checkbox"/>
AO7.3 ▼ Vegetation clearing for any access and internal access routes is limited to 6 metres in width.	<input type="checkbox"/>
AO7.4 ▼ Where more than 1 residential activity or dwelling is located on a site, each residential activity or dwelling must share the same access.	<input type="checkbox"/>

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Environmental Values	
AO7.5▼ Services corridors are to be laid within the same corridor as the access.	<input type="checkbox"/>
AO7.6▼ Fencing can only be used: (a) around the development envelope area for residential activities; (b) around existing improved pastures or cropped areas (whether the cropped areas are currently planted or have been left fallow).	<input type="checkbox"/>
AO7.7▼ Fencing is designed as follows: (a) no more than 2 metres in height; (b) made of smooth wire, welded bar, timber, steel cladding, solid masonry or brick; (c) any gaps are no more than 100 millimetres in width; (d) secured at the base to prevent domestic animals from burrowing underneath (e) not electrified; (f) Single gates: (i) are constructed in accordance with (a) to (c) above; (ii) are capable of being securely closed with a closing mechanism securing the gate to a side post; (iii) are constructed so the space between the bottom of the gate and the ground is no more than 100 millimetres when in the closed position; (g) double gates: (i) are constructed in accordance with (a) to (c) above; (ii) are capable of being securely closed with 2 closing mechanisms, one securing at least one gate leaf to the ground (i.e. with a drop bolt) and another located within the top half of the other gate leaf securing the 2 gate leaves together (e.g. with a D latch); (iii) constructed so the space between the bottom of the gate and the ground is no more than 100 millimetres when in the closed position.	<input type="checkbox"/>
AO7.8▼ An area no more than 2 metres in width can be cleared either side of a fence line to allow for maintenance.	<input type="checkbox"/>
AO7.9▼ In an area of environmental significance and where areas cleared for fire breaks, access and fencing are consolidated in a single area, the cleared area must not exceed a total combined width of 20 metres.	<input type="checkbox"/>
Future Bypass Corridor	
AO15.1▼ Development does not occur within the future bypass corridor as shown on Zoning Maps (ZM-001 to ZM-021).	<input type="checkbox"/>

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Acceptable Outcomes	Checklist
Pest Management	
AO16.1 ▼ The development site does not contain: (a) class 1 or 2 pests identified in the Land Protection (Pest and Stock Route Management) Act 2002; (b) local pests identified in Planning Scheme Policy SC6.4 Landscaping	<input type="checkbox"/>

HOME BASED BUSINESS CODE

Acceptable Outcomes	Checklist
Amenity	
AO1.1 ▼ The home based business is conducted only by a resident or residents of the dwelling.	<input type="checkbox"/>
AO1.2 ▼ The total area used for the home based business is not greater than: (a) 50m ² where within a dwelling house; (b) 20m ² where within a dwelling of a dual occupancy or multiple dwelling.	<input type="checkbox"/>
AO1.3 ▼ No goods or equipment associated with the home based business are stored or displayed so as to be visible from outside the site.	<input type="checkbox"/>
AO1.4 ▼ There is no public display or offering of goods for retail sale from the site.	<input type="checkbox"/>
AO1.5 ▼ In the township zone and rural residential zone, there are no more than 8 customer/client visits to the site per day.	<input type="checkbox"/>
AO1.6 ▼ In the township zone and rural residential zone and except for bed and breakfast and farm stay development, customer/client visits do not occur outside the following hours: (a) 8.00am to 8.00pm Monday to Friday and 8.00am to 6.00pm on Saturday; (b) no visits at all on Sundays or on public holidays.	<input type="checkbox"/>
AO1.7 ▼ The number of persons employed for the home based business who are not residents of the dwelling does not exceed 1.	<input type="checkbox"/>
AO1.8 ▼ In the township zone and rural residential zone, no more than 1 home based business is carried out per dwelling.	<input type="checkbox"/>
AO2.1 ▼ No more than 1 commercial vehicle associated with the home based business is garaged/parked on the site.	<input type="checkbox"/>

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HOME BASED BUSINESS CODE	
Acceptable Outcomes	Checklist
Amenity	
AO2.2 ▼ No vehicle is fuelled, serviced or repaired on the site.	<input type="checkbox"/>
AO2.3 ▼ Loading or unloading of goods is undertaken within the site.	<input type="checkbox"/>
AO2.4 ▼ The home based business does not involve an environmentally relevant activity.	<input type="checkbox"/>
AO2.5 ▼ In the township zone and rural residential zone, the home based business is: (a) conducted entirely within the dwelling or an enclosed structure such as a shed or garage and: (i) operates at any given time; (ii) does not generate noise or emissions, or (b) conducted within the curtilage of the dwelling and: (i) operates between the hours of 8.00am to 7.00pm Monday to Friday and 9.00am to 6.00pm on Saturday; (ii) does not operate on Sundays and public holidays.	<input type="checkbox"/>
AO2.6 ▼ Advertising signage is limited to 1 device no greater than 0.3m ² in area per site and is not illuminated.	<input type="checkbox"/>
AO2.7 ▼ Waiting areas, entry areas and business telephones are located away from windows and doors where adjacent to neighbouring properties.	<input type="checkbox"/>
AO2.8 ▼ Vehicle access must be via the same access point as the existing dwelling.	<input type="checkbox"/>
AO3.1 ▼ The home based business does not involve activities that would ordinarily be associated with an industrial activity.	<input type="checkbox"/>
AO4.1 ▼ The amount of stored chemicals, gases or other hazardous materials is no more than the limits normally associated with a dwelling house use.	<input type="checkbox"/>
Additional requirements for bed and breakfast and farm stay development	
AO5.1 ▼ Bed and breakfast and farm stay development occurs only in association with a dwelling house and: (a) no more than 3 bedrooms of the dwelling house are available for use by guests; or (b) is limited to a maximum of 3 non self-contained cabins as follows: (i) the cabins are located within 20 metres of the dwelling house;	<input type="checkbox"/>

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Acceptable Outcomes	Checklist
Additional requirements for bed and breakfast and farm stay development	
(ii) the cabins have a maximum gross floor area of 40m ² each; (iii) the cabins may contain an ensuite bathroom; (iv) the cabins must not contain kitchen facilities, other than a bar fridge and tea and coffee making facilities; and (v) the cabins must not contain laundry facilities.	<input type="checkbox"/>
A06.1 ▼ Bed and breakfast and farm stay development has the appearance of a dwelling house from the street.	<input type="checkbox"/>
A06.2 ▼ Where the bed and breakfast or farm stay development is located outside the dwelling house on the same lot, the buildings used for the development: (a) incorporate an architectural style, colours and materials that match the existing dwelling house or other buildings in the locality (excepting Class 10a buildings); or (b) are of a traditional design and form and use neutral or other subdued colours or finishes so as to be visually unobtrusive	<input type="checkbox"/>
A07.1 ▼ Car parking areas are at least 3 metres from the street frontage and visually screened from view from the street.	<input type="checkbox"/>
A07.2 ▼ Car parking and driveway areas appear consistent with that provided for a dwelling house.	<input type="checkbox"/>
A08.1 ▼ Bed and breakfast and farm stay development: (a) is contained within an existing dwelling house on the same lot; or (b) outside existing improved pastures or cropped areas (whether the cropped areas are currently planted or have been left fallow).	<input type="checkbox"/>
A08.2 ▼ Where the bed and breakfast or farm stay development is not located within an existing dwelling house and an agricultural activity is occurring on the site or adjoining land, the development is not located within: (a) 25 metres of where animals are housed; (b) 50 metres of where agricultural chemicals are used or stored; (c) 50 metres from where petroleum products are stored.	<input type="checkbox"/>
A09.1 ▼ Guests of bed and breakfast and farm stay development stay for no more than 14 consecutive nights.	<input type="checkbox"/>

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PARKING AND ACCESS CODE	
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Car parking Numbers	
AO1.1 ▼ Car parking spaces are provided for the uses listed below: For bed and breakfast/farm stay— 1 space per room or cabin available for accommodation in addition to the parking provided for the dwelling. For all other types of home based businesses—1 space in addition to the parking provided for the dwelling.	<input type="checkbox"/>
Design	
AO5.1 ▼ Car parking spaces are kept and used exclusively for parking and maintained in a useable condition for parking.	<input type="checkbox"/>
AO5.2 ▼ Visitor car parking spaces are accessible and available for parking at all times.	<input type="checkbox"/>
Accessibility and vehicle movement	
AO10.1 ▼ Circulation and turning areas comply with the provisions of Australian Standards AS2890.1 - Parking facilities (off-street car parking) and AS2890.2 - Parking Facilities (off street commercial vehicle facilities).	<input type="checkbox"/>
AO11.1 ▼ Queuing and set down areas comply with Australian Standards AS2890.1 - Parking facilities (off-street car parking).	<input type="checkbox"/>
AO11.2 ▼ All vehicle queuing occurs on the site and is not allowed to occur across public walkways.	<input type="checkbox"/>
AO12.1 ▼ Parking bays, manoeuvring areas, queuing areas, setdown/pickup areas and driveways are designed in accordance with Australian Standards AS2890.1 - Parking facilities (off-street car parking) and AS2890.2 - Parking Facilities (off street commercial vehicle facilities).	<input type="checkbox"/>
AO13.1 ▼ Vehicle loading and unloading bays must meet the design requirements of Australian Standards AS2890.1 - Parking facilities (off-street car parking) and AS2890.2 - Parking Facilities (off street commercial vehicle facilities).	<input type="checkbox"/>
Construction	
AO15.1 ▼ Car parking spaces, loading bays and accesses must be constructed, paved (bitumen sealed gravel, concrete, asphalt or paving blocks), drained to a lawful point of discharge and maintained at all times.	<input type="checkbox"/>