

Home Based Business Checklist



TOWNSHIP ZONE—VILLAGES LOCAL PLAN

RESIDENTIAL PRECINCT

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

| | |
|---------------------------------|--------------------------------|
| TOWNSHIP ZONE CODE | VILLAGES LOCAL PLAN |
| HOME BASED BUSINESS CODE | PARKING AND ACCESS CODE |

| TOWNSHIP ZONE CODE | |
|--|--------------------------|
| Acceptable Outcomes | Checklist |
| Amenity | |
| <p>AO2.1 ▼ Buildings and other structures do not exceed: (a) a maximum height of 9.5 metres; (b) a maximum of 2 storeys. Note—The applicable local plan code may contain alternative provisions in relation to height and number of storeys. The provisions of the applicable local plan prevail to the extent of any inconsistency.</p> | <input type="checkbox"/> |
| <p>AO3.1 ▼ Buildings, other structures and car parking areas are set back: (a) where a use code applies to the development, in accordance with any setbacks specified in the applicable use code; or (b) where a use code does not apply to the development or the applicable use code does not contain setbacks for the development, at least: (i) 6 metres from the primary street frontage; (ii) 4 metres from any secondary street frontage; (iii) 3 metres from the side and rear boundaries where the land is in a recreation precinct; (iv) 1.5 metres from the side and rear boundaries in all other precincts. Note—The applicable local plan code may contain alternative provisions in relation to setbacks. The provisions of the applicable local plan prevail to the extent of any inconsistency.</p> | <input type="checkbox"/> |
| <p>AO4.1 ▼ Class 10a buildings: (a) cannot have a gross floor area greater than 100m²; (b) must be erected at the same time or subsequent to the construction of a Class 1-9 Building on the lot.</p> | <input type="checkbox"/> |

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| Amenity | |
| AO5.1 ▼ Residential activities and uses that involve permanent residential accommodation are designed to incorporate architectural/design elements detailed in Planning Scheme Policy SC6.2 Building design. | <input type="checkbox"/> |
| Sensitive land uses | |
| AO8.1 ▼ 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"/> |
| AO8.2 ▼ 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"/> |
| AO11.1 ▼ 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"/> |
| 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"/> |
| Additional requirements for a development in a residential precinct | |
| Amenity | |
| AO29.1 ▼ Buildings and other structures do not exceed: (a) where a use code applies to the development, a maximum site cover that complies with any site cover requirements specified in the applicable use code; or (b) where a use code does not apply to the development or the applicable use code does not contain site cover requirements for the development, a maximum site cover of 50%. | <input type="checkbox"/> |
| AO30.1 ▼ Landscaping strips a minimum of 2 metres in width are provided on the site adjacent to all street frontages and for the full width of the frontages (excepting driveway or pedestrian access points). | <input type="checkbox"/> |
| AO30.2 ▼ Landscaping strips a minimum of 1 metre in width are provided adjacent to side boundaries from the street frontage to the line of the building alignment. | <input type="checkbox"/> |

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| Acceptable Outcomes | Checklist |
| Additional requirements for a development in a residential precinct | |
| Amenity | |
| AO29.1 ▼ Buildings and other structures do not exceed: (a) where a use code applies to the development, a maximum site cover that complies with any site cover requirements specified in the applicable use code; or (b) where a use code does not apply to the development or the applicable use code does not contain site cover requirements for the development, a maximum site cover of 50%. | <input type="checkbox"/> |
| AO30.1 ▼ Landscaping strips a minimum of 2 metres in width are provided on the site adjacent to all street frontages and for the full width of the frontages (excepting driveway or pedestrian access points). | <input type="checkbox"/> |
| AO30.2 ▼ Landscaping strips a minimum of 1 metre in width are provided adjacent to side boundaries from the street frontage to the line of the building alignment. | <input type="checkbox"/> |
| AO30.3 ▼ Development incorporates landscaping buffers a minimum of 1 metre in width and screen fences a minimum of 1.8 metres in height (but tapering to a minimum of 1 metre in height from the front building alignment to the front boundary) along any common boundary with an adjoining residential activity. | <input type="checkbox"/> |
| AO30.4 ▼ Any areas used for the storage of materials, equipment and rubbish are visually screened from the open view of any public road through landscaping buffers or screen fencing. | <input type="checkbox"/> |

| VILLAGES LOCAL PLAN CODE | |
|---|--------------------------|
| Villages Residential Precinct | |
| Acceptable Outcomes | Checklist |
| Amenity | |
| AO7.1 ▼ Development complies with the height, storey, setback and site cover requirements specified in AO2.1, AO3.1 and AO29.1 of the township zone code. | <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"/> |

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| 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"/> |
| 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"/> |

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| 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; (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"/> |
| AO6.1 ▼ Bed and breakfast and farm stay development has the appearance of a dwelling house from the street. | <input type="checkbox"/> |
| AO6.2 ▼ 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"/> |
| AO7.1 ▼ Car parking areas are at least 3 metres from the street frontage and visually screened from view from the street. | <input type="checkbox"/> |

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| Additional requirements for bed and breakfast and farm stay development | |
| AO7.2 ▼ Car parking and driveway areas appear consistent with that provided for a dwelling house. | <input type="checkbox"/> |
| AO8.1 ▼ 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"/> |
| AO8.2 ▼ 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"/> |
| AO9.1 ▼ Guests of bed and breakfast and farm stay development stay for no more than 14 consecutive nights. | <input type="checkbox"/> |

PARKING AND ACCESS CODE

| Acceptable Outcomes | Checklist |
|---|--------------------------|
| 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"/> |

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| Acceptable Outcomes | Checklist |
| Accessibility and vehicle movement | |
| AO10.1 ▼ Circulation and turning areas comply with the provisions of Australian Standards AS2890.1 - <i>Parking facilities (off-street car parking)</i> and AS2890.2 - <i>Parking Facilities (off street commercial vehicle facilities)</i> . | <input type="checkbox"/> |
| AO11.1 ▼ Queuing and set down areas comply with Australian Standards AS2890.1 - <i>Parking facilities (off-street car parking)</i> . | <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, set down/pickup areas and driveways are designed in accordance with Australian Standards AS2890.1 - <i>Parking facilities (off-street car parking)</i> and AS2890.2 - <i>Parking Facilities (off street commercial vehicle facilities)</i> . | <input type="checkbox"/> |
| Vehicle loading and unloading | |
| AO13.1 ▼ Vehicle loading and unloading bays must meet the design requirements of Australian Standards AS2890.1 - <i>Parking facilities (off-street car parking)</i> and AS2890.2 - <i>Parking Facilities (off street commercial vehicle facilities)</i> . | <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"/> |