

Working from home

This brochure provides information if you want to start a business from home. It tells you what the Moreland Planning Scheme allows including the type of business you can run from home and how you must operate that business.

Other planning scheme controls may affect your proposal. Please check the planning scheme requirements before submitting an application by visiting the Department of Environment, Land, Water and Planning website, or attending the City Development Branch enquiries counter at the Moreland Civic Centre.

Get help at Moreland Civic Centre, 90 Bell Street, Coburg or speak to an Urban Planner on 9240 1111.

Introduction

In a residential zone, a home based business does not require a planning permit if certain requirements are met. Clause 52.11 of the Moreland Planning Scheme sets out the requirements that a home based business must meet. It also sets out the circumstances where a planning permit may be

granted to vary these requirements. The purpose of Clause 52.11 is:

To ensure that the amenity of the neighbourhood is not adversely affected by a business conducted in or from a dwelling.

Requirements to be met

A home based business must meet the following requirements:

- (a) The person conducting the home based business must use the dwelling as their principal place of residence.
- (b) No more than two people who do not live in the dwelling may work in the home based business at any one time.
- (c) The net floor area used in conducting the business including the storage of any materials or goods must not exceed 100 square metres or one-third of the net floor area of the dwelling, whichever is the lesser. The net floor area of the dwelling includes out-buildings and works normal to a dwelling.
- (d) The business must not impose a load on any utility greater than normally required for domestic use.

(e) The business must not adversely affect the amenity of the neighbourhood in any way including:

- The appearance of any building, works or materials used.
- The parking of motor vehicles.
- The transporting of materials or goods to or from the dwelling.
- The hours of operation.
- Electrical interference.
- The storage of chemicals, gasses or other hazardous materials.
- Emissions from the site

(f) No motor vehicle may be adjusted, modified, serviced or repaired for gain.

(g) Only one commercial vehicle (a commercial goods vehicle, commercial passenger vehicle or tow truck within the meaning of the Transport Act 1983), not exceeding 2 tonnes capacity and with or without a trailer registered to a resident of the dwelling may be present at any time. The vehicle must not be fuelled or repaired on the site.

(h) Only goods manufactured or serviced in the home based business may be offered for sale. This requirement does not apply to goods offered for sale online.

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Moreland City Council
Switchboard and after
hours emergency:
Phone: 9240 1111

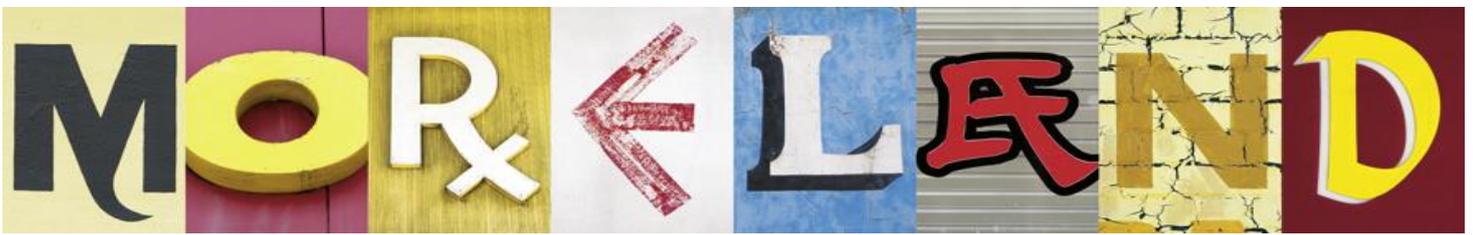
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Moreland City Council



(i) Materials used or goods manufactured, serviced, repaired or offered for sale in the home based business must be stored within a building.

(j) No goods manufactured, serviced, repaired or offered for sale may be displayed so that they are visible from outside the site.

(k) Any goods offered for sale online must not be collected from the dwelling.

Permit Required

Despite the requirements above, a permit may be granted for a home based business:

(a) Which allows no more than three people who do not live in the dwelling to work in the home based business at any one time; or

Which has a floor area not exceeding 200 square metres or one-third of the net floor area of the dwelling, whichever is the lesser.

(b) Which allows no more than one additional commercial vehicle (a commercial goods vehicle, commercial passenger vehicle

or tow truck within the meaning of the Transport Act 1983), not exceeding two tonnes capacity and with or without a trailer registered to a resident of the dwelling, to be present at any time.

Before deciding on an application, in addition to the decision guidelines in Clause 65, the responsible authority must consider, as appropriate:

(a) Whether there is a need for additional parking or loading facilities.

(b) The effect of any vehicle parking, storage or washing facilities on the amenity and character of the street.

(b) Whether the site is suitable for the particular home based business and is compatible with the surrounding use and development.

(c) Whether there is a need for landscaping to screen any outbuildings or car parking or loading areas or any other area relating to the home based business.

If you would like to start a home based business that requires a planning permit, it is suggested that you contact the Planning Department to arrange a pre-application meeting. A planning officer can assist you with information requirements for a planning permit application.

Other requirements

In addition to requirements of the Moreland Planning Scheme, there may also be other Council requirements that you will need to meet. It is suggested that you speak to Council’s Environmental Health and Building Services Branches. They can be contacted on 9240 1111.

FURTHER INFORMATION

Contact the City Development Branch at the Municipal Offices, 90 Bell Street, Coburg, Monday to Friday 8.30 am to 5 pm, or by telephone 8.30 am to 5 pm on 9240 1111.

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