

Working from home : Home based business Information sheet



Merri-bek
City Council

This brochure provides information if you want to start a business from home. It tells you what the Merri-bek 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 Planning](#) website or attending the City Development Branch enquiries counter at the Merri-bek Civic Centre.

In a residential zone, a home-based business does not require a planning permit if certain requirements are met. Clause 52.11 of the Merri-bek 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:
 - i. The appearance of any building, works or materials used.
 - ii. The parking of motor vehicles.
 - iii. The transporting of materials or goods to or from the dwelling.
 - iv. The hours of operation.
 - v. Electrical interference.
 - vi. The storage of chemicals, gasses or other hazardous materials.
 - vii. 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

Other requirements

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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.
- 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:

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

- a. 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.

To find out more

Visit our website

www.Merri-bek.vic.gov.au

Call us

9240 1111

Visit us in person

Merri-bek Civic Centre
90 Bell Street
Coburg 3058

Assistance

If you would like to start a home-based business that requires a planning permit, we suggest 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 Merri-bek 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.

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