

CONSULTING ROOMS & OFFICES

QUICK ANSWERS FOR SMALL BUSINESS INFORMATION SHEET No: PR-01

CAN I RUN MY BUSINESS FROM HOME ?

You can operate a business from home provided that:

- Your business is small scale, causes minimal impact on the amenity of the area and meets the definition of 'Home Employment',
and
- Your home is located in an area that is zoned to allow 'Home Employment'. Home Employment is permitted in most areas of the Shire, but is not allowed in areas zoned Employment 4(a), Special Uses 5(a) or Recreation 6(a).

WHAT IS HOME EMPLOYMENT?

Accountants
Advertising
Analysts
Architects
Book-Keepers
Brokers
Celebrants
Consultants & Advisers
Designers
Doctors
Drafting
Engineers
Health Service Providers
IT / Computer Technicians

For a business or practice to be classified as 'Home Employment' it must be undertaken in the following circumstances:

- Located in a dwelling (or in a building adjoining a dwelling) in which at least one person involved in the business / practice lives.
- The business / practice causes minimal interference to the amenity of the neighbouring area.
- The business / practice is in character with the scale and amenity of other activities within the immediate area.
- If the business / practice is proposing to sell goods from the property, then the goods must be produced on site or directly related to the business undertaken on the site.
- The business / practice does not employ more than 3 people who do not live in the dwelling.
- The business / practice does not occupy more than 60 square metres of the building in which it is located.

If your proposal does not meet these requirements, then it will be classified as a 'Commercial' use. Commercial uses are only permissible in areas zoned Rural Enterprise 1(e), Village 2(a), Business 3(a) and Employment 4(a).

WHAT DOES MINIMAL INTERFERENCE MEAN?

Your business must not create a problem for your neighbours, for example by:

- Creating repeated, prolonged or loud noises
- Increasing traffic in the street to an unacceptable level, particularly truck traffic
- Creating parking difficulties in the street
- Producing smoke, smells, fumes, dust etc

DO I NEED COUNCIL APPROVAL?

Yes...Legally all Home Employment and Commercial uses in Dungog Shire require Council approval. You need to lodge a Development Application with Council. You must not commence operating your business until Council has granted Development Consent.

DO I NEED ANY OTHER APPROVALS?

Yes if...

- You are going to make structural changes to or extend a building to accommodate the business / practice, you will also need to obtain a Construction Certificate before any work can commence on the premise. (see the Construction Certificate Information Sheet).
- Your property is located in a rural, flood-prone, bushfire prone or environmentally sensitive area, specific provisions may apply. These provisions are contained in Dungog Shire Development Control Plan 2004. Check with Council's Town Planning Officers before you prepare your Development Application.
- Your dwelling is a heritage building or located in a Heritage Conservation Area and you are proposing to alter the dwelling, you may need to prepare a Heritage Impact Statement as part of your Development Application. Check with Council's Town Planning Officers.

Further Information:

Dungog Shire Council | 198 Dowling St Dungog

Ph: (02) 4995 7777 Fax: (02) 4995 7770

Email: shirecouncil@dungog.nsw.gov.au

Web: www.dungog.nsw.gov.au

