



This information sheet has been prepared to provide a summary of the requirements for a home based business under the Quilpie Shire Council Planning Scheme, including when a development approval is required and which parts of the planning scheme apply.

## What is a Home Based Business?

A home based business as defined under the Quilpie Shire Planning Scheme is “a dwelling used for a business activity where subordinate to the residential use”.

Examples of home based businesses:

- Bed and breakfast
- Home office
- Home based child care

Examples of businesses which do not qualify as home based:

- Shop
- Mechanical or vehicle repair servicing
- Boarding house
- Warehouse
- Transport depot.

## Quilpie Shire Planning Scheme

### Why do we have home based businesses?

Home based businesses provide the opportunity for very small scale businesses to establish with minimal overheads. It also provides the opportunity for people to work from home and can even increase security in residential areas which might otherwise be depopulated during working hours. Because home based businesses are located in residential neighbourhoods it is essential that the scale and intensity of the home based businesses is limited to ensure it does not impact on the neighbours.

### Is council approval required?

Council has identified a number of criteria which, if met, mean you do not need to lodge. This means that development is exempt from requiring assessment against the planning scheme and therefore, no development approval for a material change of use is required to be obtained from Council if certain criteria is met.

### Acceptable locations

Home based businesses are only permitted in certain locations. You can have a home based business in:

- Residential zones
- Centre zones
- Rural zone
- Emerging community zone

## Assessment Criteria

See *Part 5.5 Levels of assessment – Material change of use* of the Quilpie Planning Scheme for the full threshold criteria, which is:

- a) the gross floor area (GFA) does not exceed 60m<sup>2</sup>;
- b) the use is contained within an existing domestic outbuilding or dwelling;
- c) does not require more than the owner and two (2) employees on-site at any one time;
- d) does not generate more than one (1) heavy vehicle trip per week;
- e) does not involve hiring out of materials, goods, appliances or vehicles;
- f) does not involve the repair or maintenance of vehicles, other than minor maintenance of vehicles used in conjunction with the home based business;
- g) where bed and breakfast, does not exceed three (3) bedrooms; and
- h) other than where a bed and breakfast or home based childcare, the business use does not operate outside the hours of 8am to 5pm Monday to Friday, 8am to 2pm Saturday and does not operate on Sunday.

## When is council approval required?

If your home based business does not comply with the criteria above, then you will be required to submit a 'code assessable' development application to council. This means that the development must comply with particular requirements of the planning scheme. These requirements are called "acceptable outcomes" and are contained within the codes that are applicable to the development. A development approval is required to be obtained from Council for all code assessable development.

## Other permits/licenses

### Food

Home based businesses involving the preparation or sale of food to the public may require a food licence. This is separate to council's development approval of a home based business.

### Building work

A private building certifier must approve any building work, such as structural fit-outs and extensions. This is separate to council's development approval of a home based business.

### Legislative obligations

Whilst your home based business may not need any further council requirements, there may be other legislative requirements specific to your business activities. As the operator of a home based business, it is your responsibility to ensure all relevant approvals are obtained prior to operating.

### Disclaimer

The contents of this information sheet deals with technical matters in a summary way only and has been prepared to assist the community to understand the *Quilpie Shire Council Planning Scheme 2017*. Please refer to the *Quilpie Shire Council Planning Scheme 2017* for further detail.