

### Have you **CHECKED** the **LIST?**

City of Darebin  
**Planning**  
8470 8850  
[www.darebin.vic.gov.au](http://www.darebin.vic.gov.au)

A home occupation is an occupation conducted in a dwelling, or on the land around a dwelling, by a resident of the dwelling. A home occupation does not include a Brothel.

A home occupation must meet the following requirements:

- the person conducting the home occupation must use the dwelling as their principal place of residence
- no more than one person who does not live in the dwelling may work in the occupation. A car space must be provided on the property to each employee not a resident of the dwelling
- the gross floor area used in conducting the occupation including the storage of any materials or goods must not exceed 50 square metres or one-third of the gross floor area of the dwelling, whichever is the lesser
- the occupation must not impose a load on any utility greater than normally required for domestic use
- the occupation 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
- no motor vehicle may be serviced or repaired for gain

***(checklist continued from previous page)***

- 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
- no goods other than goods manufactured or serviced in the home occupation may be offered for sale
- materials used or goods manufactured, serviced or repaired in the home occupation must be stored within a building
- no goods manufactured, serviced or repaired may be displayed so that they are visible from outside the site

A Permit may be granted for a home occupation:

- which allows no more than two persons who do not live in the dwelling to work in the occupation
- which has a floor area not exceeding 100 square metres or one-third of the gross floor area of the dwelling, whichever is the lesser
- which allows no more than one additional commercial vehicle

A Permit may also be granted to reduce the car parking required for employees that are not a resident of the dwelling

## **CHECKLIST FOR APPLICATIONS**

To ensure that we can process your application as quickly as possible, please read the following checklist carefully and ensure that you have provided all the necessary documentation. If you are unclear on any aspect of your application, we encourage you to contact Council on (03) 8470 8850.

### **For all Planning Applications the following must be provided:**

- an Application Form completed and signed
- a complete copy of Title for the land showing the Registered Search Statement and the Plan of Subdivision. The copy of Title must be clear and legible and have been produced within the previous three months
- full copy of instrument and transfer, and a full, clear legible copy of the covenant if a registered restrictive covenant applies to the land
- the prescribed application Fee



In addition to the information required above for all planning applications, the following should be provided in accordance with the *Electronic Lodgement Guidelines*:

- one copy of fully dimensioned plans and elevations at preferred scales of 1:100 or 1:200 showing the following (as appropriate):
  - site layout showing existing and proposed uses, buildings, car parking spaces/bicycle facilities and unloading bays, and any proposed signage
  - a site context plan showing the uses and buildings in the surrounding area. The site context plan should typically include properties within 100 metres of the site
- a written statement providing the following information:
  - full details of the existing and proposed use, including:
    - nature of the use
    - days and hours for trading
    - number of tables and chairs within the premises
    - number of patrons and staff / practitioners
    - floor area
  - anticipated frequency and times of deliveries

## Disclaimer:

**Please note this Checklist is for standard information required for lodgement. Additional information may be required by the assessing planning officer after lodgement.**

## Note:

Other controls in the planning scheme may affect your proposal. Please check the planning scheme requirements before submitting a planning application by visiting the City of Darebin website at [www.darebin.vic.gov.au/planning](http://www.darebin.vic.gov.au/planning) or contacting Council's Planning Team between 8:45am to 4:45pm, Monday to Friday on 8470 8850.

