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8.00am - 4.00pm MON - FRI

# Home Based Business Renewal Form

If you want to conduct a Home Occupation, Home Business or Cottage Industry you will need to obtain the approval of the Shire of Wyndham East Kimberley. In order for your application to be processed quickly, you will need to provide the following:

1. Completed application form [attached]. Please ensure the application form is completed fully. Failure to complete the form may result in delays in assessment of the application.
2. Application Fee, in accordance with Shire Fees and Charges.
3. Site Plan/Drawing.

Type of Home Based Business	Definition	Examples
Home Business	A business, service or profession carried out in a dwelling by an occupier of the dwelling. Up to two (2) Employees who are not family members	Beautician, Chiropractor, Computer Repair
Home Occupation	An occupation carried out in a dwelling by an occupier of the dwelling only.	Accountant, Tax Agent, Tutoring, Administration
Cottage Industry	Producing goods onsite. Trade or light industries conducted in an outbuilding	Arts and Crafts products, food business
Other Types		
Hobby	An activity or interest that is undertaken for pleasure or relaxation, (often in one's spare time). Goods are of a low key nature and does not involve trade other than at a weekend market, fundraising or charitable event.	Traders at approved events e.g. markets, Ag Show and Kimberley Moon etc.
Home Office	Administration work or other work is undertaken away from the property and only requires parking arrangements on the premises. Clients must not visit the dwelling for business.	Refrigeration and air conditioning, Cleaning services, Landscaping businesses

## Site Plan:

You will need to draw a plan showing the area within your property that will be used to conduct the home based business. If you intend to use a room for an office, simply draw a sketch of your house layout and indicate which room is to be used. A photocopy of your original house plan will be satisfactory. If you wish to use a shed or outside area, then a plan of your property showing the particular area to be used will be satisfactory, but remember to put dimensions on the plan showing the size of the area to be used.

## Assessment:

A home occupation, home business and cottage industry will be assessed against the criteria specified in Town Planning Scheme No 7 - Kununurra and Environs and Local Planning Policy 28. The table above outlines the types of Home Based Businesses.

Notification of approval or refusal of your application will be made known to you shortly after consideration by Council or a delegated officer.

**HOME BASED BUSINESS LICENCES ARE RENEWABLE EACH YEAR.**

**RENEWAL FEE IS APPLICABLE AS PER SHIRES FEES AND CHARGES, AND MUST BE PAID BY JUNE 30.**

## Home Based Business Renewal Form

### Owners Details

Name		Email	
Postal Address			
Phone		A/H	Fax
Signature			Date

The signature of the LANDOWNER(S) is required on all applications. Assessment of the application will not proceed without the land owners' signature.

### Applicant Details

Name		Email	
Postal Address			
Phone		A/H	Fax
Signature			Date

### Property Details

Lot		House		Location	
Street			Suburb		
Nearest Intersection					
Assessment No.		Diagram / Plan No.		Folio No	
Certificate of Title Vol. No.					
Title Encumbrances (If any)					

### Development details – Please note any changes or updates to original Registration

Existing Building/Land Use	
Business Name	
Nature of Business	
Please specify any other changes to the Business	..... ..... .....

### Will the Home Occupation, Home Business or Cottage Industry Require (please provide details)

Storage for Chemicals	
Storage for Flammable Materials	

### Office use only

Date Received		Officer		Decision	
Document Number		File			
GL	I100615	Fee		Receipt	