



# INFORMATION GUIDE

## *Running a Home Business or Activity*

You can run a small scale business from your home, providing it does not detract from the enjoyment of the area for your neighbours and is in compliance with the definition of a “Home Activity”.

A Home Activity does not require approval from Council if it is operated within certain guidelines. These guidelines are designed to protect the attractiveness of residential areas.

You are advised to check with Council’s Development Services Department prior to setting up a business to ensure that you do not breach these guidelines.

To check whether or not your intended use falls within the Home Activity definition you can either write in to council or contact Council’s Development Services Department on (08) 86419100 during business hours.

### **What is a Home Activity?**

Schedule 1 of the Development Act and the Development Regulations, 1993 states that a “Home Activity” means the use of a site by a person who is resident on that site and:

**(a) That does not detrimentally affect the amenity of the locality or any part of the locality**

**(b) That does not require or involve any of the following**

- Assistance by more than one person who is not resident in the dwelling
- Use (whether temporarily or permanently) of a floor area exceeding 30 square metres

- The imposition on the services provided by any public utility organisation of any demand or load greater than that which is ordinarily imposed by other users of that service in the locality
- The display of goods in a window or about the dwelling or its curtilage
- The use of a vehicle exceeding three tonne tare in weight

The requirements outlined under part (b) are quantifiable standards that can be easily measured and controlled.

The subjective nature of Part (a) can be difficult to assess. Generally the following guidelines can be applied to determine compliance with the requirements of this Part:

- Traffic to and from the house should not unreasonably exceed that which could ordinarily be expected from a private home.
- The parking of the vehicles, as a result of the activity should not unreasonably exceed that which could ordinarily be expected from a private home.
- Noise generated by the activity and/or fumes emitted should not unreasonably exceed that which could ordinarily be expected from a private home.

### **What Sort of Activity can Cause a Problem?**

Please keep in mind that a “Home Activity” must not create a problem for your neighbours. Council often receives complaints from residents about activities which:

- Create repeated, prolonged or loud noise
- Increase traffic in the street with delivery vehicles or customer car parking
- Produce smoke, smells, fumes, dust etc
- Operate outside normal working hours. It has been found that mechanical repairs, panel beating, spray painting, and activities which involve noisy machinery do not fit into the definition of a "Home Activity"

You must at all times operate within the above guidelines to be considered a "Home Activity". If you cannot comply with these requirements, you will need to look at an industrial or commercial premises to establish your business.

### Activities Involving Food

If you intend to establish a business which involves the preparation, transportation or storage of food for sale, you will be required to seek a separate approval from the Council's Environmental Health Department.

### Outdoor Signs

The use of signs should ensure the character and amenity of the locality is maintained, and should be more that the following:

- Maximum area 0.2 square metre
- Maximum of two signs

The sign must only display the name, nature of the business and the trading hours.

### What information is need to be submitted to Council for approval :-

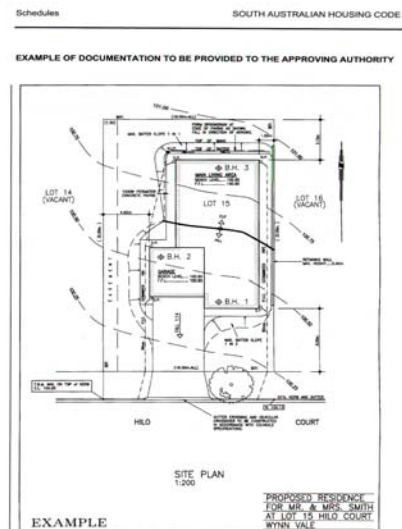
#### A Profile will need to be submitted with your Planning Application. In the profile the following information should be submitted

- The type of business that will be operated or activity.
- The hours of operation
- The number of employees
- The number of persons expected on site at one time.
- Car parking area

### A Site Plan to a scale of 1:500 indicating the following information:-

- Allotment boundaries, dimensions and position of any easements;
- Positions and dimensions of existing and proposed building(s), structures, driveways,
- Fencing and trees relative to the site boundaries;
- The purpose for which any existing or proposed buildings or structure on the site is intended to be used;
- Site levels and floor levels in relation to any street, drainage channel or Council drain;
- Method of drainage; and
- Approximate north point.

### Example of Site Plan



If you are unable to provide the following plans and information as required under the Development Act and Development Regulation 1993, of good quality, high standard or to the required scale, then you may be required to engage a qualified drafts person, architect or licensed builder for help and advice.

### Certificate of Title

A copy of the Certificate of Title must be provided to Council on lodgement of the development application. If you do not have a copy of the certificate of title a copy can be obtained from the Land Service Group at Level 2, 101 Grenfell Street, ADELAIDE SA 5001 phone number (08) 8226 3983 or visit [www.propertyassist.sa.gov.au](http://www.propertyassist.sa.gov.au)

*It is important to provide a copy of the Certificate of Title so as to ensure that the proposed development is constructed within the boundary of the proposed land.*

### **Copies of Plans and Information**

Please be advised that under Regulation 15, Schedule 5, Section 32 & 33 of the Development Act, 1993, an application must be accompanied with up to three copies of the plans, drawings, specifications and other documentation or information relating to the proposed development (or such additional or lesser number of copies as the relevant authority may require).

Council has the right to refuse lodgement of any application not accompanied by the appropriate number of copies. If the appropriate amount of copies are supplied the owner, applicant and builder shall receive a certified stamped and approved copy of the endorsed plans and information back, via mail.

### **Other Information**

Please Note: The information contained herein is intended as a guide. Further information or classification of the Planning or Building requirements can be obtained from the Environment & Planning Department

Civic Centre: 4 Mackay Street  
Port Augusta South Australia 5700  
Postal Address: PO Box 1704  
Port Augusta South Australia 5700

Telephone (08) 8641 9100  
Facsimile (08) 8641 0357  
admin@portaugusta.sa.gov.au  
www.portaugusta.sa.gov.au