

Information Sheet



**City of
Kalgoorlie
Boulder**

City of Kalgoorlie-Boulder
577 Hannan Street, Kalgoorlie WA 6430
PO Box 2042, Boulder WA 6432

T 08 9021 9600
E mailbag@ckb.wa.gov.au
ckb.wa.gov.au

Starting a HOME BUSINESS or HOME OCCUPATION at a RESIDENTIAL PROPERTY

DO I NEED TO APPLY FOR HOME BUSINESS OR HOME OCCUPATION?

Home Business - Use of a dwelling or its surrounding land for a business, service, or profession. The relevant Local Policy 6 specifies that the activity should not employ more than two non-household members, not disrupt the neighborhood, occupy an area over 50 m², involve physical retail except through the Internet, cause parking or traffic issues, use large vehicles (over 4.5 tonnes), or require excessive essential services beyond what is typical for the area's zoning.

Home Occupation - Use of a dwelling or its surrounding land for an occupation, subject to specific conditions. The occupant of the dwelling may engage in this occupation provided it does not involve employing individuals outside of their household, does not harm the neighborhood's wellbeing or amenity, occupies an area no larger than 20m², restricts signage to 0.2m², limits retail and display, does not require more parking spaces than a typical single dwelling, avoids increasing neighborhood traffic, prohibits the presence or use of vehicles over 4.5 tonnes, excludes motor vehicle fueling, repair, or maintenance, and maintains the use of essential services within the local zoning regulations.

HOW TO MAKE AN APPLICATION FOR DEVELOPMENT APPROVAL?

Your application for Development Approval for **Home Business or Home Occupation** must include the following:

- A completed City of Kalgoorlie-Boulder Development Approval Form 1, signed by the legal owners and applicants.
- Payment of the application fees.
- A current Certificate of Title.
- A Site Plan (1:100 or 1:200 scale) of the property showing sufficient car parking bays (minimum size 2.7m x 5.5m) (only required for Home Business).
- A floor plan highlighting which rooms/areas will be used for the Home Business.
- A completed "Proposal to Carry out a Home Occupation or Home Business Form 6".

These requirements and a list of additional information required are detailed on Home Business/Occupation Checklist (2023), which must be returned to the City of Kalgoorlie-Boulder with your application.

WHAT HAPPENS AFTER I SUBMIT AN APPLICATION?

Once we receive your application, it will be assigned to a Planning Officer. You will receive correspondence within 7 days from when your application is received acknowledging receipt of your application.

After the Planning Officer has reviewed your application and determined that sufficient information has been provided, the landowners adjoining your property will be given the appropriate notification time as per the City Policies to comment on your application. Once the notification period has ended, the City assesses your application against the relevant policies.

FURTHER INFORMATION:

If you have any further questions or would like additional assistance in preparing your application, please contact Planning Services on (08) 9021 9600 or by email at mailbag@ckb.wa.gov.au.

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