

Palmerston North City Council

# Planning Services

## Operating a Business from Home in the Residential Zone (Home Occupation)



# Introduction

A 'Home Occupation' means any occupation, craft, profession or service operated from a person's home. It does not however include restaurants, service stations and the repair, painting, panel beating or wrecking of motor vehicles.

The Council permits Home Occupations in residential areas where they operate on a small scale and do not have any detrimental effect on the residential environment.

Council recognises that Home Occupations have many benefits for the community, including the provision for dispersed employment and as a suitable starting point for people with little capital but who wish to establish a small business.

The District Plan has set conditions for Home Occupations to control their impact on the residential neighbourhood. These include limits on the size of the operation, hours of operation, signs, sale of goods from the site, noise etc. These conditions are set out below.

If you require any further information or if you are not sure whether your occupation can meet any particular condition, please contact the Duty Planner at the Palmerston North City Council.

# Conditions

## **A Number of Employees**

A Home Occupation may employ no more than three persons, with at least one of these people permanently residing in the dwelling on the site.

## **B Floor Area**

The gross floor area of that part of the principal building and/or accessory building used as a Home Occupation, shall not exceed 75m<sup>2</sup>.

## **C Dust**

Any activity involved as a Home Occupation shall not generate or discharge levels of dust (or other particulate matter) that is deemed to be offensive and/or objectionable and causes potential adverse effects in the surrounding residential environment. A potential adverse effect, arising from the discharge of particulate matter, will occur if,

- there is visible evidence of particulate matter suspended in the air across a site boundary;
- there is visible evidence of particulate matter traceable from the activity, settling on the ground or structure on a neighbouring site, or water.

#### **D Storage**

No equipment or materials for a Home Occupation, nor refuse arising from a Home Occupation, shall be stored outdoors, unless they are screened from adjacent sites by a solid fence not less than 1.8m height.

#### **E Hours of Operation**

Home occupations may only be operated between the hours of 7.00am and 10.00pm (Monday to Saturday).

#### **F Signs**

Each Home Occupation is permitted one sign not exceeding 0.6m<sup>2</sup> on Arterial, Principal or Collector Roads as defined in the Road Hierarchy contained in Section 20:Transportation of the District Plan. No sign may be illuminated, rotate or flash.

#### **G Retailing**

Any goods sold from the site must have been substantially made, repaired, renovated or restored on the site.

#### **H Glare**

Any artificial lighting system shall ensure that its use does not result in added illuminance, over and above the measured ambient level, in excess of 8 Lux measured in the vertical plane at the windows of any residential building on any residentially zoned site.

#### **I Parking and Access**

One car park is required per employee not resident on the site. The car parks and access shall comply with the provisions of Section 20:Transportation of the District Plan.

#### **J Noise**

Sound emissions shall not exceed 45 dBA L10.

#### **K Hazardous Substances**

Home occupations using or storing hazardous substances on-site shall comply with the provisions of Section 14: Hazardous Substances of the District Plan.

## Certificate of Compliance

Having assessed your particular Home Occupation against the conditions contained within this pamphlet, you can then apply for a Certificate of Compliance.

The certificate is a mechanism to give you the certainty to operate your occupation from home. It enables the Council to check that the proposal meets the controls of the District Plan. You will need to supply the Planning Officer with a 1:100 site plan of your section and house which details the Home Occupation, a description of the activity and evidence that it complies with all relevant controls.

The cost for a Certificate of Compliance is in accordance with the current Planning Services Fees and Charges schedule.

## Need Help?

If you do not understand any of the above conditions, or you think your Home Occupation may not be able to meet any of them, please contact the Duty Planner, City Contact Unit for advice.

The conditions contained within this information pamphlet are those found in the Residential Section of the Palmerston North City District Plan.



## Further Information

If you have any questions or require further information please contact Palmerston North City Council.

Phone: 06 356 8199

Web: [www.pncc.govt.nz](http://www.pncc.govt.nz)