

Operating a home-based business, hobby or occupation

Operating a business, hobby or occupation from your residential premises is defined as a 'home based activity' or 'home occupation' in Springfield under the Ipswich Planning Scheme and 'home based business' under the Ripley Valley Urban Development Area Development Scheme (RVUDADS). These activities must be kept within reasonable limits to avoid a detrimental impact on your neighbourhood.

Under the schemes, Council and the State Government have listed a number of requirements that must be met in order to enable residents to operate these activities without having to make a formal application. These requirements are known as 'self-assessable criteria' and are summarised in the checklist over the page.

Depending on the activity, you may also be required to obtain additional approvals (licensing or permits) from Council and/or state government departments.

If your activity does not meet ALL of the self-assessable criteria, you will need a Development Approval from Council.

The Ipswich Planning Scheme is available at ipswichplanning.com.au. Click on 'Planning Documents' and select 'Ipswich Planning Scheme' to access this information.

The Ripley Valley Urban Development Area Development Scheme is available at [Statedevelopment.qld.gov.au/resources/plan/pda/ripley-valley-development-scheme.pdf](https://statedevelopment.qld.gov.au/resources/plan/pda/ripley-valley-development-scheme.pdf)

Springfield Residents

If you operate a self-assessable home based activity or 'home occupation' in Springfield, you must observe the criteria of a Structure Plan contained in the Ipswich Planning Scheme. Springfield residents are required to ensure their activity does not place an increased load on public utilities, cause vehicular traffic increases or other disturbances that may be detrimental to the safety or amenity of the neighbourhood.



Checklist for self-assessable activity

- Floor area used for the activity:** must be no greater than 50m². (If outside the Ripley Valley Priority Development Area (PDA), new buildings must also comply with additional requirements contained in the Ipswich Planning Scheme).
- Permitted external employee number (i.e. employees who do not live on the premises):** one person only (no external employees permitted if premises are in a Springfield residential area). Ripley Valley number of employees does not exceed four.
- Visitors/clients:** by appointment only. No more than 10 in any day and no more than two in any one hour period. No limit for Ripley Valley PDA.
- Operating hours:** maximum 7.00 am to 6.00 pm Monday to Saturday (excluding public holidays). No limit for Ripley Valley PDA.
- Signage:** one sign permitted at a size of no greater than 0.5m² (or 0.3m² if a Springfield residence) and must not be illuminated. No size limit for signage in Ripley Valley PDA.
- Visible goods:** no storage or display of goods or other materials associated with the activity are to be visible from beyond the site.
- Car parking facilities:** maximum of one parking space for an employee or person engaged in the activity who does not reside at the premises (if applicable) and an additional two parking spaces if the activity attracts visitors or clients to the site. Can be on-site or on the street directly outside the premises. Any street parking must be legal. No footpath parking permitted.

Within the Ripley Valley PDA:

- there is to be no hiring out of materials, goods, appliances or vehicles and
- maximum building height of new structures associated with the HBB does not exceed the height of the house or multiple residential.

Specific activities

- Visitor accommodation (e.g. Bed & Breakfast, farm stay):** if there are more than four unrelated persons (or one family unit) travelling in one vehicle at any one time, a development approval will be required from Council.

- Repair/servicing:** no repairs or servicing of motor vehicles, personal items or household items are permitted, except for registered motor vehicles and personal or household items which are owned and used by persons who reside on the premises. If the criteria of the Ipswich Planning Scheme are not met, a development approval is required from Council.
- Heavy vehicles:** if one heavy vehicle is stored, refer to Local Law 5 (a Heavy Vehicle Permit* is usually required). If more than one heavy vehicle is stored, a Development Approval from Council is required.
- Family day care:** regulated by the Queensland Department of Education, Training and Employment. Please refer to Deta.qld.gov.au/earlychildhood/families/family-day-care.html
- Food premises:** must also comply with the *Food Act 2006*. A Food Premises Licence* is required from Council. Please note, a second, 'non domestic' kitchen licence and development approval are also required.
- Tattooing, Body Piercing and other 'high risk personal appearance activities':** must also comply with the *Public Health (Infection Control for Personal Appearance Services) Act 2003*. A High Risk Personal Appearance Services Licence* may be required from Council.

* Heavy penalties apply for non-compliance with the stringent requirements of these permits and licences.

In addition to meeting the requirements listed above, you must ensure your activity does not cause any disturbance, annoyance, nuisance or hazard to other people or properties. This includes nuisances such as dust, noise, odour, smoke, vibration or electrical interference.

PLEASE NOTE: If your predominant use of the premises is not 'residential', you will be required to obtain a development approval, even if you believe you meet the self-assessable criteria. Your activity may be deemed inappropriate for a residential area.

More Information

For further information in relation to home based activities or to enquire about obtaining a development approval, contact Ipswich City Council on (07) 3810 6666 or visit the Planning and Development Customer Service Centre at Council's Administration Building, ground floor, 45 Roderick Street, Ipswich.

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Ipswich.qld.gov.au

