



Broxtowe
Borough
COUNCIL

Working from home



Is the proposed activity appropriate to be undertaken at home?

In certain circumstances working from home will be acceptable and can be undertaken without planning permission. Planning permission will, however, be required if the overall character of the property is changed, such as when the following applies:

- People are employed at the property who do not live there
- The frequency of traffic and visitors (for example, clients or clients or deliveries) increases above that which would normally be expected in a residential area
- Noise level increases (for example, from equipment, machinery or vehicle movements) above that which would normally be expected in a dwelling
- Fumes or smells are generated from any work being undertaken
- Extensions or alterations are made to the property (including the erection of any detached buildings within the garden) connected with the work
- A significant proportion of the home is used for working in
- The home is used as a base for parking business vehicles

When your business grows

If you start a business at home its intensity may change over time, so that it moves from a situation where planning permission was not required, to one where it is. Many businesses are started as an expansion of a hobby. For example, a keen car mechanic may find their skills in demand amongst friends, neighbours and ultimately in the wider community. This will lead to an increase in the number of vehicles visiting the property and increase in noise and disturbance above that which could be expected in a residential area. In this example, planning permission is required and due to the impact on neighbours it is unlikely to be forthcoming.

Alternatively, there may be some hobbies undertaken in the home which can be expanded to provide a source of income and for which planning permission will not be required. An example could be a typing service, computer programming, the use of one room as an office base. You should, however, check with the planning officers at the Council before undertaking the activity.

The need for planning permission

To advise whether planning permission is needed, the Council must determine whether a material change of use will take place if the business is carried out. For this to be determined information must be produced on the nature, scale and operation of the business proposed.

You can find out if permission is required by applying to the Council for a Certificate of Lawfulness of Proposed Use or Development. If you are in doubt about whether planning permission is required please contact planning officers at the earliest opportunity, for advice on how to apply.

What if the proposed use is not appropriate to be undertaken at home?

If you are advised that your proposed use is not appropriate to be undertaken at home you will need to move to business premises. Broxtowe Borough Council can help by providing:

- An up-to-date list of vacant retail, industrial, office and craft workshop premises in the borough, including Council owned units. Contact the Estates Section in the Built Environment division.
- Information on a range of business support and advice services, including the Council's Industrial Improvement Grant scheme aimed at older industrial buildings. Contact the Economic Development Section in the Planning division.
- Signposting to local business support organisations.

What will happen if I operate without planning permission?

The Council receives many complaints about disturbance from the business activities of neighbours. If an activity is found to require planning permission, but is operating without it, voluntary co-operation will be sought in relocating, otherwise enforcement action may be taken to ensure that the use ceases.

Health and Safety At Work

Some health and safety regulations apply to businesses operating from home. Some of these businesses will need to be registered with the local authority or the Health and Safety Executive. Some activities (e.g. acupuncture/massage, animal boarding) may require licensing or specific registration. To seek further advice, obtain leaflets or registration forms, you are advised to contact the Food and Occupational Safety Section, in the Council's Environmental Health division.

To summarise....

- Working from home may be subject to planning and other controls, such as environmental health;
- Advice should be sought before commencing, altering or expanding any working from home;
- A failure to obtain planning permission where necessary could frustrate your business ambitions and lead to enforcement action;
- Positive help is available if you are advised not to work from home;
- Consider all aspects of your situation and if you are in any doubt about working from home contact the Council.

Local Plan Policy

Where planning permission is required, proposals will be assessed against Policy H8 of the Broxtowe Local Plan. This states that business activities in residential areas or residential properties will be permitted where each of the following apply:

- a) the residential amenity of neighbouring properties is not adversely affected;
- b) appropriate provision is made for vehicle parking and highway safety;
- and
- c) the residential character of the area is not adversely affected.

Further Advice

This guidance leaflet can only serve as general advice and the Council considers each proposal on its own merits. For further information and advice please contact the Council and ask to speak to the Duty Planner. 0115 917 3447 (08.30 to 12.30 - weekdays only)

This document is available in large print upon request.



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