

## Introduction

Many small businesses are started by people working in their own homes. Factors such as changes in technology and increasing self-employment are also leading to a growth in home working.

Central Government Planning regulations are very complex so Brentwood Borough Council's Planning Services has produced this leaflet to try and assist you in determining whether planning permission is required.

If, after reading this leaflet, you would like any further information about the planning regulations, please contact:

---

**Planning Services on 01277 261111  
and ask for the Duty Planning Officer**

---

Working from home does not always require an application for planning permission. The key test is **whether the overall character of the dwelling will change** as a result of the business use. There is no clear legal definition as to what constitutes a **'change to the overall character of the dwelling'**. In order to decide whether planning permission is required the details of each case need to be carefully examined and looked at individually.

A number of different criteria need to be taken into account, which are set out in the next section of this leaflet.

# Is Planning Permission Needed ?

---

**Planning Permission is UNLIKELY to be required if ALL the following criteria are met:-**

- ❶ Your house will continue to be mainly used as a residential property
- ❷ The business will not involve activities out of character in a residential area
- ❸ The business is not likely to disturb neighbours or create other forms of nuisance such as noise or smell
- ❹ It will not result in the loss of existing car parking or garaging
- ❺ There will be no marked increase in traffic or people calling at the home

If you fail to meet ANY of the above criteria, then planning permission will be required.

## Important Note

**Planning Permission is required for the parking of a vehicle, not used for domestic purposes, within the curtilage of the property.**

The information in this leaflet is only a general guide to the planning regulations.

See **Further Information** for details on how to obtain additional informal advice from a Planning Officer. Such advice will not be a formal, legally binding determination as to whether you require planning permission.

**Before commencing, you should seek the formal WRITTEN advice of the Council.**



**When an application is required, applicants and their agents are encouraged to contact Planning Services for advice prior to its submission.**

**If you are setting up a business for the first time (or are thinking of developing an existing business) further advice can be obtained locally from:-**

Brentwood Enterprise Agency  
Essex Way  
Warley  
BRENTWOOD  
Tel : 01277 230231

Russell Davies  
Director of Economic Development  
Brentwood Borough Council  
Town Hall  
Ingrave Road  
BRENTWOOD  
Tel : 01277 261111

Business Link Essex Ltd.  
Beacon House  
Rainsford Road  
CHELMSFORD  
Tel : 01245 293040

Chamber of Commerce  
73 Hanging Hill Lane  
Hutton  
BRENTWOOD  
Tel : 01277 227777

The Information Centre  
44 High Street  
BRENTWOOD  
Tel : 01277 201111

## Further Information

If you need any further advice or information, please contact:

**Brentwood Borough Council  
Planning Services on 01277 261111  
and ask for the Duty Planning Officer.**

Alternatively you can visit the Planning Services Department on the second floor and ask for the Duty Planning Officer.

Town Hall opening times are as follows:

**Monday - Thursday  
8.30am - 5.00pm  
Friday  
8.30am - 4.30pm**

**Brentwood Borough Council,  
Town Hall, Ingrave Road,  
Brentwood, Essex. CM15 8AY  
Tel: (01277) 261111  
email: [planning@brentwood.gov.uk](mailto:planning@brentwood.gov.uk)  
Website: [www.brentwood-council.gov.uk](http://www.brentwood-council.gov.uk)**



---

# Brentwood Borough Council Planning Services

---

## Working From Home

### Do I Need Planning Permission?

