

Business Contact Centre Maastricht

Working at home?

Maastricht is good for *enterprising* people working from home

Working from home has many advantages and often you don't even need permission from the municipality to do so. It all depends on the plans you have and the type of business you want to start. In Maastricht, we have clear rules for home-based professions and businesses. We have put them together for you in this leaflet.

Photo: Jonathan Vos for Thuis in Maastricht / neighborhood: Mariaberg



Gemeente Maastricht

More info?

www.bedrijfscontactpunt.nl

Your house is your home

The main rule for working from home is that your home must remain primarily your residence. Bear in mind that the largest part of your home must be living space and not working space. That is the principle that the municipality applies to home-based businesses.

Two types

There are many different activities you can carry on from home. We differentiate between:

1. Home-based occupations: these are permitted if you meet the conditions.
2. Business-to-consumer and/or skilled trade activities: You always need to obtain an exemption from the municipality's zoning plan for the above.

1. Home-based occupations: always permitted

These occupations include accountant, lawyer, doctor, therapist, artist, designer and similar. They don't need very much space, so that your home can continue to be primarily your residence. Such occupations also have an image which is perfectly in keeping with a residential area.

Conditions

The rules governing a home-based occupation are as follows:

1. The residential function of your home must remain its primary function.
2. Carrying on the occupation must not have an adverse effect on traffic and must not cause parking problems.
3. Retail activities are not permitted.
4. The activity is carried on by the resident(s) of the property.
5. Outside storage and activities involving the use of the public space around the building are not permitted. Loading and unloading are permitted.
6. No large advertising signs (exceeding 0.5m) may be placed near or on the property.

If you meet these conditions, you can start your business. You will not require an exemption from the zoning plan. If in doubt, you can always contact Maastricht Business Contact Centre on (043) 350 40 50 or e-mail bedrijfscontactpunt@maastricht.nl.

Examples

What do we mean by "home-based occupations"? Examples include: lawyer, architect, consultant, physiotherapist, GP, artist, teacher, notary, psychologist, editor, dentist and urban planner.



"We live and work on the outskirts of Maastricht in a converted barn that used to house cows and pigs."

Illustrator couple Ivan Lodde and Ilia Frins (ivan & ilia illustraties)

2. Business-to-consumer and/or skilled trade activities: you need permission

This category covers businesses that supply consumers or involve skilled trades, consisting solely or mostly of manual work. Examples include a hairdressing salon or photographic studio. In this case too, your home must continue to be primarily your residence.

To carry on a business-to-consumer and/or skilled trade activity at home, you must always request permission from the Municipality of Maastricht.

Conditions

Business-to-consumer and/or skilled trade activities are subject to the following conditions:

1. A business-to-consumer and/or skilled trade activity may only be carried on with the permission of the municipality.
2. Any secondary retail trade in products directly related to the skilled trade activity being performed on the premises or goods made on the premises is permitted. This could be the sale of hair care products in a hairdressing salon.
3. The residential function of your home must remain its primary function.
4. The business activity must not have an adverse effect on traffic and must not cause parking problems.
5. The activity must conform to the environmental requirements set for residential areas.
6. No large advertising signs (exceeding 0.5m) may be placed near or on the property.
7. The activity is carried on by the resident(s) of the property.

If you would like to know more about the conditions, please contact Maastricht Business Contact Centre on bedrijfscontactpunt@maastricht.nl or 14 043.

Examples

Examples of business-to-consumer and/or skilled trade activities include flower arranging, photography, hairdressing, furniture-making and carrying out repairs. Other possible occupations are: a goldsmith or silversmith, a shoe repairer, a caterer or a dog groomer.

Toestemming vragen

To carry on a business-to-consumer and/or skilled trade activity at home, you always need permission

(in writing) from the Municipality of Maastricht. For details of how to request permission, see below.

You have to submit a request in writing to start a home-based occupation or business. We will need the following information from you:

- The nature of the business activity/work to be carried on;
- The surface area required;
- The (registered) address;
- Information on the number of people involved in the business activity;
- The expected number of customers per day or week;
- The parking space available;
- Which room(s) in the house and/or outbuildings will be used for the business activity;
- A clear floor plan.

Please send your request to the Municipality of Maastricht, Safety & Livability, WABO Permits, PO Box 1992, 6201 BZ Maastricht.

We will then process your request. You will receive an answer within eight weeks. We impose charges for this procedure. You will find an overview of these costs on our website.

Converting your home?

If you are intending to convert part of your home into an office or business premises, you may need an environmental permit. You can request this permit from the WABO Permit team, Safety and Livability (there is a charge for this).

Summary

Working at home

The rule is always: your home will remain primarily your residence and you are the person who will be working there.

Home-based occupations e.g. lawyer, accountant, vet or speech therapist	CBusiness-to-consumer and/or skilled trade activities e.g. photographer, hairdresser, nail studio or dog groomer
No permit required contact the Business Contact Centre for details of the conditions: (043) 350 40 50	Request permission (in writing) contact the municipality's Safety & Livability team on 14 043

About

Maastricht Business Contact Centre

Do you have any questions about working at home? Or any other question about doing business in Maastricht? If so, contact Maastricht Business Contact Centre. Below, you can read about what we can do for you.

Your business partner

As a business owner, you can count on Maastricht to provide the support you need. You may be working on your own, but you're never alone. Maastricht Business Contact Centre is there to help you and your business off to a flying start. We are familiar with the procedures and the routes within the municipality, can answer your questions or direct you to a colleague who specialises in a specific subject in the municipality. Maastricht Business Contact Centre bridges the gap between your ambitions and the path you take to achieve them. We not only help you to find your way through the regulations, we will also help you to identify opportunities. Our help is free of charge.

Contact and information

You can call us on weekdays between 9.00 am and 12.00 pm with your questions or to make an appointment: (043) 350 40 50 or e-mail bedrijfscontactpunt@maastricht.nl. We will also be happy to come to you if that suits you better.

We also hold regular consultations on site. You will find more relevant information on www.gemeen-

temaastricht.nl/bedrijfscontactpunt. Separate brochures are also available on the subjects of "a hospitality business in Maastricht" and "finding business premises in Maastricht".

Useful addresses

A list of useful websites for startups:

- www.starterscentrum.nl
- www.kvk.nl
- www.ondernemersplein.nl
- www.rijksoverheid.nl (Search for "Eigen bedrijf starten")
- www.uwv.nl (Search for "Eigen bedrijf starten")
- www.startbedrijf.nl

You can also ask for support if things aren't going so well for your business. The Municipality of Maastricht has a Self-employed Helpdesk, where you can apply for a provisional payment (assistance for the self-employed). You will find more information on www.gemeentemaastricht.nl. Finally, we can refer you to www.155.nl - a website providing emergency assistance for business owners.



More info?

www.bedrijfscontactpunt.nl