

Ancillary Dwelling

What is an ancillary dwelling?

An ancillary dwelling is a self-contained dwelling on the same lot as a single house which may be attached to, integrated with, or detached from the single house. This structure is commonly known as a granny flat.

What can I build?

Ancillary dwellings are limited to a maximum area of 70m²; this does not include associated open structures such as a verandah or carport. This may be varied with a submission of a Residential Design Code Variation application to the City for its approval in certain circumstances. In some circumstances, ancillary dwellings may require planning approval within certain zonings.

A maximum of one ancillary dwelling can be built on a property. Building an ancillary dwelling does not allow you to subdivide your property, unless it is already permitted under the local planning scheme.

Ancillary dwellings are permitted to be rented out to non-family members.

Do I need a Building Permit?

The *Building Act 2011* states that a Building Permit is required for ancillary dwellings. You must obtain a Building Permit from the City of Armadale before commencing building work.

How long does it take to get a Building Permit?

The *Building Act 2011* sets time frames in which the City has to assess and determine an application for a Building Permit. The applicable timeframe depends on whether the building application is Uncertified or Certified.

It is important that you are aware of allowed time frames prior to lodging your application and that your application documentation is complete.

Should further information be required by the City in order to assess the building application, the applicant may be given up to 21 calendar days in which to provide the outstanding information. If the information is not received within the 21 days, the application may be refused unless a mutual consent has been granted for a further 21 days.

Uncertified Building Applications

An Uncertified Building Application can be submitted for Class 1 structures such as an ancillary dwelling.

The City has up to 25 business days from the date of lodgement to assess the application and issue a Building Permit. The required Certificate of Design Compliance will be issued by the City as part of the application process.

Certified Building Applications

A Certified Building Application can be submitted for all Class of structures.

Prior to lodging a Certified Building Application to the City, a private Building Surveying Practitioner would need to be engaged to issue a Certificate of Design Compliance.

The City has up to 10 business days from the date of lodgement to assess the application and issue a Building Permit.

How long until my permit expires?

A Building Permit is generally valid for two years from the date on which it was granted.

If more time is required to complete the building works, you can apply for an extension of time of up to a further six months by making a formal application and paying the prescribed fee.

What happens when I have completed my building works?

The nominated builder on the Building Permit must submit a Notice of Completion BA7 form to the City within seven days of completing the prescribed building works.

Building Application Checklist - Ancillary Dwelling

Minimum Information Required	Yes/No
A completed BA1 (certified) or BA2 (uncertified) application form <ul style="list-style-type: none"> • Include all owner's details, construction materials and costings • Signed by Builder, including Builder's Registration number or owner-builder approval number where the value of works is greater than \$20,000 • Applicant's contact details • These application forms are available from the City's website www.armadale.wa.gov.au or from the front counter at the City's Administration Office 	
Certificate of Design Compliance (certified application only) <ul style="list-style-type: none"> • Must be issued by a registered Building Surveying Practitioner • Include all documentation as referenced on the Certificate of Design Compliance 	
Home Indemnity Insurance certificate from approved insurer <ul style="list-style-type: none"> • Required for residential works with a construction valued greater than \$20,000 • Not required for owner-builder 	
Payment of Fees <ul style="list-style-type: none"> • Refer to the City's 'Building Services Fees and Charges' information sheet at www.armadale.wa.gov.au – also available from the front counter at the City's Administration Office 	
Building Construction Industry Training Fund (BCITF) levy payment form <ul style="list-style-type: none"> • Required for building works with a value greater than \$20,000 • Must be completed in full and signed • Refer to the City's 'Building Services Fees and Charges' information sheet at www.armadale.wa.gov.au – also available from the front counter at the City's Administration Office 	
Site plan drawn to scale (1:200) showing <ul style="list-style-type: none"> • Location of the new structure • Location of all existing structures on the property • Measurement from the boundaries to the proposed structure • Location of septic tanks and leach drains (if applicable) 	
Construction details drawn to scale (1:100) showing <ul style="list-style-type: none"> • Detailed floor plan and elevations • Cross-section details 	
Structural Engineer's certification	
Specifications	
Energy Efficiency Report	
Termite Treatment	
Bushfire Attack Level assessment (if applicable)	

This information sheet is intended as a guide only. The City disclaims any liability for any damages sustained by a person acting on the basis of this information.

For further information contact **Building Services** on **9394 5000**.