

Building Information Sheet - Ancillary Dwelling

What is an ancillary dwelling?

An ancillary dwelling, or commonly referred to as a granny flat, is a self-contained dwelling built on the same lot as a single house. An ancillary dwelling can be detached from, attached to and integrated with the single house. An ancillary dwelling is a class 1a structure.

Ancillary dwellings are limited to 70m², not including open sided structures such as a verandah or carport. A maximum of one ancillary dwelling can be built on a property.

Do I need a Building Permit?

Yes, a Building Permit is always required for the construction of an ancillary dwelling. You must obtain a building permit from the City of Armadale prior to commencing any building work.

Please note the City's Health and/or Planning approval may be required for an ancillary dwelling, before a building permit can be issued. For further information please contact the City on 9394 5000 or via email at info@armadale.wa.gov.au.

For more detailed information on how to apply, please visit <https://my.armadale.wa.gov.au/service/apply-for-building-approval>.

Do I need to be a registered builder?

Yes, if the build cost is \$20,000 or more, a builder's registration or Owner-Builder approval is required for the construction of an ancillary dwelling.

The nominated registered builder will also be required to obtain a home indemnity insurance (HII) certificate by an approved insurer for ancillary dwellings over the value of \$20,000. An owner builder is exempt from requiring home indemnity insurance.

For more detailed information on builder's registration or becoming an owner builder, please visit the WA Government website <https://www.wa.gov.au/government/publications/do-i-need-be-registered-builder> and/or <https://www.wa.gov.au/organisation/service-delivery/owner-builder-approval>.

What is a certified application?

A certified building permit application must be accompanied by a Certificate of Design Compliance BA3 form (CDC) issued by a registered, independent building surveyor. A certified application can be submitted for all residential and commercial classified structures.

The City has up to 10 business days to assess a certified application, unless further information is required.

What is an uncertified application?

An uncertified application is submitted to the City for assessment against relevant building standards by one of the City's registered building surveyors. A CDC will be issued by the City. An uncertified application can only be submitted for class 1a and class 10 structures.

The City has up to 25 business days to assess an uncertified application, unless further information is required.

How long is my permit valid for?

A building permit issued by the City of Armadale is valid for two years from the date on which it was granted. If more time is required to complete the building works, you can make an application for an extension of time. To apply for an extension of time, please visit <https://my.armadale.wa.gov.au/service/apply-for-building-approval>.

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. To submit a Notice of Completion, please visit <https://my.armadale.wa.gov.au/service/apply-for-building-approval>.

Building Application Checklist - Ancillary Dwelling

A completed application form <ul style="list-style-type: none"> A 'BA1 - Application for Building Permit - Certified' or 'BA2 - Application for Building Permit - Uncertified' form. Application form to be completed in full and signed by the nominated builder and applicant Application forms are available from Department of Local Government, Industry Regulation and Safety's (LGIRS) website https://www.wa.gov.au/organisation/departments-of-local-government-industry-regulation-and-safety 	
Certificate of Design Compliance (certified application only) <ul style="list-style-type: none"> Issued by a registered building surveyor/practitioner 	
Home Indemnity Insurance certificate (if applicable)	
Payment of fees <ul style="list-style-type: none"> Refer to the City's 'Building Services Information Sheet - Fees & Charges' on the City's website https://my.armadale.wa.gov.au/service/apply-for-building-approval. 	
Construction Training Fund (CTF) Levy receipt <ul style="list-style-type: none"> Required for building works with a value greater than \$20,000 If the CTF levy is applicable, please visit https://ctf.wa.gov.au/levy to make payment Please provide a copy of your CTF levy payment receipt with your building application submission 	
Site plan to scale (1:200) showing <ul style="list-style-type: none"> Location of the proposed ancillary dwelling 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) Location of 2m x 2m tree planting area Show landscaping and all impervious surfaces within the street setback area 	
Construction details 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)	
Approval from the City's Health Department (if applicable)	
Approval from the City's Planning Department (if applicable)	

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

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