

Building Information Sheet - Ancillary Dwelling

What is an ancillary dwelling?

An ancillary dwelling, commonly referred to as a *granny flat*, is a self-contained dwelling constructed on the same lot as a single house. It may be:

- Detached from the existing house
- Attached to the existing house
- Integrated within the existing house

An ancillary dwelling is classified as a **Class 1a building**.

Ancillary dwellings are limited to a maximum floor area of **70 m²**, excluding open-sided structures such as verandahs and carports. Only **one ancillary dwelling** is permitted per property.

Do I need a Building Permit?

Yes. A **Building Permit is always required** for the construction of an ancillary dwelling. A permit must be obtained from the City of Armadale before any building work commences.

Please note that **Health and/or Planning approval may also be required** before a Building Permit can be issued.

For further information, contact the City on **9394 5000** or email info@armadale.wa.gov.au.

For detailed information on how to apply, visit:

<https://my.armadale.wa.gov.au/service/apply-for-building-approval>

Do I need to be a registered builder?

Yes. If the value of the building work is **\$20,000 or more**, either:

- A registered builder must be engaged; or
- Owner-builder approval must be obtained.

For ancillary dwellings valued at more than **\$20,000**, the nominated registered builder must obtain a **Home Indemnity Insurance (HII) certificate** from an approved insurer. Owner-builders are exempt from this requirement.

For more information about builder registration or owner-builder approval, visit:

- <https://www.wa.gov.au/government/publications/do-i-need-be-registered-builder>
- <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)** issued by a **registered independent building surveyor**.

- Can be submitted for **all residential and commercial structure types**
- Assessment time: **up to 10 business days** (unless further information is required)

What is an uncertified application?

An **uncertified application** is assessed by the **City's registered building surveyor**, who issues the **Certificate of Design Compliance**.

- Only applicable for **Class 1a and Class 10 structures**

Assessment time: **up to 25 business days** (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 it is granted**.

If additional time is required to complete the building work, an application for an extension of time can be submitted.

To apply for an extension, visit:

<https://my.armadale.wa.gov.au/service/apply-for-building-approval>

What happens when I have completed my building works?

The nominated builder listed on the Building Permit must submit a **Notice of Completion (BA7 Form)** to the City within **seven days** of completing the prescribed building work.

To submit a Notice of Completion, visit:

<https://my.armadale.wa.gov.au/service/apply-for-building-approval>

Important Information

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

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

Building Application Checklist - Ancillary Dwelling

Application Form Requirements A completed application form is required, being either: • BA1 - Application for Building Permit (Certified), or • BA2 - Application for Building Permit (Uncertified) The application form must be: • Completed in full, and • Signed by both the nominated builder and the applicant Application forms are available from the Department of Local Government, Industry Regulation and Safety (LGIRS) website: https://www.wa.gov.au/organisation/departments/departments-of-local-government-industry-regulation-and-safety	
Certificate of Design Compliance (certified application only) • Issued by a registered building surveyor practitioner • Include all documentation as referenced on the Certificate of Design Compliance	
Home Indemnity Insurance certificate (if applicable)	
Payment of fees • Refer to the 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 • Required for building works with a value greater than \$100,000 • 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 • 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 • 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)	