

## ANCILLARY DWELLING (GRANNY FLAT)

(Class 1a or Class 1b)

**This publication's intention is to provide general information only. Exemption from requiring a Building Permit does not exempt compliance with the Building Code of Australia (BCA), Australian Standards, Local Laws, Planning (Development) Approvals and Conditions and all other Governing Legislation and Statutory Provisions.**

**Note:** The applicant/builder is responsible for obtaining all necessary approvals, consents, and licenses required by law.

### Definition

An ancillary dwelling, also known as a granny flat (Class 1a), is a self-contained secondary housing unit on a residential site that is additional to the main dwelling. Ancillary dwellings are typically smaller in size and can be either attached to, integrated within or detached from the main residence.

### Purpose and Characteristics

These units are designed to provide additional living space while maintaining the character and integrity of the primary residential structure. Ancillary dwellings can serve various purposes, including providing housing for family members, generating rental income, or accommodating caregivers or guests.

### Regulations

Ancillary Dwellings are subject to local zoning regulations and while they may not require Development Approval in some very limited circumstances, will always require a Building Permit for construction and will need to meet the safety (structural and fire), health, amenity and energy efficiency requirements of the Building Code of Australia (BCA) and if in a bushfire prone area, AS3959-Construction of buildings in bushfire prone areas. If they are to be used as short-stay accommodation (i.e., holiday home – Class 1b) additional approvals relating to Building, Planning and Health will be involved.

### What Can I Build?

Ancillary dwellings are limited to a maximum area of 70m<sup>2</sup>. 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 (R-Code) Variation application to the Shire during the development (planning) approval process for its approval in certain circumstances, although approval is not guaranteed. 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.

### Servicing and Utilities

You may need to install new meters, sub-meters or connections for electricity, gas or water, depending on how you plan to use the ancillary dwelling. You should contact relevant gas and electricity distributors and the Water Corporation to understand the different options available and which one suits you best. You may also require a standalone sewage apparatus for the ancillary dwelling. Contact the Shires Environmental Health Officer for more information.



## **BUILDING ACT 2011 FEES, BUILDING SERVICES LEVY and BCITF PAYMENTS**

### **BA1** - Certified application for a building permit (s.16(1))

- The fee is 0.19% of the estimated value of the building work, **but not less than \$110.00.**

### **BA2** - Uncertified application for a building permit (s.16(1))

- The fee is 0.32% of the estimated value of the building work, **but not less than \$110.00.**

### **Building Services Levy** - Building Permit Application Levy

- The levy is 0.137% of the estimated value, **but not less than \$61.65.**

### **Building Construction Industry Training Fund (BCITF)** - For all work \$20,000 and above in total value

- The BCITF Levy is calculated at **0.2% of the total value of construction** for all works with an estimated value of more than \$20,000.

Payment is required to be made prior to issuing the building permit and any construction works commencing.

**Note:** An application for building permit must be signed by the builder. Buildings with an estimated constructed value greater than \$20,000 must be constructed by a registered builder OR an owner-builder with a current approval from the Building Services Board.



# General Information and Checklist Requirements for Building Approval

## ANCILLARY DWELLING APPLICATION CHECKLIST

1.	<b>Form BA1 (Certified) or Form BA2 (Uncertified)</b> <ul style="list-style-type: none"> <li>Completed and signed Form BA1 – (Certified) or Form BA2 (Uncertified), to be signed by each owner of the land, unless exempt.</li> <li>Accurate estimated value of building work (including GST) on the Building Permit Application Form (<i>Building Regulations 2012 Schedule 1, Clause 1, 2 and 3</i>).</li> <li>Registered Builder's Details (if over \$20k) – Builder must provide their registration number.</li> </ul>	<input type="checkbox"/>
2.	<b>Construction Training Fund Levy Form (CTF)</b> <ul style="list-style-type: none"> <li>Completed Construction Training Fund Levy Form (CTF) if works exceed \$20,000 or CTF receipt or proof of pre-payment.</li> </ul>	<input type="checkbox"/>
3.	<b>Building Permit Application Fee</b> <ul style="list-style-type: none"> <li>Building Permit Application Fee plus associated State levies must be paid at time of lodgement of the application (Refer to the <a href="#">Building Act Fees</a>).</li> </ul>	<input type="checkbox"/>
4.	<b>Owner-Builder Approval / Certificate (if applicable)</b> <ul style="list-style-type: none"> <li>Owner-Builder Approval / Certificate from the Building Services Board (Department of Mines, Industry Regulation and Safety) if works exceed \$20,000.</li> </ul>	<input type="checkbox"/>
5.	<b>Planning / Development Approval</b> <ul style="list-style-type: none"> <li>Planning Approval or written advice issued by the Shire of Denmark Planning Department for the proposed development (if applicable).</li> </ul>	
6.	<b>Reports and Certificates</b> <ul style="list-style-type: none"> <li>Bushfire Attack Level (BAL) Report and Certificate (if applicable) <u>including BAL construction schedule</u>.</li> <li>Energy Efficiency Report (Must contain NatHERS Certificate).</li> <li>Geotechnical Report or Engineer Certified Site Classification and Evaluation</li> </ul>	<input type="checkbox"/>
6.	<b>All Construction Details</b> <ul style="list-style-type: none"> <li>All materials, spans, lengths, spacings, types, finishes, cladding, hardware, fixings, specifications, etc. With exactly the same level of detail a contractor or builder would require to construct it.</li> </ul>	<input type="checkbox"/>
7.	<b>Site Plan (1:200 scale at A3), including:</b> <ul style="list-style-type: none"> <li>Street names, lot number, and title reference to the site.</li> <li>The size and shape of the site including property boundaries, their dimensions, and existing buildings and structures to be clearly shown.</li> <li>Include Soil Classification as per BCA and AS 2870</li> <li>Include Wind Rating as per BCA and AS 4055</li> <li>A feature / contour survey of the property showing a datum point, contour lines (500mm intervals), spot levels and relative levels of the site.</li> <li>The proposed finished floor level to the new outbuilding including natural ground levels to be shown.</li> <li>Setback distances from the property boundaries to the proposed outbuilding and distance away from other existing buildings / structures on the property to be clearly indicated.</li> <li>Height and extent of proposed earthworks - if applicable.</li> <li>Existing sewer connections or septic system, stormwater drains or easement locations.</li> <li>Location and heights of stabilised embankments or retaining wall/s – if applicable.</li> <li>Clearly indicate the North point.</li> </ul>	<input type="checkbox"/>



# General Information and Checklist Requirements for Building Approval

8.	<b>Elevations (minimum scale 1:100 at A3)</b> <ul style="list-style-type: none"> <li>All elevations.</li> <li>Existing ground level at the wall and at the boundary, including proposed ground (NGL) and finished floor levels (FFL).</li> <li>Roof pitch.</li> </ul>	<input type="checkbox"/>
9.	<b>Cross Sectional View (minimum scale 1:50 At A3)</b> <ul style="list-style-type: none"> <li>One or more sections, transverse, longitudinal.</li> <li>Finished ground level.</li> <li>Type of floor structure e.g., concrete footing, slab or frame.</li> <li>Roof frame details.</li> </ul>	<input type="checkbox"/>
10.	<p><b>Ensure the presence of minimum facilities:</b></p> <p>Toilet, shower or bath, separate wash basin, separate kitchen sink, facilities for food preparation and cooking, separate laundry trough, and space for a washing machine.</p> <p><b>Concrete slab - BCA 2019 V2 A1 Part 3.2.5</b>          Must be constructed to AS2870 standards.          Must be certified by a structural engineer as suitable for dwelling use.          Must provide evidence of a plastic membrane or waterproofing.          Must be elevated 100-150mm above the surrounding ground level.          Must have adequate surface water drainage.</p> <p><b>Ceiling heights - BCA 2019 V2 A1 Part 3.8.2</b>          Minimum 2.4 meters for habitable rooms.          Minimum 2.1 meters for non-habitable rooms.</p> <p><b>Natural light and ventilation in all habitable rooms.</b>          Window area must be equal to 10% of the floor area. BCA 2019 V2 A1 Part 3.8.4.          Ventilation as per the BCA 2019 V2 A1 Part 3.8.5.</p> <p><b>Boundary encroachments - BCA 2019 V2 A1 Part 3.7.2.7</b>          Minimum 900mm wall to side and/or wall to rear boundary.          Minimum 450mm eave to boundary.</p> <p><b>Ensure timber or steel framed construction meets Australian standards.</b>          Must be certified by a structural engineer as suitable for dwelling use.</p> <p><b>Ensure all glazing meets AS2047, AS3959 (if applicable) and BCA 2019 V2 A1 Part 3.6.</b></p>	
<b>IF REQUESTED - STRUCTURAL ENGINEER PLANS AND DETAILS</b>		
<p style="text-align: center;"><b>Structural Engineers Plans / Specifications and Construction Details (1:100 scale at A3)</b></p> <p>One A3 set of Structural Engineers Plans, Specifications and Detail. Must be designed, certified, and signed by a registered practising Structural Engineer.</p>		

*This document is intended as a guide only to assist applicants. For any further information please contact the Shire of Denmark.  
 Please note, additional information may be requested upon assessment of your application.*

Shire of Denmark - 953 South Coast Highway Denmark 6333 - (08) 9848 0300 - info@denmark.wa.gov.au

