

Ancillary Dwellings

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 veranda or carport. This may be varied with a submission of a Residential Design Code Variation application to the Shire of Capel 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 Shire of Capel before commencing building work.

How long does it take to get a Building Permit?

The *Building Act 2011* sets time frames in which the Shire of Capel 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 at the time of submission.

Should further information be required by the Shire of Capel 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 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 Shire of Capel 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 Shire of Capel as part of the application process.

Certified Building Applications

A Certified Building Application can be submitted for all Classes of structure.

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

The Shire of Capel 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 Shire of Capel within seven days.

Building Application Checklist - Ancillary Dwelling

BA2 – Uncertified Application

		Attached	
Approvals & Forms	Further Information	Yes	N/A
Planning Approval	Prior planning approval may be required. Please contact Shire of Capel's Planning Department to ascertain if planning approval will be required for your application.		
Health Approval	If a new septic/effluent system is required, please refer to http://capel.wa.gov.au/health-environment/waste-water-disposal/ for application forms and fees.		
Uncertified Application Form	BA2 applications will be assessed within 25 working days of lodgment.		
Fees	Refer to Fee Schedule. http://capel.wa.gov.au/plan-build/building-services/forms-fees/		
Required Documents	One copy of all documents required	Yes	N/A
Site Plan (Scale 1:200)	Show contour survey and/or spot levels.		
	Proposed finished floor levels and finished ground levels.		
	The distance the proposed structure will be setback from the lot boundaries.		
	Septic systems (if applicable).		
	North Point.		
Floor Plan (Scale 1:100)	Show room sizes and types.		
	Window and door sizes.		
	Types and direction of openings.		
Elevation (Scale 1:100)	The elevation drawings showing natural ground levels.		
	Ceiling height.		
	Roof ridge height and degree of pitch.		
Electrical	Show exhaust fans.		
	Smoke alarms.		
	Lighting.		
Sections	Cross sections through building showing all structural elements, wall/ceiling heights and showing construction details.		
Home Indemnity Insurance	For dwellings only, not required if less than \$20,000.		
Registered Builder Details or Owner Builder Certificate	Not required if less than \$20,000.		

Building Application Checklist – Ancillary Dwelling

BA2 – Uncertified Application

Required Documents	One copy of all documents required	Yes	N/A
Termite Management			
Building Specifications			
Energy Efficiency Report			
Structural Engineers Detail	Site and wind classification.		
	Footing and slab detail.		
	Wall structure and bracing details.		
	Roof structure and bracing details.		
	Retaining wall details.		
Bushfire Attack Level Report (if applicable)	If required, please refer to BAL zone mapping on DEFS website https://www.dfes.wa.gov.au/regulationandcompliance/bushfireproneareas/Pages/default.aspx		
Encroachments/work affecting other land			

BA1 – Certified Application

Approvals & Forms	Further Information	Attached	
		Yes	N/A
Planning Approval	Prior to lodging a certified building permit application, a development approval (DA) must be granted, <i>if applicable</i> .		
Health Approval	Prior to lodging a certified building permit application, <i>if</i> a new septic /effluent system is required, a septic application must be previously approved by the Shire's Health Department.		
Certified Application Form	BA1 applications will be assessed within 10 working days after lodgment.		
Fees	Refer to Fee Schedule. http://capel.wa.gov.au/plan-build/building-services/forms-fees/		
Required Documents	One copy of all documents required	Yes	N/A
Certificate of Design Compliance	BA3 Certificate of Design Compliance (CDC).		

Building Application Checklist – Ancillary Dwelling

BA1 – Certified Application

Required Documents	One copy of all documents required	Yes	N/A
Plans & Specifications	A copy of all plans & specifications listed in the CDC.		
Technical Certificate	A copy of each technical certificate relied on by the building surveyor.		
Home Indemnity Insurance	<i>Only applicable for works associated with Dwellings, not required if less than \$20,000.</i>		
Registered Builder Details or Owner Builder Certificate	<i>Not applicable for Class 10b & not required if less than \$20,000.</i>		

Please ensure all required documents are submitted - incomplete applications will delay the issue of a Building Permit

This Information Sheet is produced by the Shire of Capel in good faith. The Shire accepts no responsibility for any ramifications for providing this information, which is correct at the time of writing but subject to change without notice.