

Ancillary Dwelling (Granny Flat) Checklist

What is an Ancillary Dwelling (Granny Flat)?

An 'ancillary dwelling', more commonly referred to as a 'granny flat', is a self-contained dwelling located on the same site as a primary dwelling. An ancillary dwelling may be attached to or detached from the primary dwelling.

Ancillary dwellings can be developed in association with single houses, grouped dwellings and multiple dwellings, subject to the requirements of the Residential Design Codes (R-Codes).

There is no restriction on who may occupy an ancillary dwelling. An ancillary dwelling may therefore be occupied by family members, carers, tenants or other occupants, and can support people living independently or semi-independently at different stages of life.

An ancillary dwelling must remain on the same site as the primary dwelling and cannot be separately subdivided or strata titled as an ancillary dwelling. Where separate titles are proposed, the resulting development must satisfy the relevant planning, subdivision and R-Code requirements for the proposed dwellings.

Is Development Approval Required?

Development approval is not required for an ancillary dwelling where the development satisfies the deemed-to-comply requirements of the Residential Design Codes and the subject property is not listed in the State Heritage Register or on the City's Heritage List (under the Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2, Part 7, clause 61). Development Approval is required if the development does not satisfy the deemed-to-comply requirements of the Residential Design Codes, and/or the subject property is listed in the State Heritage Register or on the City's Heritage List.

For further information about ancillary dwellings, including the applicable development standards and requirements, please refer to the current Residential Design Codes (R-Codes) available on the Department of Planning, Lands and Heritage website: [Residential Design Codes](#).

Lodgement of Applications Online

The City encourages customers to lodge development applications online (www.belmont.wa.gov.au, refer Build, How to get Started, Lodge and Track an Application). Guest access is available.

Attachments with a total file size of 100MB can be uploaded. Application fees are paid on lodgment by credit card. Please note the Credit Card Merchant Service Fee will only be charged for credit card transactions of \$100,000 or above. Further information about the online lodgment process can be found in the Planning and Building Application Online Guide.

Minimum required information	Applicant Use Only	Council Use Only
One (1) electronic copy of the complete application is required. Electronic plans should be submitted in PDF format and meet the following requirements: • unlocked, no security or passwords • to scale • optimised for minimum file size.	☐	☐
The following information is required:		
• Application for Development Approval Form completed and signed by all landowners (registered on the certificate of title) of the land; or is accompanied by a letter of authorisation signed by all landowners of the land.	☐	☐
• MRS Form 1 (only to be used in instances where development is proposed on or abutting land that is Reserved under the Metropolitan Region Scheme).	☐	☐
• Current copy of the Certificate of Title (no older than 6 months). <i>Note: This is required to confirm ownership details and to check for caveats and memorials that may affect the proposed development. Available for purchase from Landgate (www.landgate.wa.gov.au).</i>	☐	☐
• Correct fee paid – refer to Schedule of Planning Fees.	☐	☐
• Site Plan drawn to an appropriate scale (e.g. 1:200) detailing car parking, access ways, the location of the existing dwelling and the location of the proposed Ancillary Dwelling.	☐	☐
• Front, side and rear elevations of the proposed Ancillary Dwelling drawn to an appropriate scale (e.g. 1:100). - The plans should also show details of the materials and colours to be used	☐	☐
• A written submission detailing the proposal and justification for any variations to the deemed-to-comply requirements.	☐	☐
• Written Justification against the assessment criteria of Local Planning Policy No. 21 for tree damaging activity that is not exempt.	☐	☐
Details required on plans	Applicant Use Only	Council Use Only
• The location of all trees on the property that are not exempt under Clause 5.1.1 of Local Planning Policy No. 21.	☐	☐
• Whether any trees that are not exempt under Clause 5.1.1 of Local Planning Policy No. 21 are proposed to be removed or retained;	☐	☐
• Where applicable, Tree Protection Zone(s) in accordance with Australian Standard 4970	☐	☐
• Trees to be planted on the development site.	☐	☐
Supporting Information: • For development applications that propose to remove a tree that is not A report (Certified Arborist Report and where necessary a Quantified Tree Risk Assessment) prepared by a Certified Arborist shall be submitted in the following instances: - exempt, to provide supporting information on the health, condition, structural soundness or likely impacts of the tree on surrounding infrastructure or development; and - To outline mitigation measures where works are proposed within a tree protection zone, or where a non-exempt tree is proposed to be retained in a high risk location, such as close proximity to a building.	☐	☐

Residential Design Codes

The Residential Design Codes (R-Codes) have been produced by the Western Australian Planning Commission as a State Planning Policy adopted under Part 3 of the Planning and Development Act 2005 and the provisions apply Statewide.

Under the R-Codes the following definitions are applicable:

- Ancillary Dwelling: self-contained dwelling on the same site as a dwelling which may be attached to, integrated with or detached from the dwelling.
- Dwelling: a building or portion of a building being used, adapted, or designed or intended to be used for the purpose of human habitation on a permanent basis by a single person, a single family, or no more than six persons who do not comprise a single family.
- Single House: a dwelling standing wholly on its own green title or survey-strata lot, together with any easement over adjoining land for support of a wall or for access or services and excludes dwellings on titles with areas held in common property.
- Grouped Dwelling: a dwelling that is one of a group of two or more dwellings on the same lot such that no dwelling is placed wholly or partly vertically above or below another, except where special conditions of landscape or topography dictate otherwise, and includes a dwelling in a strata titles scheme with common property.
- Multiple Dwelling: a dwelling in a group of more than one dwelling on a lot where any part of the plot ratio area of a dwelling is vertically above any part of the plot ratio area of any other but:
- does not include a grouped dwelling;
 - and includes any dwellings above the ground floor in a mixed use development.

Please refer to the R-Codes to view the deemed-to-comply requirements.

Note: In order to encourage the construction of liveable dwellings, Council will generally give consideration to applications proposing floor areas of up to 100m², provided the proposal includes a car parking space dedicated to the ancillary dwelling and all other deemed-to-comply requirements are satisfied.

Building Permit

A building permit application is required to be submitted to the City. The ancillary dwelling will need to meet the safety (structural and fire), health, amenity and sustainability requirements of the Building Code of Australia.

Gross Rental Value

For information, the construction of an ancillary dwelling increases the Gross Rental Value of the property. The Valuer General's Office is responsible for the amendment of the Gross Rental Value of properties and advises the City's Rates Department accordingly. The Rates Department will then issue an interim rating adjustment.

Servicing

You may need to install new meters or sub-meters for electricity, gas or water, depending on how you plan to rent the ancillary dwelling. You should contact relevant gas and electricity distributors and the Water Corporation to understand the different option available and which one suits you best. You are also likely to need a licensed electrician or plumber to install any new services.

Landlords and Tenants Information

Please contact the Department of Commerce:

Website: www.commerce.wa.gov.au/ConsumerProtection/

Phone: Consumer Protection Advice Line 1300 30 40 54