

Definition

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'.

Frequently asked questions

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 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 the allowed time frames prior to lodging your application and that your application documentation is complete.

Shire of Capel reserves the right to request additional information if it is deemed necessary following a detailed assessment of the application. Should further information be required 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 an extended period.

Uncertified Building Applications:

An Uncertified Building Application can be submitted for Class 1 structures such as an ancillary dwelling.

The Shire 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 as part of the application process.

Certified Building Applications:

A Certified Building Application can be submitted for all Class of structures.

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

The Shire 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 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 up to a further 6 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 within 7 days of completing the prescribed building works.

Building Application Checklist – BA2 Uncertified Application

Approvals and Forms	Further Information	Attached	
		Yes	N/A
Development Approval	Development approval may be required prior to lodgement of a building application. Planning Information Sheets are available from the Shire's Website www.capel.wa.gov.au or from the front counter at the Shire's Administration Office. Please contact the Shire of Capel's Planning Department to ascertain if development approval will be required for your application.	<input type="checkbox"/>	<input type="checkbox"/>
Health Approval	Health approval may be required prior to lodgement of a building application. Information Sheets are available from the Shire's Website www.capel.wa.gov.au or from the front counter at the Shire's Administration Office. Please contact the Shire of Capel's Health Department to ascertain if there are any health requirements for your application.	<input type="checkbox"/>	<input type="checkbox"/>
BA2 Form	These application forms are available from the Shire's Website www.capel.wa.gov.au or from the front counter at the Shire's Administration Office	<input type="checkbox"/>	<input type="checkbox"/>
Fees	Refer to the Shire's 'Building Services Fees and Charges' information sheet at www.capel.wa.gov.au – also available at the front counter at the Shire's Administration Office.	<input type="checkbox"/>	<input type="checkbox"/>
Building Construction Industry Training Fund (BCITF) levy payment form or receipt	Required for building works with a value greater than \$20,000. The BCITF levy can be paid online, please visit the following website Corporate site - Logon Page (bcitf.org) , receipt of payment must be provided for all online payments.	<input type="checkbox"/>	<input type="checkbox"/>
Required Documents	One Copy of all documents required	Yes	N/A
Site Plan	<i>Drawn to scale (1:200) and to include the following detail:</i> <ul style="list-style-type: none"> • Location and dimensions of the proposed building(s) • Location of all existing structures on the property • Measurement from the boundaries to the proposed building • Location of stormwater drainage septic tanks and leach • Location of any buildings or structures to be demolished • Existing and proposed ground levels • Extend of any cut and fill including gradients • North Point 	<input type="checkbox"/>	<input type="checkbox"/>
Floor Plan	<i>Drawn to scale (1:100) and to include the following detail:</i> <ul style="list-style-type: none"> • outlines of any existing buildings on-site, illustrating layout, partitioning, wall structure type and thickness, room sizes, finished floor levels, locations of any stairs, locations of essential fire safety measures (if any), window and door locations and sizes, floor levels and steps on floor levels (RLs), and intended uses of each part of the building. 	<input type="checkbox"/>	<input type="checkbox"/>
Elevation	<i>Drawn to scale (1:100) and to include the following detail:</i> <ul style="list-style-type: none"> • proposed external finishes • cladding type and roof materials, • heights of any proposed buildings measured from ground level • outlines of existing buildings on the site • window sizes and locations • location/position of all buildings/structures • demonstrate chimneys, flue exhaust vents, duct inlets or outlets levels for roof ridge, floor, and ceiling (shows as RLs)	<input type="checkbox"/>	<input type="checkbox"/>

Building Application Checklist – BA2 Uncertified Application

Required Documents	One Copy of all documents required	Yes	N/A
Sections	<p><i>Drawn to scale (1:100) and to include the following detail:</i></p> <ul style="list-style-type: none"> proposed method of construction of key building elements (roof, wall, floor, footings/slab, beams etc.), illustrating proposed external finishes and heights of any proposed buildings. 	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Services Plan	Floor plan that shows locations of proposed lighting, exhausts, interconnected smoke alarms etc.	<input type="checkbox"/>	<input type="checkbox"/>
Termite Management Certificate	A Certificate from a Certified Pest Company or Inspector detailing that they have been contracted for the project and stating the materials/chemicals proposed (eg. chemical and physical barriers), conforming with Australian Standard AS3660.1 and Part 3.1.4 of the BCA. Refer to ' Termites and your home ' Department of Mines, Industry Regulations and Safety publication.	<input type="checkbox"/>	<input type="checkbox"/>
Specifications	Specifications are required to describe the standard, including references to the relevant Australia Standards, to which a building is to be constructed in terms of structural, operational, and aesthetic aspects. Associated plans must also demonstrate compliance with the specifications.	<input type="checkbox"/>	<input type="checkbox"/>
Structural Engineer's Certification	<p>Detailed Structural Plans that are signed, dated, and certified by a suitably qualified structural engineer, including the site and wind classification and the following components for the proposed building.</p> <ul style="list-style-type: none"> footings, piers, slab reinforcement, steel frames/beams, timber frame, truss tie down and bracing plans, support for party walls <p>Engineering plans for slabs, footings, piers should refer to the site soil classification to which they are designed, and any soil classification reports submitted with the application where required.</p>	<input type="checkbox"/>	<input type="checkbox"/>
Soil Test Report (Site Soil Classification)	This is a report prepared following geotechnical investigation/assessment by a NATA accredited laboratory in which the soil classification (or site classification) is identified, and which is used to ensure that footing/pier details have been designed correctly by a structural engineer.	<input type="checkbox"/>	<input type="checkbox"/>
Energy Efficiency Report	An Energy Efficiency Report along with stamped plans <u>certified and signed</u> by an accredited qualified energy assessor is required.	<input type="checkbox"/>	<input type="checkbox"/>
Bushfire Attack Level Assessment (if applicable)	If required, please refer to BAL zone mapping on DEFS website .	<input type="checkbox"/>	<input type="checkbox"/>
Home Indemnity Insurance	Residential building work contracts in Western Australia are governed by the Home Building Contracts Act 1991 (the Act). If residential building work valued over \$20,000 is to be undertaken, the Act requires that a builder take out home indemnity insurance in the name of the owner before accepting payment or commencing work. Refer to ' Home Indemnity Insurance ', Department of Mines, Industry Regulations and Safety information sheet	<input type="checkbox"/>	<input type="checkbox"/>

Building Application Checklist – BA2 Uncertified Application

Required Documents	One Copy of all documents required	Yes	N/A
Registered Builder Details or Owner Builder Certificate	Not required if less than \$20,000. Further exemptions may apply, refer to ' Do I need to be a registered builder? ' Department of Mines, Industry Regulations and Safety information sheet	<input type="checkbox"/>	<input type="checkbox"/>
Encroachments/work affecting other land	All consents or court order must be obtained if part of a building or incidental structure is proposed to be placed beyond the boundaries of the works land or if the building work may adversely affect land beyond the boundaries of the works land	<input type="checkbox"/>	<input type="checkbox"/>

Further Information

If your application is incomplete, it may be rejected or refused. The Shire of Capel reserves the right to request additional information if it is deemed necessary following a detailed assessment of the application. This checklist should be completed for all applications.

Disclaimer

The information contained in this brochure is intended as a guide only. It is recommended that the advice and assistance of the Shire's Building Services be sought prior to lodgement of a Building Application. The Shire of Capel disclaims any liability for any damages sustained by a person acting on the basis of this information.

Building Application Checklist – BA1 Certified Application

Approvals and Forms	Further Information	Attached	
		Yes	N/A
Development Approval	Development approval may be required prior to lodgement of a building application. Planning Information Sheets are available from the Shire's Website www.capel.wa.gov.au or from the front counter at the Shire's Administration Office. Please contact the Shire of Capel's Planning Department to ascertain if development approval will be required for your application.	<input type="checkbox"/>	<input type="checkbox"/>
Health Approval	Health approval may be required prior to lodgement of a building application. Information Sheets are available from the Shire's Website www.capel.wa.gov.au or from the front counter at the Shire's Administration Office. Please contact the Shire of Capel's Health Department to ascertain if there are any health requirements for your application.	<input type="checkbox"/>	<input type="checkbox"/>
BA1 Form	These application forms are available from the Shire's Website www.capel.wa.gov.au or from the front counter at the Shire's Administration Office	<input type="checkbox"/>	<input type="checkbox"/>
Fees	Refer to the Shire's 'Building Services Fees and Charges' information sheet at www.capel.wa.gov.au – also available at the front counter at the Shire's Administration Office.	<input type="checkbox"/>	<input type="checkbox"/>
Building Construction Industry Training Fund (BCITF) levy payment form or receipt	Required for building works with a value greater than \$20,000. The BCITF levy can be paid online, please visit the following website Corporate site - Logon Page (bcitf.org) , receipt of payment must be provided for all online payments.	<input type="checkbox"/>	<input type="checkbox"/>
Required Documents	One Copy of all documents required	Yes	N/A
BA3 Certificate	BA3 – Certificate of Design Compliance (CDC)	<input type="checkbox"/>	<input type="checkbox"/>
Plans & Specifications	A copy of all plans & specifications specified in the CDC	<input type="checkbox"/>	<input type="checkbox"/>
Technical Certificate	A copy of each technical certificate relied on by the building surveyor	<input type="checkbox"/>	<input type="checkbox"/>
Home Indemnity Insurance	Residential building work contracts in Western Australia are governed by the Home Building Contracts Act 1991 (the Act). If residential building work valued over \$20,000 is to be undertaken, the Act requires that a builder take out home indemnity insurance in the name of the owner before accepting payment or commencing work. Refer to ' Home Indemnity Insurance ', Department of Mines, Industry Regulations and Safety information sheet	<input type="checkbox"/>	<input type="checkbox"/>
Encroachments/work affecting other land	All consents or court order must be obtained if part of a building or incidental structure is proposed to be placed beyond the boundaries of the works land or if the building work may adversely affect land beyond the boundaries of the works land	<input type="checkbox"/>	<input type="checkbox"/>

Further Information

If your application is incomplete, it may be rejected or refused. The Shire of Capel reserves the right to request additional information if it is deemed necessary following a detailed assessment of the application. This checklist should be completed for all applications.

Disclaimer

The information contained in this brochure is intended as a guide only. It is recommended that the advice and assistance of the Shire's Building Services be sought prior to lodgement of a Building Application. The Shire of Capel disclaims any liability for any damages sustained by a person acting on the basis of this information.

Department:	Building	Next review:	March 2025
Reviewer:	Building Surveyor	Adopted:	March 2023
Amended:	March 2023	Version:	1