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Synergy Reference No: NIS06563.1

ANCILLARY ACCOMMODATION

What Is Ancillary Accommodation?

Ancillary Accommodation is self-contained living accommodation (ie a granny flat) on the same site as a house and may be attached or detached to the primary house.

The occupier of the Ancillary Accommodation *must be a family member* of the occupier in the primary house on the lot.

What Approvals Will I Need?

A Building Licence and Planning Scheme Consent are required for Ancillary Accommodation. Applications for a Building Licence can only be made to the City of Albany's building section once Planning Scheme Consent has been issued.

To apply for Planning Scheme Consent you will need to:

- Complete a Planning Scheme Consent application form;
- Supply 4 copies of a scaled site plan (preferably A3 or A4 size). Refer to Planning Scheme Consent information sheet;
- Supply 4 copies of a floor plan and elevations of the proposed and existing building;
- Supply a brief letter explaining the nature of the activity; and
- Refer to the Planning Scheme Schedule of Fees and pay the application fee for the Planning Scheme Consent.

To apply for a Building Licence you will need to:

- Complete a Building Licence Application Form;
- Supply at least two sets of site plan, floor plan, elevations and full specifications;
- Provide one set of your plans that have been stamped by the Water Corporation;
- Supply a septic application form if applicable;
- Provide the original signed certified documentation from a practicing Structural Engineer for your proposed building work if required;
- Supply an offer and acceptance if the property has recently been purchased; or
- Provide an original Indemnity Insurance Certificate if the value of the work is over \$12,000 and being undertaken by a registered builder;
- Provide a signed Owner Builder Registration Certificate if work is being undertaken by the owners.

Are There Any Special Requirements?

Each of the following criteria must be met:

- The zoning of the land is;
Residential; or
Rural; or
Future Urban/Residential Development; or
The relevant provisions of the Special Rural, Special Residential or Conservation Zone accommodate Ancillary Accommodation.
- The Ancillary Accommodation does not exceed 75m² internal floor area.
- The principal dwelling and the Ancillary Accommodation exhibit architectural sympathy and consistency in terms of design, textures and colours or the proposed Ancillary Accommodation is of a transportable nature and does not adversely affect the amenity of the area in terms of building material, effluent disposal or access.
- The proposal does not require the installation of a second complete effluent disposal system.
- The applicant agrees to enter into a legal agreement, and pay all associated costs, which shall bind the owner, his/her heirs and successors in title, requiring that the occupier of the Ancillary Accommodation shall be a family member of the occupier in the primary dwelling. This agreement is to be finalised prior to issue of the Building Licence.
- If the application is for Ancillary Accommodation in the "Rural", "Special Rural" or the "Special Residential" Zone, then the application will need to be advertised in a local newspaper, at the applicant's cost.

The Assessment Process

- Once the Planning Scheme Consent Application has been approved, then the legal agreement can be drafted and restrictive covenant registered, with the applicant responsible for all associated costs. Once that has been registered on the Certificate of Title, the details may be submitted for the issue of a Building Licence.
- Construction must not commence until Council's Building Surveyor has issued a Building Licence.

More Information.....

Should you have any questions or require any further information, please contact a member of the Planning Team by either phoning on 9841 9383, by email planning@albany.wa.gov.au or in person at the City Offices.

**** DISCLAIMER ****

This information sheet is a guide only. Verification with original Local Laws, Acts, Planning Schemes, and other relevant documents is recommended for detailed references. The City of Albany accepts no responsibility for errors or omissions.