

Planning Application Granny Flat (Ancillary Dwelling) Checklist

one city diverse places



When is a planning application required for an Ancillary Dwelling (Granny Flat)?

Zones	A planning application for a granny flat or ancillary dwelling is required in the following instances
<p>All zones that the R-Codes apply to, which may include:</p> <ul style="list-style-type: none"> • Residential Development • Residential Redevelopment • Residential • City Centre - Commercial Deferred • City Centre - Residential • City Centre - Mixed Use • Some Special Use Zones 	<ul style="list-style-type: none"> • The property is located within a bushfire prone area and <ul style="list-style-type: none"> ○ has a total lot area greater than 1100m²; and ○ has a BAL-40 or BAL-FZ rating; • it is located within a Heritage Area; • it contains a place on a Local Heritage List and/or <u>State Register of Heritage Places</u>; or • the development area on the property is affected by floodway and/or flood fringe; or • the property is within an Airport Noise Contour; or • the property is within or abutting the Swan River Trust Development Control Area; or • the lot is less than 450m² in area; • the ancillary dwelling's plot ratio exceeds 70m²; • where the property is located: <ul style="list-style-type: none"> ○ greater than 800m from a train station on a high frequency rail route (measured in a straight line from the pedestrian entry to the train station platform to any part of the lot) and does not provide 1 additional car parking bay; or ○ greater than 250m from a high frequency bus route (measured in a straight line from the pedestrian entry to the train station platform to any part of the lot) and does not provide 1 additional car parking bay; • does not comply with the <u>R-Codes</u> provisions that relate to Single Houses with the exception of the following: <ul style="list-style-type: none"> ○ 5.1.1 Site area; ○ 5.2.3 Street surveillance (except where relocated on a lot with secondary street or right-of-way access); and ○ 5.3.1 Outdoor living areas;
<p>General Rural Special Rural Swan Valley Rural Zones Rural Living Rural Residential Landscape and Resource</p>	<p>A granny flat or ancillary dwelling requires planning approval in all instances.</p>

When is an Ancillary Dwelling not a Fast Track application?

An Ancillary Dwelling is **not** a Fast Track application in the following instances:

- When it proposes significant variations to the City's Ancillary Accommodation – Local Planning Policy and/or the Residential Design Codes of WA.
- Require Council to determine the application as opposed to determination under Delegated Authority
- Involve a property which is within a Heritage Area or on a Heritage List and proposes development which is visible from a public space (i.e. street, park etc);
- Require one or more State Government Agency referrals or Committee referrals;
- Is a retrospective application; or
- Require public consultation with neighbouring and surrounding landowners.

Granny Flat (Ancillary Dwelling) Checklist

How do I prepare my planning application?

The following information is required to be included in your planning application. You may submit your application to City via post or in person. Please note that the City does not currently accept electronic planning applications.

Documents	When are they required?
1. Completed City of Swan Planning Application Form	Always
2. Completed WAPC Metropolitan Region Scheme Form 1	Always
3. Payment of relevant Planning Fess & Charges	Upon receipt of your application we will invoice you
4. A current ASIC Search Extract from the Australian Securities and Investment Commission (ASIC) database.	Only when the owner of the property is a company or business
5. Current copy of the property's Certificate of Title	Always
6. Completed Granny Flat (Ancillary Dwelling) Checklist & Questionnaire	Always
7. One (1) Site feature survey	Always
8. Three (3) copies of a Site Plan drawn to scale	Always
9. Three (3) copies of a Floor Plan drawn to scale	Always
10. Three (3) copies of a set of Elevation Plans drawn to scale	Always
11. One (1) copy of a Stormwater Plan	Always
12. Completed Heritage area – Checklist and Questionnaire	If your property is in a Heritage Area or on the Local Heritage List or State Register of Heritage Places
13. <u>Bushfire Attack Level (BAL) Assessment</u> The City may accept a <u>Bushfire Attack (BAL) Contour Map</u> in-lieu of a <u>Bushfire Attack Level (BAL) Assessment</u> where it has been prepared for a recently approved subdivision, provided it: <ul style="list-style-type: none"> • is at a scale that is appropriate to the development; • clearly shows the indicative acceptable BAL rating across the subject site; • the subdivision layout and design has not been altered; • the site conditions have not changed; • City staff considered the original BAL Contour Map to contain no errors; • was prepared in accordance with the WAPC's <u>Guidelines for Planning in Bushfire Prone Areas</u>; and • was prepared by an accredited Bushfire Practitioner. 	If your property is located within a designated bushfire prone area
14. An assessment against the Bushfire Protection Criteria contained within the WAPC's <u>Guidelines for Planning in Bushfire Prone Areas</u> and demonstrating compliance within the boundary of the development application. This information can be provided in the form of a <u>Bushfire Management Plan</u> or an amended Bushfire Management Plan where one has been previously endorsed.	If your property is located within a designated bushfire prone area

Granny Flat (Ancillary Dwelling) Questionnaire

one city diverse places



1. Is the Ancillary Dwelling associated with a Single House that is on the same property? Yes No

2. What is the total area of the subject property? _____

Note – If the site area is less than 450m² a planning application is required.

3. What is the plot ratio of the proposed granny flat? _____

Note – if the plot ratio is greater than 70m² a planning application is required.

4. Which of the following locational scenarios best describes the subject property?

It is located within 800m of a train station on a high frequency rail route.

Note – in this instance no additional car parking is required to be provided on site.

It is located with 250m of a high frequency bus route.

Note – in this instance no additional car parking is required to be provided on site.

It does **not** meet either of the above two scenarios.

Note – in this instance one additional car parking space is required to be provided on site. If this requirement is not satisfied, a planning application is required.

5. What is the total number of car parking spaces provided on the subject property? _____

Please clearly illustrate these on the Site Plan.

6. What type of effluent disposal system is proposed? _____

Further Information

If you need further information about planning in Swan:

Visit our website: [www.swan.wa.gov.au/Planning, Building, & Engineering/Planning](http://www.swan.wa.gov.au/Planning,_Building,_&_Engineering/Planning)

Call us: 9267 9267 (between 8:00am and 5:00pm, Monday to Friday)

Visit us: 2 Morrison Rd, Midland (between 8:00am and 4:30pm, Monday to Friday)

Document Control Table

Customer Checklist Owner			
Business Unit Name	Officer Title		Contact Number
Statutory Planning	Coordinator Statutory Planning Reform		(08) 9267 9691
Document Ref.	Doc. Set ID 1711967	Review Frequency	Needs basis - when statutes, regulations or policy change.

Version	Decision Reference	Decision Date	Changes/Actions
1	Coord. Stat. Planning Reform	18/08/2011	Created
2	Coord. Stat. Planning Reform	10/10/2011	Published Customer Checklist
3	Coord. Stat. Planning Reform (Acting)	06/08/2013	Minor Amendments – Published Customer Checklist
4	Coord. Stat. Planning Reform (Acting)	02/09/2013	Minor Amendments – Published Customer Checklist
5	Coord. Stat. Planning Reform (Acting)	07/02/2014	Removed questionnaire – published Customer checklist
6	Coord. Stat. Planning Reform (Acting)	30/04/2014	Minor Amendments – Published Customer Checklist
7	Coord. Stat. Planning Reform (Acting)	10/07/2014	Minor Amendments – Published Customer Checklist
8	Coord. Stat. Planning Reform	08/07/2017	<ul style="list-style-type: none"> Updated to reflect the new interpretation of the 2015 Regulations exemption criteria & the website content. Published.

