



Dwelling / Ancillary Dwelling / Alterations and Additions to Residential Dwellings – Building Application

What Can I Build?

Dwelling

A dwelling is a building 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.

Ancillary Dwelling

An ancillary dwelling (also granny flat) 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.

Ancillary dwellings are limited to a maximum area of 70m²; this does not include associated open structures such as a verandah or carport. This may be varied with a submission of a Planning Application to the City 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.

Utilities & Services

Depending on your setup, you may need:

- New or separate meters for electricity, gas or water
- A standalone septic system or sewage connection
- Approval for any additional plumbing or drainage

Alterations and Additions to Residential Dwellings

Renovation, repair and improvement to a dwelling may not need a permit if the proposed work does not affect or alter the structural integrity of the building (superficial). Proposed works that do affect and alter structural integrity of the building will require a Building Permit from the City.

If you are unsure if the works require a Building Permit please contact the City's Building Services Team on 9273 6000.

Do I Need a Building Permit?

Yes. The *Building Act 2011* states that a Building Permit is required for new dwellings, new ancillary dwellings or any renovation, repair and improvement to a dwelling that affects or alters the structural integrity of the dwelling. You must obtain a Building Permit from the City of Vincent before commencing building work.

Certified Building Applications

Prior to lodging a Certified Building Application to the City, a private Building Surveying Practitioner would need to be engaged to issue a Certificate of Design Compliance. You can find a list of private registered Building Surveyors [here](#).

The City has up to 10 business days from the date of lodgment to assess the application.

Uncertified Building Applications

The City has up to 25 business days from the date of lodgment to assess the application. The required Certificate of Design Compliance will be issued by the City as part of the application process.

CHECKLIST – Click on wording in green to go to the detail of information to submit (listed below)



INFORMATION	WHEN IT IS REQUIRED?	PROVIDED RECIEVED
Completed Building Permit Application – BA1 (Certified) OR BA2 (Uncertified)	Always	<input type="checkbox"/> <input type="checkbox"/>
	Either BA1 OR BA2 required	<input type="checkbox"/> <input type="checkbox"/>
Construction Training Fund Levy Form (CTF) – Fee - CTF receipt / proof of pre payment	if works exceed \$20,000 Link to CTF levies - here	<input type="checkbox"/> <input type="checkbox"/>
Owner-Builder Approval / Certificate (if applicable) Owner-Builder Approval / Certificate from the Building Services Board (Department of Local Government, Industry Regulation and Safety)	if works exceed \$20,000	<input type="checkbox"/> <input type="checkbox"/>
Certificate of Title and/or Diagram of Survey	Preferrable	<input type="checkbox"/> <input type="checkbox"/>
Building Permit Application - Fee Building Permit Application Fee plus associated State levies Refer to the Building Application Fee Schedule	Always	<input type="checkbox"/> <input type="checkbox"/>
Home Indemnity Insurance	Exemptions: Excludes pools, Carports, Fence, Pergola, Landscaping) Owner/Builder applications within 6 months Further exemptions can be found on LGIRS - LGIRS - here	<input type="checkbox"/> <input type="checkbox"/>
Planning Approval Planning Approval or Written Advice issued by the City of Vincent’s Statutory Planning Services DA No -	If Applicable	<input type="checkbox"/> <input type="checkbox"/>
Consents/Works Affecting Other Land BA20 and / or BA20A <ul style="list-style-type: none">Completed BA20Completed BA20A This is between neighbours and is outside of the building permit approval process but if you have a copy, please submit	if building work adversely affects land beyond the boundaries to ensure that there is compliance with s 77 and s 77 of the <i>Building Act 2011</i>	<input type="checkbox"/> <input type="checkbox"/>
	if building work affects a party wall, removal of fences and gates or access adjoining land to do the work in compliance with s 78, 79, 80, 81, 84 and s 85 of the <i>Building Act 2011</i>	<input type="checkbox"/> <input type="checkbox"/>
Certificate of Design (CDC) – For BA1 (certified) If not submitted this will delay assessment of building application and may not be considered	If BA1 Submitted Not Applicable to BA2	<input type="checkbox"/> <input type="checkbox"/>
Architectural Plans / Drawings	Always	<input type="checkbox"/> <input type="checkbox"/>
Site Plan (minimum scale 1:200)	Always	<input type="checkbox"/> <input type="checkbox"/>
Floor Plan (minimum scale 1:100)	Always	<input type="checkbox"/> <input type="checkbox"/>
Elevations (minimum scale 1:100)	Always	<input type="checkbox"/> <input type="checkbox"/>
Cross Sectional View (minimum scale 1:50)	Always	<input type="checkbox"/> <input type="checkbox"/>



INFORMATION	WHEN IT IS REQUIRED?	PROVIDED RECIEVED
Specifications	Always	<input type="checkbox"/> <input type="checkbox"/>
Energy Efficiency Documentation	Always	<input type="checkbox"/> <input type="checkbox"/>
Termite Management Certificate Details of Termite Management (eg. chemical and physical barriers)	Always	<input type="checkbox"/> <input type="checkbox"/>
Structural Engineers Plans and Details	Always	<input type="checkbox"/> <input type="checkbox"/>
Soil Classification	Always	<input type="checkbox"/> <input type="checkbox"/>
Footing and Slab Details	Always	<input type="checkbox"/> <input type="checkbox"/>
Structural Beams	Always	<input type="checkbox"/> <input type="checkbox"/>
Roof Construction/Tie Down Details	Always	<input type="checkbox"/> <input type="checkbox"/>
Retaining Walls	If applicable	<input type="checkbox"/> <input type="checkbox"/>
Decking or Incidental Structures	If applicable	<input type="checkbox"/> <input type="checkbox"/>
Decking or Incidental Structures <ul style="list-style-type: none"> applicable, must include a full material schedule, member sizes and spacings, span lengths, footings, slab details, fixings, connection details, and evidence of compliance with the NCC and all relevant Australian Standards. 	If applicable	<input type="checkbox"/> <input type="checkbox"/>
Underpinning, Sheet Piling, Grout Injection to Existing Buildings		
Bushfire Attack Level Assessment	If applicable	<input type="checkbox"/> <input type="checkbox"/>
Swimming Pool/Spa Safety Barrier Information	If applicable	<input type="checkbox"/> <input type="checkbox"/>

How to Submit an Application?

You can lodge your building permit application to the City via the following methods:

- Email - mail@vincent.wa.gov.au (Dropbox or OneDrive).
- In person - City's administration building located at 244 Vincent Street, Leederville.
- Post - PO Box 82, Leederville WA 6902

How Long Does It Take to Get a Permit?

The *Building Act 2011* sets time frames in which the City has to assess and determine an application for a Building Permit. The applicable timeframe depends on whether the building application is Uncertified or Certified.

Should further information be required by the City 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 a mutual consent has been granted for a further 21 days.

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 City within seven days of completing the prescribed building works.



If a bond was request and paid then you can apply for the bond refund here - [Infrastructure Protection Bond Refund Application » City of Vincent](#)

Other Permits

Other specific permits may be required. This may include

Work zone permits

Issued by Ranger Services. This is for Skip Bins, ROW obstructions etc

[Application for a Permit for Works-Placement in Road Reserve Form » City of Vincent](#)

Crossover Application

Verge Paving Application

Details on how to submit these application and others can be found - [Verge & Driveway Crossover Regulations and Applications](#)

Detail of Information to Submit

Incomplete applications will not be accepted and will be returned to the applicant with a list of outstanding items.

Please read through the below information required. A request for further information may delay assessment of applications and be refused upon insufficient information.

BA1 (Certified) OR BA2 (Uncertified)

- BA1 **or** BA2 to be **signed** by, each owner of the land, unless exempt or provide written authorisation
- BA1 **or** BA2 indicate estimated value of building work (including GST)
- Registered Builder's Details – Builder must provide their **registration number** if works exceed \$20,000
- Builder's Details – Builder must **sign** the BA1 or BA2
- BA1 or BA2 application forms can be downloaded from the [LGIRS](#) website

Home Indemnity Insurance

- Original copy of the Home Indemnity Insurance Certificate under the provisions of the Home Building Contracts Act 1991 from an approved insurer.
- Ensure names, address, contract value details are correct

Planning Approval

If a Planning Approval was granted, all conditions of the planning approval must be satisfied before submitting a Building Application. Planning conditions **not** satisfied will delay assessment of the Building Application.

For further information on Ancillary Dwelling refer to the [Ancillary Dwelling Information Sheet](#)

For further information on Small Dwelling refer to the [Small Dwellings Information Sheet](#)

For further information on Outbuildings refer to the [Outbuilding Information Sheet](#)

For further information on Driveways and Crossovers refer to the [Driveways and Crossover Information Sheet](#)

If you are unsure if the works require Planning Approval, please contact the City's Planning Services team on 9273 6000.

Certificate of Design (CDC) – For BA1 (certified)

- Provide a Certificate of Design Compliance (CDC) BA3 that is signed by a registered Building Surveyor specifying the relevant Drawings, Specifications and Technical Documents for each proposed structure and confirming compliance with the National Construction Code (NCC) / Building Code of Australia (BCA) and all referenced standards. The CDC will need to accompany the application for a Building Permit Certified Form BA1
- Ensure that all documents stated on the Certificate of Design Compliance, (Drawings, Specifications and Technical Certificates) are attached in order as stated on the CDC and lodged with the application

Architectural Plans / Drawings

- ONE complete set of Plans, Specifications, Technical Certificates and Details must be submitted with the application. All plans and details must be legible, drawn to scale and not less than A4 sheet in size.
- **New and Existing Work** - All new work shall be clearly delineated on the drawings as distinct from existing work by colouring or other suitable means

Site Plan (minimum scale 1:200)

- Street names, lot number, and title reference to the site
- The size and shape of the site including property boundaries, their dimensions and existing buildings to be clearly shown
- A feature / contour survey of the property showing a datum point, contour lines, spot levels and relative levels of the site

- The proposed finished floor level to the new ancillary dwelling
- Setback distances from the property boundaries to the proposed building/s and distance away from other existing buildings / structures on the property to be clearly indicated
- Height and extent of proposed earthworks
- Existing sewer, stormwater drains or easement locations
- Location and sizes of stormwater drain / disposal system
- Location of septic tanks if no sewer is available
- Location and heights of stabilised embankments or retaining wall/s
- The position of street trees, if any, between the site and the roadway
- Show structures on adjoining land (fences, retaining walls, buildings)
- Clearly indicate the North point

Floor Plan (minimum scale 1:100)

- A floor plan of every storey
- All dimensions of the proposed building/s
- Room names
- Sunken areas (where applicable)
- Location and dimensions of windows and doors
- Smoke alarm / detector locations
- Ridge, hip, valley, eaves line and down pipe locations
- Construction of the walls, floors and roofs
- Location of mechanical ventilation
- Any other information that the building surveyor may require, all clearly figured and dimensioned

Elevations (minimum scale 1:100)

- All elevations indicating external walls, windows and roof
- Existing ground level at the external wall and at the boundary, including proposed ground and finished floor levels
- Location, dimensions and area of doors and windows (including direction of opening) eg. fixed, sliding, awning
- Height of ceiling and the heights of each storey
- Roof pitch
- Types of materials used
- Location of insulation / Radiant Barrier Material

Cross Sectional View (minimum scale 1:50)

- One or more sections, transverse, longitudinal
- Finished ground level
- Type of floor structure e.g. concrete footing slab or frame
- Sunken areas (where applicable)
- Height of ceilings

Specifications

- ONE set of complete specifications describing materials and method of construction, indicating that the dwelling will be constructed in accordance with the specifications provided and comply with the National Construction Code / Building Code of Australia / Australian Standards

Energy Efficiency Documentation

- An Energy Efficiency Report and complete set of Architectural Plans / Drawings stamped, certified and signed by an accredited qualified energy assessor

Structural Engineers Plans and Details

- ONE set of Structural Engineers Plans and Details must be designed, certified / signed by a practising Structural Engineer



Soil Classification

- If required a Geotechnical Report as per the National Construction Code / Building Code of Australia and relevant Australian Standard/s

Footings and Slab Details

- Concrete specifications
- Depth and type of footing including dimensions
- Reinforcement size and location
- Slab thickness
- Waterproof membrane location

Structural Beams

- Structural beams should be designed, certified / signed by a Structural Engineer and comply with the National Construction Code/ Building Code of Australia.

Roof Construction/Tie Down Details

- The Roof and tie down details should be designed, certified / signed by a Practising Structural Engineer indicating that the roof will be constructed and held down in accordance with the relevant Australian Standard

Retaining Walls

- Sectional detail and specification of materials to be used. Retaining walls exceeding 500mm in height must be designed, certified / signed by a practising Structural Engineer

Decking or Incidental Structures

- applicable, must include a full material schedule, member sizes and spacings, span lengths, footings, slab details, fixings, connection details, and evidence of compliance with the NCC and all relevant Australian Standards.

Underpinning, Sheet Piling, Grout Injection to Existing Buildings

- Details of protective works and underpinning must be designed, certified / signed by a practising Structural Engineer

Bushfire Attack Level Assessment

- If your build is located within a Bushfire Prone Area and required a BAL report and BAL certificate, full details and specifications must be supplied regarding all construction requirements under the relevant sections of AS3959 per your nominated Bushfire Attack Level.

Swimming Pool/Spa Safety Barrier Information

- Confirmation that the proposed safety barrier complies with AS 1926.1, 1926.2, 1926.3 and NCC requirements.
- If comprised of glass, a certificate from the installer that includes verification the glass pool fence system complies with AS 1288 and AS/NZS 2208
- The pool barrier to be illustrated on the Site Plan along with compliance statements with the applicable building standards
- If the barrier comprises of glass a copy of these documents is required
 - AS 1926.1 Section 3 Compliance reports from installer; and
 - a certificate from the installer that includes verification the glass pool fence system complies with AS 1288 and AS/NZS 2208.
- Structural drawings or certification signed by a practising structural engineer confirming adequacy of pool or spa structure, including liner design (if applicable).
- Photographs of the site for the proposed swimming pool (including boundaries)
- If decking/concrete around the pool is proposed, provide evidence that the pool compliance with Australian Standards.