

BEFORE YOU LODGE

Granny flats

Secondary dwellings sharing a lot with a house

A granny flat is a secondary dwelling that shares a lot with an existing or new house. This list covers what a certifier usually needs, whether the application is a complying development certificate or a development application with a construction certificate, lodged through the NSW Planning Portal. Tick items off as you gather them.

Needed for almost every application

- ☐ Certificate of title showing who owns the land and its lot and plan details.
- ☐ Landowner consent in writing when someone other than the owner lodges the application.
- ☐ Section 10.7 planning certificate confirming the zone and any controls that limit complying development.
- ☐ Detail survey showing levels, boundaries and the current house; your certifier will usually request it.
- ☐ Granny flat drawings: floor plan, elevations, sections and a site plan with setbacks.
- ☐ Engineer's structural drawings and specification for the footings and frame, with a site classification report.
- ☐ Estimate of the building cost, including GST, for the granny flat work.
- ☐ Previous approvals on the land from the last 20 years, such as council or road approvals, if readily available.
- ☐ Long service levy, 0.25% of the GST-inclusive build cost, if the granny flat work totals \$250,000 or above.

Granny flat specifics

Complying granny flats follow Schedule 1 of the Housing SEPP; confirm the current size limits with your certifier.

- ☐ Lot area check: complying development needs 450 m² or more, unless the flat is built wholly within the current house.
- ☐ Floor area calculation adding together the main house, the granny flat and any attached garage, carport, deck, patio or verandah.
- ☐ BASIX certificate issued for the new granny flat, with its commitments on the plans.
- ☐ Site plan showing both dwellings, and confirming the lot will hold only a main house and one granny flat.
- ☐ Zoning confirmation that the land is in R1 to R5, or in a zone where the LEP permits granny flats.
- ☐ Stormwater plan showing how roof water from the granny flat joins the site drainage.
- ☐ Combined details if the main house is also new, as both dwellings can go in one CDC.
- ☐ Specifications listing materials, waterproofing and any certified products relied on.

Only if it applies to your lot

- ☐ BAL certificate for bush fire prone land, prepared by council or a bush fire consultant.
- ☐ Flood control lot details, plus any certification your certifier needs to assess the site.
- ☐ Heritage check for heritage items or conservation areas, where complying development is generally restricted.

- ☐ Sewer and easement plotting, since a back yard granny flat often sits near mains and easements.
- ☐ Council approval for any protected tree inside the granny flat footprint.

Council fees, bonds and authority approvals

Amounts and triggers differ from council to council, so check the current figures with your council or certifier.

- ☐ Local infrastructure contributions (s 7.11 or s 7.12) under a plan; pay council before CDC work starts, and usually before a CC.
- ☐ DA holders: the approved consent and plans, plus evidence that conditions to be met before the CC are done.
- ☐ Council's small fixed fee for registering the issued CDC or CC; ask whether your certifier's quote covers it.
- ☐ Infrastructure security deposit, refunded once council finds no damage to its kerb, gutter, footpath or road, where council requires one.
- ☐ Council s 68 approval if the lot is unsewered and needs on-site effluent disposal, or the drainage ties into council's system.
- ☐ Building plan approval from Sydney Water through Tap in, or from Hunter Water in its area, before work starts.

After approval and before work starts

- ☐ Principal certifier engaged by the owner through the Planning Portal before site work begins.
- ☐ HBCF certificate for licensed work over \$20,000, in place before any money is paid.
- ☐ Owner-builder permit where you plan to build it yourself and the work exceeds \$10,000.
- ☐ Council told by a notice of commencement, 2 or more days before work starts.
- ☐ Neighbours within 20 m notified for a CDC, 7 days before work in metropolitan areas or 2 days in regional areas.
- ☐ Critical stage inspections arranged with the principal certifier, with notice before each stage.

Before paying for full plans, send CertifiBuild your lot details and a sketch layout for a plan assessment. We check lot size, floor area and setbacks against the Housing SEPP, so you learn early if a CDC is a realistic option.