

Desktop Planning Assessment Report

Customer Name

Project Address

Completed on Date Month 2025

Example Desktop Planning Assessment Report

Client Name,

Thank you for the opportunity to provide a Planning Assessment Report (report) for development on your property at **Project Address**.

The purpose of this report is to provide you with a written assessment on the likelihood of obtaining a development/building approval for a new structure on your property within the ACT.

We will ideally step through this report together at a Planning Assessment meeting, either online (via Zoom/MS Teams), or face to face in our Canberra office or at your property. If you have received this report via email and have questions prior to our meeting, please email or call me.

We note that you may only be investigating the planning parameters regarding an Extension now, however, to provide you with all practical options the report encompasses extensions, Secondary Residences and as appropriate, Dual Occupancy Housing, for your property in the event you change your objectives during the process.

Within this report we have taken into consideration ACT Planning law requirements and provided:

- An overview of residential development in the ACT and the approval requirements that may impacts the design, planning, approval, and construction of your development.
- The conditions that will need to be met to achieve building and development approval for the development on your project. See the **Planning Assessment Summary** in this document for specific considerations and conclusions for your block.
- Considerations, in the form of frequently asked questions, that will enable you to make informed decisions about development on your property. These are based on our experience with previous projects and customers.
- The next steps on how to engage our services.

This report will form our agenda for the Planning Assessment meeting where we will:

- Discuss the most suitable design for your needs and block
- Step through the considerations provided in this document to ensure a common understanding of decisions made for development on your block
- Outline project timelines and identify value/budget considerations.

Last year we helped over 60 Canberra families with their home extension and/or Secondary Residence projects. This year, we would love to assist you in designing, planning and building of your residential project.

Thank you for taking the time to read this report.

Kind regards



Frank Walmsley – Client Services Manager

0400446605 – clientservices@cgfb.com.au

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Client Overview

Client	Customer Name
Client Address	TBC
Project Address	Project Address
Property Type	Owner Occupier
Block Number	##
Section Number	##
Suburb/Division	Suburb
Land Use Zone	RZ1: Suburban
Housing Code	TBC
ACTMapi Link	https://www.actmapi.act.gov.au/
Pricefinder Link	https://app.pricefinder.com.au/v4/app?page=property/PropertyLink&service=external&action=property&propertyid=22524223
Block Size and Approval	798 m ²
When the block was approved	TBC
Block Type	Large block
Site coverage for block type	50%
Site Coverage rule for the block	40%
Site Coverage SQM	40%
Easements	NA
Heritage Status	NA
Protected, registered or regulated trees	Yes
Lease Purpose	Yes
Unimproved Value	\$1,000,000 for (2023/2024)
Rates	\$5,663 for (2023/2024)
Land Tax	\$10,651 for (2023/2024)
Settlement date Relevant for ICON works form	10/10/2023
Who Created	Support 27/05/2024

Development in the Australian Capital Territory (ACT)

ACT planning – Approval requirements

All development in the ACT is governed by the *ACT Planning Act 2023*, the *Territory Plan (2023)* and associated documents. Extensions, Secondary Residence and Dual Occupancy Housing require building approval and, depending on size and complexity, developments may also require development approval.

Building Approval (BA)

- BA ensures your project is built safely and follows the laws and codes.
- In some cases, you might be exempt and not need building approval, see *Building (General) Regulation 2008 Part 2 Section 6 Exempt buildings and building work generally* for more detail.
- BA is an assessment and clearance of the design completed by a private building certifier.

Development Approval (DA)

- A development outcomes report (DO report) is a formal application submitted to the Territory Planning Authority for permission to build a new structure in your area.
- The DA process considers the assessment requirements and the assessment outcomes in the *Territory Plan (2023)* as they relate to your area and your property.
- Residential Zone Policy – **Assessment requirements** are **mandatory development controls** specific to development types and must be addressed in the DO report – there are 22 requirements, documented in the *Territory Plan (2023) Part E Zone Policies E1 – Residential Zones Policy*.
- Residential Zone Policy – **Assessment outcomes** must be addressed in the DO report – there are 27 outcomes, documented in detail in the *Planning (Residential Zones) technical Specifications 2023 (No 2)*. The **DO report must demonstrate consistency** with the **assessment outcomes**.
- Extensions can sometimes be exempt from DA.
- All secondary residences and dual occupancy housing require a DA.
- The Territory Planning Authority is responsible for deciding applications for approval to undertake development – Part 3.2 Section 18 (k) *ACT Planning Act 2023*

ACT planning – Residential zones

The *Territory Plan (2023) Part E Zone Policies E1 – Residential Zones Policy* identifies permissible land uses and development types in residential zones RZ1 – RZ5. This document is primarily focused on extensions, secondary residences, and dual occupancy housing in the following zones:

- RZ1 – Suburban Zone – achieve and/or maintain low density residential neighborhoods in suburban areas.
- RZ2 – Suburban Core Zone – facilitate development or redevelopment of sites within reasonable proximity to local services to achieve a mix of low to medium density housing.

ACT Planning – Development

All development in the ACT:

- **Must** meet a set of **mandatory assessment requirements** related to both residential zones and site coverage. See appendix [Table 1 Assessment Requirements](#) for detail or refer to *Territory Plan (2023) Part E Zone Policies E1 – Residential Zones Policy*.
- Site coverage means the proportion of actual site covered by buildings, including balconies, basements, and any roofed structures such as terraces, pergolas, patios, and decks but excluding any part of awnings, eaves, and the like.
- **Needs to demonstrate compliance** with multiple **assessment outcomes**. See appendix Table 2 for a summary of the assessment outcomes, see *Planning (Residential Zones) Technical Specifications 2023 (No 2)* for further detail.

Extensions

Extensions are a residential redevelopment (RZ1 & RZ2) involving substantial alterations to an existing dwelling that would result in a significant change to the scale and/or character of the dwelling and:

- Must meet assessment requirements 1, 15, 16, 17, 19 – see appendix [Table 1 Assessment Requirements](#).
- Site coverage for single dwellings including proposed extension:

Block size	Block area
Large	40%
Mid-size	60%
Compact	70%

Secondary residences

Secondary residences are a second dwelling on a block which is subordinate to the principal dwelling on the block and:

- Must meet assessment requirements 1, 10, 11, 12, 13, 17, 19 – see appendix [Table 1 Assessment Requirements](#).
- The minimum block size for a secondary residence is 500m².
- The maximum dwelling size of a secondary residence is 90m². Dwelling size is the gross floor area measured to the outside face of external walls (including internal walls between the living areas and the garage) but excludes class 10 (ie: garage).
- Site coverage for single dwelling including secondary residence:

Block size	Block area
Large	40%
Mid-size	60%
Compact	70%

Dual occupancy housing

Dual occupancy housing, also referred to as multi-unit housing, allows a compliant block to be rezoned and treated as two separate blocks with separate titles and:

- Must meet assessment requirements 1, 2, 4, 5, 7, 9, 10, 11, 12, 13, 17, 19 – see appendix [Table 1 Assessment Requirements](#).
- Dual occupancy housing (multi-unit housing) in RZ1:
 - Site coverage is a maximum of 45% of the block area
 - Minimum block area for more than one dwelling: 800m²
- Dual occupancy housing in RZ2:
 - Site coverage is a maximum of 45% of the block area
 - Minimum block area for more than one dwelling: 700m²

Helpful links

ACT Government

The following are links to all relevant ACT Government resources used to develop this document:

- [ACT Planning website](#)
- [Planning Act 2023](#)
- [The Territory Plan](#)
 - Part A – Administration and Governance
 - Part B – Territory Plan Maps
 - Part C – Planning and Principles and Strategic Links
 - Part D – District Policies
 - Part E – Zone Policies
 - Part G – Dictionary
- [District Specifications](#)
- [Zone Specifications: Z1 Planning \(Residential Zones\) Technical Specifications 2023 \(No 2\)](#)
- [Building Act 2004](#)
- [Nature Conservation Act 2014](#)
- [Urban Forest Act 2023](#)
- [Heritage Act 2004](#)

Canberra Granny Flat Builders & Fixed Price Extensions

Our primary websites cgfb.com.au and fixedpriceextensions.com.au include several links you may find helpful:

- Design gallery for Secondary Residences: [Link](#)
- Design gallery for Fixed Price Extensions: [Link](#)
- Project Walkthrough videos Secondary Residences: [Link](#)
- Project Walkthrough videos Fixed Price Extensions: [Link](#)
- Project Walkthrough videos Custom Designs: [Link](#)
- Customer testimonials: [Link](#)
- The Process: [Link](#)
- Frequently Asked Questions: [Link](#)
- Our inclusions guide: [Link](#)
- Link to google reviews: [Link](#)

On a quarterly basis we do hold display homes and we would encourage you to attend one of these.

Planning assessment summary

On a yearly basis we assist 100s of families and clients across Canberra to manage their designs and planning approvals.

As you can see from the information provided previously, the ACT has a complex planning process. CGFB services include accountability for the end-to-end management and delivery of all stages of your development including initial design, inclusions, approvals, and build. We employ specialist teams dedicated to ensuring your design obtains all required planning approvals to commence, and complete, your build as efficiently as possible.

Planning assessment considerations for your property

Property address: Project Address	
<i>Site and land use</i>	
Residential zone	RZ1
Block type	Large
Site coverage	Current:
Heritage status	No
<i>Public space and amenity</i>	
Private open space	<u>Table 2 – Assessment Outcomes</u>
<i>Build form and building design</i>	
Building envelope	
Easements	NA
Boundary setbacks	<u>Boundary Setbacks Schedule 1 – Front boundary setbacks</u>
Solar building envelope & solar access	<u>Table 2 – Assessment Outcomes</u>
Building separation	<u>Table 2 – Assessment Outcomes</u>
Fences and walls	<u>Table 2 – Assessment Outcomes</u>
<i>Sustainability and environment</i>	
Protected, registered, or regulated trees	Yes See appendix for diagram detail.
<i>Parking, services, and utilities</i>	
Electric vehicle parking & charging	<u>Table 2 – Assessment Outcomes</u>
Car parking	<u>Table 2 – Assessment Outcomes</u>

Planning assessment conclusion

Based on the current information available to us it is our conclusion that you could proceed with the following:

Property Type	Does your block meet the Property Type?	% probability of building a compliant property	Possible Approvals required to build your project
Extension	Yes/No	99%	1. Building approval <input type="checkbox"/> 2. Development approval <input type="checkbox"/>
Secondary residence	Yes/No	90%	1. Building approval <input type="checkbox"/> 2. Development approval <input type="checkbox"/>
Dual occupancy housing	Yes/No	50%	1. Building approval <input type="checkbox"/> 2. Development approval <input type="checkbox"/>

Please note we only undertake a development application if we believed it has a greater than 90% likelihood of approval.

Boundary Setbacks Schedule 1 – Front boundary setbacks

Planning (Residential Zones) Technical Specifications 2023 (No 2)

Table 1: Single dwelling front boundary setbacks – blocks in subdivisions approved originally before 18 October 1993

	Block size	front boundary setback	exceptions		
			front boundary setback to secondary street frontage	front boundary setback to public open space or pedestrian paths wider than 6m at the widest point	front boundary setbacks to public open space or pedestrian paths of 6m or less at the widest point
lower floor level	Large	6m	4m	4m	1.5m
	Mid-sized		3m		
	Compact				
upper floor level	Large	6m	6m	4m	1.5m
	Mid-sized		3m		
	Compact				
garage or carport		6m	5.5m	4m	0m

Table 2: Single dwelling front boundary setbacks – blocks in subdivisions approved on or after 18 October 1993 but before 31 March 2008

	Block size	front boundary setback	exceptions		
			front boundary setback to secondary street frontage	front boundary setback to public open space or pedestrian paths wider than 6m at the widest point	front boundary setbacks to rear lane, public open space or pedestrian paths of 6m or less at the widest point
lower floor level	Large	4m	4m	4m	1.5m
	Mid-sized		3m		
	Compact				
upper floor level	Large	6m	6m	4m	1.5m
	Mid-sized		3m		
	Compact				
garage or carport		5.5m with a minimum of 1.5 m behind the front building line	5.5m	4m	0m

Table 3: Single dwelling front boundary setbacks – blocks in subdivisions approved on or after 31 March 2008

	Block size	front boundary setback	exceptions		
			front boundary setback to <i>secondary street frontage</i>	front boundary setback to public open space or pedestrian paths wider than 6m at the widest point	front boundary setbacks to rear lane, public open space or pedestrian paths of 6m or less at the widest point
lower floor level	Large	4m	3m	4m	0m
	Mid-sized	4m*		3m	
	Compact	3m		3m	
upper floor level	Large	6m	3m	4m	0m
	Mid-sized	4m		3m	
	Compact	3m		3m	
garage or carport		5.5m with a minimum of 1.5m behind the front building line except where there is a courtyard wall in the <i>front zone</i>		4m	0m

*Articulation elements can extend up to 1m into the front setback. Elements can include verandahs, porches, awnings, shade devices, pergolas and the like (a carport is not considered an articulation element)

Boundary Setbacks Schedule 2 – Side and rear boundary setbacks

Planning (Residential Zones) Technical Specifications 2023 (N0 2)

Table 5: Single dwelling side and rear setbacks – large blocks

	minimum side boundary setback within the <i>primary building zone</i>	minimum side boundary setback within the <i>rear zone</i>	minimum rear boundary setback
	side boundary	side boundary	
lower floor level – external wall	1.5m	1.5m	3m
upper floor level – external wall	3m	6m	6m
upper floor level – unscreened element	6m	6m	6m
garage or carport	0m*	0m*	3m

* A 0m setback is only permitted on one boundary

Table 6: Single dwelling side and rear setbacks – mid sized blocks in subdivisions approved before 2 October 2009

	minimum side boundary setback within the <i>primary building zone</i>		minimum side boundary setback within the <i>rear zone</i>		minimum rear boundary setback
	side boundary 1	side boundary 2	side boundary 1	side boundary 2	
<i>lower floor level</i>	3m	>15m frontage 1.5m <15m frontage 0m	3m	1.5m	3m
<i>upper floor level – external wall</i>	3m	3m	6m	6m	6m
<i>upper floor level – unscreened element</i>	6m	6m	6m	6m	6m
<i>garage or carport</i>	3m	0m	3m	0m	3m

Table 7: Single dwelling side and rear setbacks – mid sized blocks in subdivisions approved on or after 2 October 2009

	minimum side boundary setback within the <i>primary building zone</i>		minimum side boundary setback within the <i>rear zone</i>		minimum rear boundary setback
	side boundary 1	side boundary 2	side boundary 1	side boundary 2	
<i>lower floor level</i>	1.5m	0m	3m	0.9m	3m 0m*
<i>upper floor level – external wall</i>	3m	1.5m 0m*	6m	6m	6m 0m*
<i>upper floor level – unscreened element</i>	6m	6m	6m	6m	6m

* only where specifically permitted under a district policy/specification.

Table 8: Single dwelling side and rear setbacks – compact blocks

	minimum side boundary setback			Minimum rear boundary setback
	side boundary 1 or longer side boundary of a corner block	side boundary 2	shorter side boundary of a corner block	
lower floor level – <i>external wall</i>	0m	0m	3m	3m 0m*
lower floor level – <i>unscreened element</i>	1.5m	1.5m	3m	3m
upper floor level – <i>external wall</i>	0m**	0m**	3m	4m 0m*
upper floor level – <i>unscreened element</i>	1.5m	1.5m	3m	4m
garage or carport	0m	0m	0m	3m 0m*

* only where specifically permitted under a district policy/specification.

** only where the lower floor level is built to the boundary

Table 9: Multi-unit housing side and rear setbacks – RZ1 and RZ2

RZ1 and RZ2 - Side and Rear Boundary Setbacks			
	Minimum side boundary setback within the <i>primary building zone</i>	Minimum side boundary setback within the <i>rear zone</i>	Minimum rear boundary setback
<i>Lower floor level – external wall, unscreened element and basement</i>	3m	3m	3m
<i>Upper floor level – external wall</i>	3m	6m	6m
<i>Upper floor level – unscreened element</i>	6m	6m	6m

Table 10: Multi-unit housing side and rear setbacks – RZ3, RZ4 and RZ5

RZ3, RZ4, RZ5 - Side and Rear Boundary Setbacks			
	Minimum side boundary setback within the <i>primary building zone</i>	Minimum side boundary setback within the <i>rear zone</i>	Minimum rear boundary setback
<i>lower floor level – external wall</i>	0m [^]	3m	3m
<i>lower floor level – unscreened element</i>	1m	3m	3m
<i>first upper floor level – external wall</i>	0m [^]	3m	6m
<i>first upper floor level – unscreened element</i>	6m	6m	6m
<i>second upper floor level – external wall</i>	0m [^]	6m	6m
<i>second upper floor level – unscreened element</i>	6m	6m	6m

[^] does not apply to that part of a wall with a window of any sort

Table 11: Multi-unit housing side and rear setbacks – RZ5 – buildings over 4 storeys

Side and Rear Boundary Setbacks - buildings with 4 or more storeys		
parts of buildings	minimum side boundary setback	minimum rear boundary setback
<i>first 4 storeys - external wall</i>	3m	3m
<i>first 4 storeys - unscreened element</i>	6m	6m
<i>between 5 and 8 storeys - external wall</i>	4.5m	4.5m
<i>between 5 and 8 storeys - unscreened element</i>	6m	6m
<i>9 storeys or more - external wall or unscreened element</i>	6m	6m

Progressing the development on your property

Stage: Formalise your intentions with CGFB

Now that we have provided the potential for your block, we need you to confirm what type of project you require, including detailed plans so we can confirm your likelihood of approval. As the customer we need you to:

1. Decide which type of development – extension, secondary residence, dual occupancy housing – you wish to proceed with. Determine which design option you want to progress:

Design option	Cost	Design inclusions
1. Modifying an existing Design: Working with our team you can modify an existing CGFB design.	Cost: \$2250 inc GST	Using only for existing Secondary Residences selecting from our CGFB designs and make 2 minor changes to the layout. This does not include changing the footprint of the existing design. Examples of minor change: <ul style="list-style-type: none"> • Window sizes • Window/door location • Mirror the plan to suite your property
2. Custom Design: Working with our team you can customise your own unique design.	Cost \$3500 inc GST	Bring your ideas to us and we will provide one design option for you to consider. Use for Extensions, unique Secondary Residences and Dual Occupancy.
3. Bespoke Design: Working with our team you can create a bespoke design or have a third-party design priced.	Cost \$77/hour inc GST	You have a space and want us to provide you with ideas for your build. We will provide two design options for you to consider and choose from. Mainly used with third-party designs you would like modified.

2. Using the **CGFB Design Agreement**, which we will provide to you, please choose one of our design options and enter into a CGFB design agreement with us.

3. **Complete** the following **4 forms** located at the back of the **CGFB Design Agreement**

Form	Purpose of the form Steps to complete the prefilled forms	Check list
Form 1: Customer Design Authority – Terms and Conditions Form	<p>This form confirmed the design option to be progressed. Three forms have been provided.</p> <ol style="list-style-type: none"> Select the form relevant to your chosen design option. <ul style="list-style-type: none"> Option 1: Customer Design Authority – Modifying an Existing Design Option 2: Customer Design Authority – Creating a Custom Design Option 3: Design option 3 – Developing a Bespoke Design Complete the relevant design form. 	
Form 2: Building File Search Authority Form	<p>This form authorises CGFB to access your registered Building File which identifies approved structures, existing structure plans and any pre-existing approvals which will assist with your project.</p> <p>Please note this form must be hand signed by the Title holder/s. The title holder/s is/are those persons who own the property as per the official record at the <u>ACT Land Titles Register</u>.</p> <ol style="list-style-type: none"> Sign and date the form. 	
Form 3: Contours Survey and Street Sign Agreement	<p>Contours Survey: The ACT Government mandates a contours survey of your property be undertaken with a registered surveyor to be able to lodge a building or development application in the ACT. You can choose to have the survey organised by CGFB or you can provide your own survey.</p> <ul style="list-style-type: none"> <i>CGFB organises your survey</i> – there is a minimum fee of \$1100 to cover the cost of a professional site survey. These fees are dependent on block size and complexity and can vary between \$1100 – \$2400. This cost is additional to the design agreement cost. <i>Provide your own survey</i> – the survey must be dated within the last 12 months, and CGFB will require both the PDF and DWG files from your surveyor. If the survey is older than 12 months or you are unable to provide the DWG files you will require a new survey. <p>Street sign: Our CGFB streets signs are installed at the front of your property by a trades person and regularly checked to ensure they have not been damaged. Damaged signs are replaced within 24hrs.</p> <ol style="list-style-type: none"> Decide how you want to progress with the contours survey. Decide if you want a CGFB street sign installed. Complete the form. 	
Form 4: Icon Minor Works Form	<p>To accelerate the planning approval process we will submit your designs to the utility company – icon water. Icon will then send you a letter with their finding.</p> <ol style="list-style-type: none"> Sign and date the form. 	

4. **Return** the forms to CGFB. If you are unable to return the forms to us yourself, we are happy to arrange for a courier to pick the forms up from you.

Stage: Design process

Once CGFB have received the signed forms we will complete ours, and ACT government's paperwork, and arrange to meet with you, on-site in approx. 14 working days.

From there we will arrange to meet on a regular basis with you to progress your design until all parties agree the design is complete. During this process you will meet and work with our in-house Customer Designers to create your design, ensuring we consider all your stated objectives and any planning considerations identified.

For a complete list of information we will provide to you at the end of the design stage see appendix Table 3 The scope of plans and documents.

Once you have reviewed the documents provided you will be asked to sign off on the floorplans. This will enable CGFB to calculate and present you with a fixed price proposal for the project you have designed with us.

CGFB will provide you with 2 documents:

1. **CGFB Project Proposal:** A comprehensive set of plans, inclusions, total price, milestones, timelines, third party expenses, introduction to CGFB team, CGFB key guarantees.
2. **CGFB Site Scope Works:**

We call this the turnkey price, and it means there are no hidden fees and charges. The average duration of the design process is 12 weeks to modify an existing design and up to 16 – 20 weeks for custom and bespoke designs.

Stage: Planning approval and selection of final inclusions

Once you agree with the Project and Site Scope Proposals, you will be asked to sign a HIA Agreement. The HIA Agreement will outline your project payment schedule and requires a deposit from you to initiate a project kick-off meeting with our entire team. CGFB will progress both the building approval and/or development application for the project, as well as assign you a Inclusions coordinator to help you finalise all your interior fittings, materials and exterior colours.

The duration of the development approval process is generally 14 to 26 weeks based on the complexity of the development application. Please note the ACT government does not always meet its legal timeframes for development applications and this can impact CGFB's ability to progress your project within our initially agreed timeframes.

In the event the development application is unsuccessful because of law changes or departmental decision-making, only the investment of the planning process will apply as per the fixed price agreement. This has never occurred thankfully as of November 2022.

Whilst CGFB manages the planning approvals our inclusions team will work simultaneously with you to finalise the selection of your inclusions.

Stage: Building and delivery

As soon as the development application has been approved, we will commence the construction of your project.

The duration to build and deliver the project is an average of 18-20 weeks. The average duration is 20 weeks for a Secondary Residence and 18 weeks for an extension.

Frequently asked questions

All types of build: Extension, Secondary Residence and Dual Occupancy Housing

1. Does Canberra Granny Flat Builders manage the process to completion?

Yes. We manage every aspect of the build until it's ready to be occupied. Our turnkey guarantee means that we take full ownership and accountability from start to finish.

2. Do I get to choose the inclusions for my development??

Yes, if you wish to. We also offer a concierge service, for a fee, where one of our team will meet you at the retail supplier, record your choices and provide to our construction team.

Secondary Residence

3. What is a Secondary Residence?

Commonly known as a Secondary Residence or extension, a secondary residency in the ACT is a self-contained residential structure built on a block of land which is in addition to an existing residence. The legislation provides that a Secondary Residence can be rented separately to an existing residence. This means that separate electrical, water and gas metering can be achieved on the majority of Secondary Residences.

4. What size can a Secondary Residence be?

A Secondary Residence should have a minimum size of 40m² floor area up to a maximum of 90m² floor area.

In addition to your Secondary Residence or extension., you can build additional structures such as garages, carports, alfresco areas and pergolas. These additional structures do not count towards the total gross floor area of the Secondary Residence; however, considerations may need to be taken account as it relates the total plot ratio allowable on your block.

5. What is the minimum block size you can build a Secondary Residence on?

A Secondary Residence can be considered on a minimum block size of 500m².

6. Do you require development approval to build a Secondary Residence?

Yes. A development approval application must be submitted to gain approval to build a Secondary Residence.

7. Development approvals are submitted to and assessed by the Territory Planning Authority **Once development approval is granted, do we also need to obtain building approval?**

Yes. Once we have secured development approval, we will need to complete building approval through a private building certifier.

8. What does adaptable housing mean and how does it relate to our Secondary Residence?

Secondary Residences are to be designed to be easily adaptable to meet the needs of people with a disability. This means that the dwelling should be designed to easily meet the *Australian Standard AS 4299 (Adaptable Housing)*.

Frequently asked questions

9. What building classification will the Secondary Residence need to be?

Secondary Residences are classified as a Class 1a building. This is clearly defined in the Building Code of Australia. Structures like decks, garages, carports, stairs or ramps are classed as 10a buildings.

10. How many bedrooms can a Secondary Residence have?

Canberra Granny Flat Builders generally build Secondary Residences which have one to three bedrooms, with one to two bathrooms, a number of living spaces and a kitchen and laundry.

11. Will a Secondary Residence in my backyard increase my rates or land tax?

Secondary Residence and rates: Rates are not increased as per legislation in-force at this time.

Secondary Residence and land tax: Land tax applies to ACT properties that are not your principal place of residence. This includes both rented properties and those which are vacant, properties owned as a trustee, and rented dwellings on the same property as your home (such as a granny flat) refer: Revenue.act.gov.au/land-tax/overview.

12. Can a Secondary Residence be rented?

Yes, if all the correct planning approvals are obtained. You will need these approvals for insurance purposes.

13. How much will a Secondary Residence cost me?

It depends on the design and function (number of bedrooms, bathrooms etc.).

14. Do you offer flexibility in the Secondary Residence designs?

Yes. There are three options, click on this [link](#), or go to page 12 of this document, for further detail.

15. Are the Secondary Residences built on-site or are they prefabricated in a factory?

We build the Secondary Residences on-site with locally based and licensed tradesmen and ensure compliance with the applicable ACT laws.

Dual Occupancy Housing

16. What is Dual Occupancy housing?

Dual occupancy housing allows a compliant block to be rezoned and treated as two separate blocks with separate titles.

17. What are the rules for dual occupancy housing in RZ1?

The block must be at least 800m² and one dwelling must be no more than 120m² in floor area (excluding the area of the garage). The maximum site coverage for the block area is 45%.

18. What are the rules for dual occupancy housing in RZ2?

The block must be at least 700m². The maximum site coverage for the block area is 45%.

Frequently asked questions

19. How do I put a dual occupancy development on my property?

You need to engage a suitably qualified professional to assist in preparing a design response and development application that can then be lodged with the Territory Planning Authority. A dual occupancy development does not meet the requirements for exempt development under the Planning Act 2023.

20. What is unit titling?

Unit titling is property ownership where a unit titled dwelling can be sold separately to other dwellings. A unit title permits multiple dwellings with different owners on the same block.

21. How do I unit title my block?

Check your Crown lease. If the Crown lease does not specify the number of units permitted on the land you will need to submit a development application to vary the Crown lease. This can be done at the same time as development approval for the design and siting of the dual occupancy.

Extensions

22. What is an extension?

An extension refers to a new structure which is attached via a link/connector or integrated with the primary residence.

23. What is a detached extension

A detached extension is a permanent structure **separated** from the primary residence. It is ideally designed to give growing families more room and can include a bathroom, toilet, living space.

Legally the initial build does not include a kitchen or laundry as to do so could change the extension to a secondary dwelling. However, once we have received the certificate of occupancy the installation of a kitchen or laundry can be installed as an internal renovation.

Desktop Planning Report Appendix

Table 1 – Assessment Requirements (Mandatory)

(Territory Plan Part E Zone Policies E1 – Residential Zones Policy)

Control	Assessment requirement	Extension	Secondary residence	Dual Occupancy
Site coverage – single dwellings	1. Site coverage for single dwellings (including a secondary residence) is a maximum of:			
	a) For large blocks: 40% of the block area	X	X	
	b) For mid-sized blocks: 60% of the block area	X	X	
	c) For compact blocks: 70% of the block area	X	X	
Site coverage – multi-unit housing – RZ1 and RZ2	2. Site coverage for multi-unit housing in RZ1 and RZ2 is a maximum of 45% of the block area.			X
Site coverage – multi-unit housing – RZ3, RZ4 and RZ5	3. Site coverage for multi-unit housing in RZ3, RZ4 and RZ5 is a maximum of 50% of the block area.			
Housing density and minimum block areas (excluding secondary residence developments)	4. Multi-unit housing – for blocks in RZ1: a) Minimum block area for more than one dwelling: 800m ² b) Maximum number of dwellings per standard block: 2.			X
	5. Multi-unit housing – for surrendered residential blocks in RZ1: a) Minimum block area for more than one dwelling: 700m ² b) Maximum number of dwellings per block: 2.			X
	6. Supportive housing and community housing in RZ1: a) Minimum block area for more than one dwelling: 600m ² b) Maximum number of dwellings per block: 1 additional dwelling for every 250m ² (or part thereof) over the minimum.			X
	7. Multi-unit housing – for blocks in RZ2: a) Minimum block area for more than one dwelling: 700m ² b) Maximum number of dwellings per block: 1 additional dwelling for every 250m ² (or part thereof) over the minimum.			X
	8. Multi-unit adaptable housing in RZ2: a) Minimum block area for more than one dwelling: 600m ² b) Maximum number of dwellings per block: 1 additional for every 250m ² (or part thereof) over the minimum and all dwelling are built to be adaptable.			
	9. Irrespective of above requirements, for RZ2 blocks with a street frontage less than 20m wide (measured at the property boundary), the maximum number of dwellings per block is 3.			X
	10. A secondary residence is developed only in association with single dwelling housing.		X	
	11. The maximum dwelling size* of a secondary residence is 90m ² . *For the purpose of this requirement, dwelling size is the floor area measured to the outside face of external walls (including internal walls between the living areas and garage) but excludes the garage.		X	
	12. The minimum block size for a secondary residence is 500m ² .		X	
	13. Maximum of one secondary dwelling per block.		X	
Co-housing	14. The minimum block size for a co-housing development is 1,050m ² .			
Home business	15. At least 1 worker who genuinely lives on the lease is employed at any one time by the home business operating from the lease.	X	X	X
	16. A home business does not, or is unlikely to, cause pollution, create a health hazard or present danger which is prohibited under any relevant Territory legislation and/or Code of Practice (as may vary from time to time).	X	X	X

Table 1 – Assessment Requirements (Mandatory)

(Territory Plan Part E Zone Policies E1 – Residential Zones Policy)

Control	Assessment requirement	Extension	Secondary residence	Dual Occupancy
Number of storeys – RZ1 and RZ2	17. RZ1: Maximum 2 storeys. 19. RZ2: Maximum 2 storeys.	X	X	X
Height of buildings – RZ3, RZ4 and RZ5	20. Maximum height of building is: a) RZ3 – 9.5m b) RZ4 – 12.5m c) RZ5 – 21.5m			
Apartments	21. No new apartments are permitted in RZ1.			
Re-development	22. Where a lawfully constructed building already exceeds the maximum set by an assessment requirement (such as site coverage, building height or number of storeys), a new building may be permitted to the same maximum as the existing building provided there are no additional adverse impacts on adjoining properties including, but not limited to, solar access.			X

* Greyed out rows are not applicable to extensions, secondary residences, and dual occupancy housing.

Table 2 – Assessment Outcomes
(Planning (Residential Zones) Technical Specifications 2023 (No 2))

Assessment outcome	Assessment outcome summary	Extension	Secondary residence	Dual Occupancy
Urban Structure and Natural Systems	1. Biodiversity connectivity is maintained across the landscape.	X	X	X
	2. Loss of native habitat and biodiversity is avoided and/or minimised.	X	X	X
	3. The health and functionality of waterways and catchments is maintained, including through application of water sensitive urban design principles.	X	X	X
Site and Land Use	4. The functionality and usability of the development is appropriate for its intended purpose/use.	X	X	X
	5. The proposed use and scale of development are appropriate to the site and zone.	X	X	X
	6. Adverse impacts of development on surrounding uses (both within a site and on adjoining sites) is minimised and residential amenity protected. This includes between residential uses and between non-residential and residential uses.	X	X	X
Access and Movement	7. The functionality and layout of the development is accessible and adaptable, while achieving good connections with the surrounding area. This includes consideration of passive surveillance.	X	X	X
	8. The development encourages active travel through safe and convenient access to the active travel network.	X	X	X
Public Space and Amenity	9. The development achieves reasonable solar access and microclimate conditions to public areas and streets to support their use by the community.	X	X	X
	10. Private open space and communal open space provides sufficient space and facilities for residents and visitors to recreate and relax, as well as providing area for service functions. Spaces are readily accessible for a range of activities.	X	X	X
	11. Reasonable levels of active ground floor interface and passive surveillance to public spaces and streets is achieved.	X	X	X
	12. Any advertising or signs are suitable for their context and do not have a detrimental impact on the surrounding area (for instance due to size or light emission).	X	X	X
Build Form and Building Design	13. The height, bulk and scale of the development is appropriate, noting the desired zone policy outcomes and the streetscape. This includes consideration of building envelope and setbacks.	X	X	X
	14. Reasonable solar access to dwellings and private open space within a block and on adjoining residential blocks is achieved. This includes solar access into main living spaces within a dwelling.	X	X	X
	15. Reasonable levels of privacy to dwellings and private open space within a block and on adjoining residential blocks is achieved.	X	X	X
	16. The dwelling mix and the internal size, scale and layout of dwellings in multi-unit housing provide for a comfortable living environment that meets the changing needs of residents.			X
	17. Courtyard walls and fences do not have an adverse impact on the streetscape.		X	X

Table 2 – Assessment Outcomes
(Planning (Residential Zones) Technical Specifications 2023 (No 2))

Assessment outcome	Assessment outcome summary	Extension	Secondary residence	Dual Occupancy
Sustainability and Environment	18. Sufficient planting area and canopy trees are provided, and roofed areas and hard surfaces limited, to reduce urban heat island effects, minimise stormwater run-off and maintain ecosystem services. This includes consideration of water sensitive urban design measures.	X	X	X
	19. Deep soil zones are provided on site to support healthy tree growth and provide adequate room for canopy trees.	X	X	X
	20. Threats to biodiversity such as noise, light pollution, invasive species incursion or establishment, chemical pollution, or site disturbance are avoided or minimised through good design.	X	X	X
	21. Minimise cut and fill to protect natural hydrological function and limit soil erosion and site disturbance.	X	X	X
	22. The development considers, addresses, and mitigates site constraints and environmental risks, including natural features, topography, noise, bushfire, flooding, contamination, air quality or hazardous materials are appropriately considered for the site.	X	X	X
Parking, Services and Utilities	23. The development provides electric vehicle parking and access to charging locations in multi-unit housing.			X
	24. The development provides appropriate end-of-trip facilities in multi-unit housing which includes secure bicycle parking.	NA	NA	NA
	25. Vehicle and bicycle parking, access and egress sufficiently caters for the development while permitting safe and legible movement for all users (including pedestrians) and minimising visual impacts from the street or public space. This includes consideration of parking dimensions, the number of spaces provided, vehicle maneuverability and access routes.	X	X	X
	26. Waste is appropriately managed on site without having a detrimental impact on residents and the surrounding area.	X	X	X
	27. The site is appropriately serviced in terms of infrastructure and utility services and any associated amenity impacts are minimised.	X	X	X

Table 3 – The scope of plans and documents

Document/Process	Modify Existing Design	Custom Design	Bespoke Design
Site Scope Report	Yes	Yes	Yes
Project Proposal	Yes	Yes	Yes
Demolition Plan (PDF)	Yes	Yes	Yes
Site Map (PDF)	Yes	Yes	Yes
Existing site aerial plan	Yes	Yes	Yes
Dimensional Floor Plan (PDF)	Yes	Yes	Yes
Furniture Floor Plan (PDF)	Yes	Yes	Yes
Elevations Plans (North, South, East, West) (PDF)	Yes	Yes	Yes
Access and Mobility Plan (Secondary Residence)	Yes	Yes	Yes
Services Plan	Yes	Yes	Yes
Erosion and Sediment Control Plan	Yes	Yes	Yes
Area Plan (PDF)	Yes	Yes	Yes
Living infrastructure plan	Yes	Yes	Yes
Building zone plan	Yes	Yes	Yes
Public Register Floor Plan (PDF)	Yes	Yes	Yes
Solar and building envelope plan	Yes	Yes	Yes
Shadow diagrams (Winter)	Yes	Yes	Yes
Solar analysis video of new design	Yes	Yes	Yes
Snapshot 2D image of design (PDF)	Yes	Yes	Yes
High quality 3D Render	Yes	Yes	Yes
Limited to two changes	Yes	Unlimited	Unlimited
Design files (ArchiCAD) or DWG	Not provided		

Planning pathways and potential issues diagrams

Aerial View of the Project Block



Aerial View of the Project Block with Building Offsets and Building Zone



Standard Front Boundary Offset:

Potential Secondary Frontage Offset:

Sketch up with measurements of roofing envelopes



Lengths of boundaries



Verge distance



Upper-level setbacks



External wall offset:



Unscreened element offset:

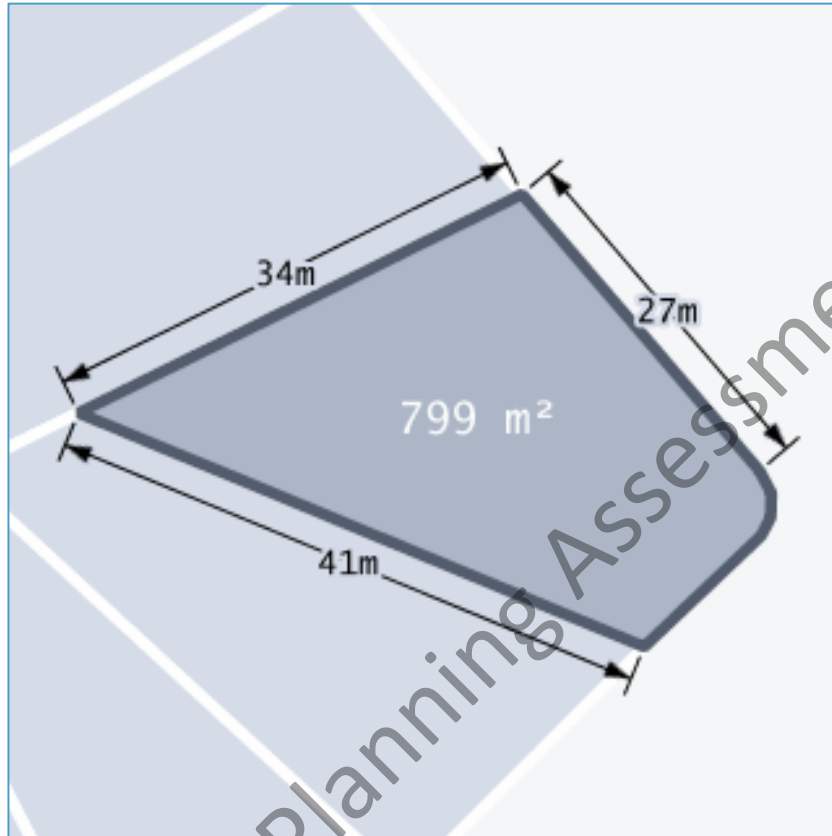


Front Access



Example Desktop Planning Assessment

Block dimensions



Floorplan (Price Finder)

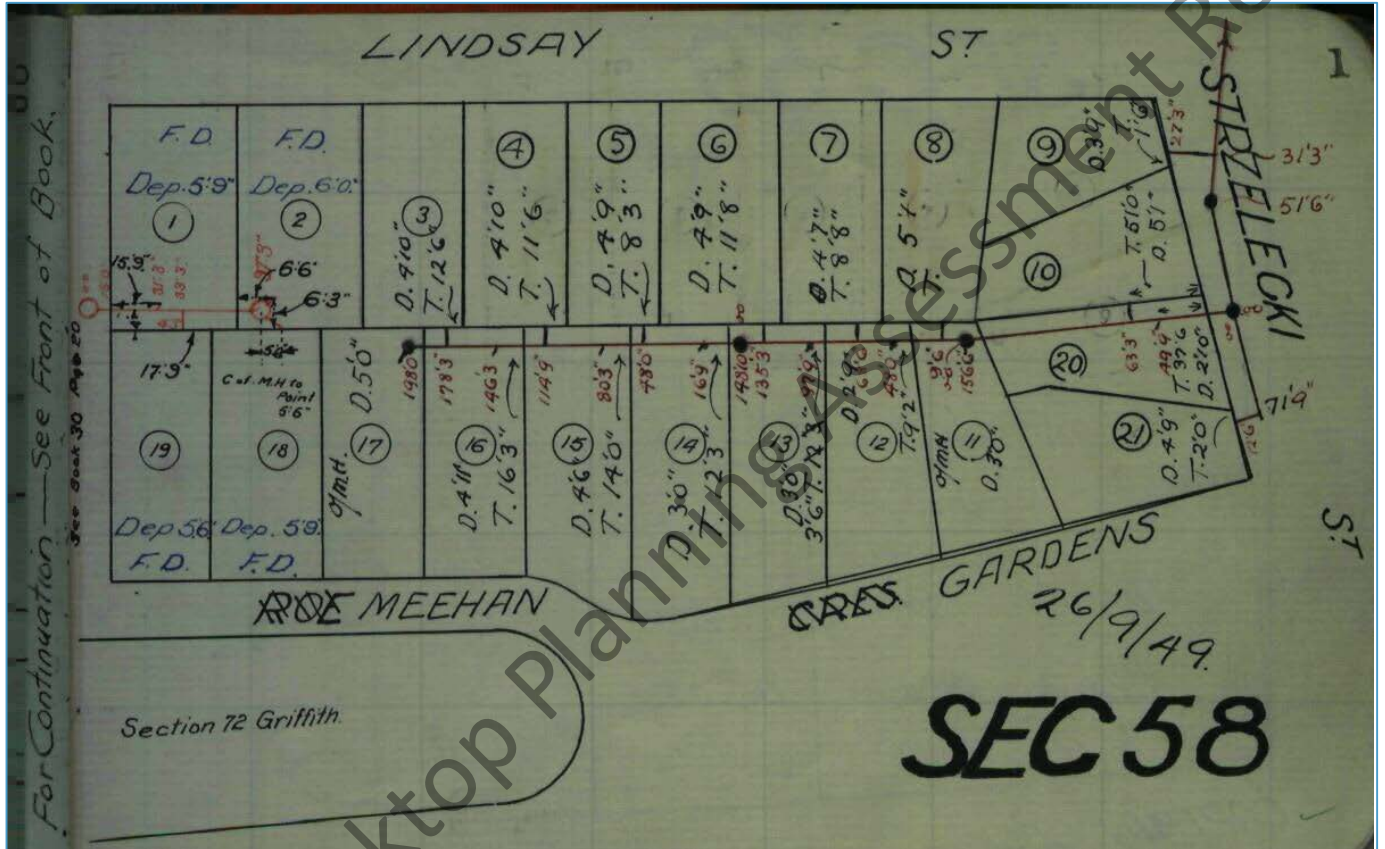


Potential Protected, Registered or Regulated Trees



Plumbing Tie Search

On the Tie Image, **red lines** indicate sewerage, **green lines** indicate storm water and **blue lines** indicate water supply. This search will only display the measurements and depth of the tie location for the selected block.

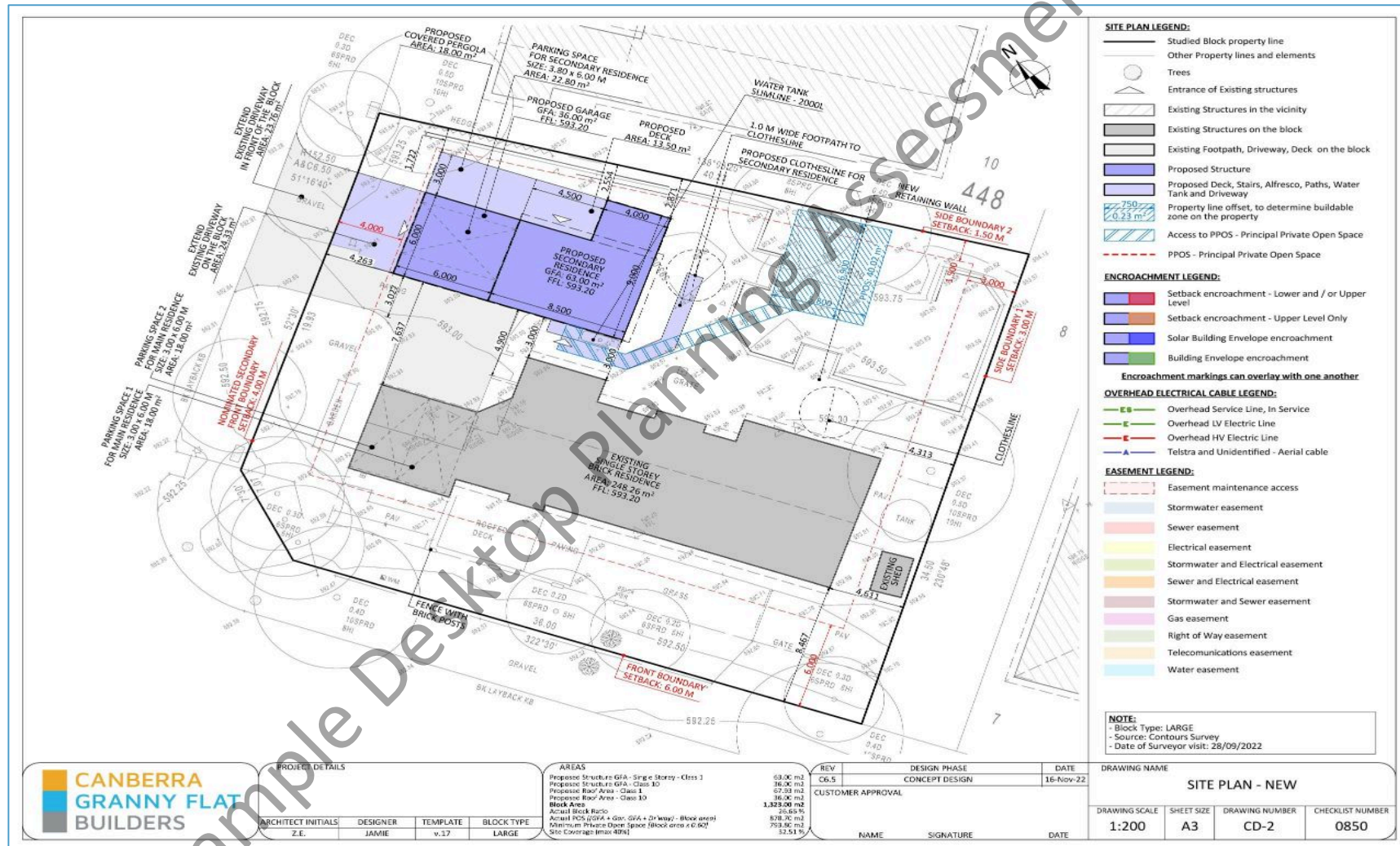


Example plans CGFB will create during the custom and modification design process

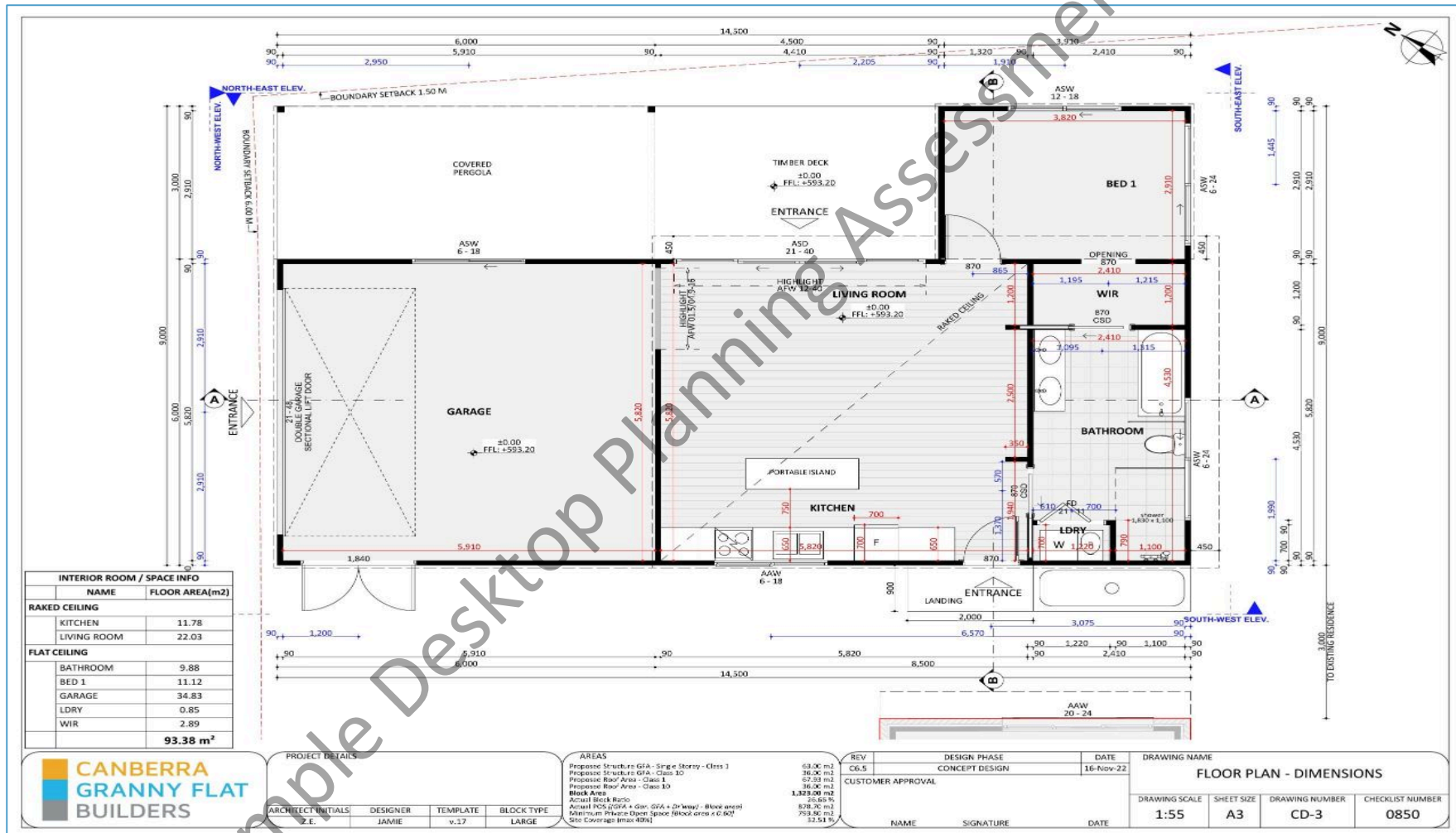
CGFB Example Plans



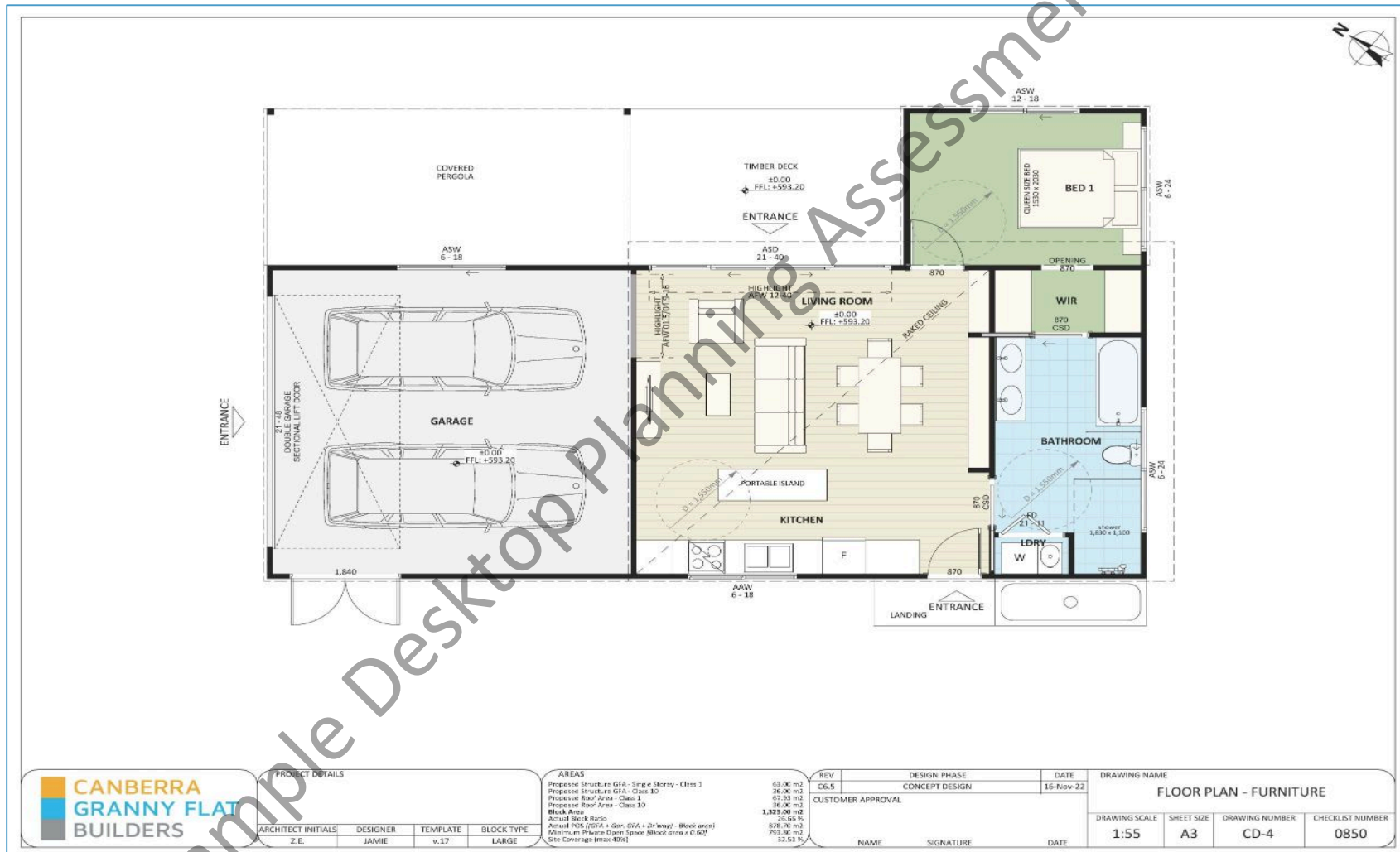
Example plans CGFB will create during the custom and modification design process



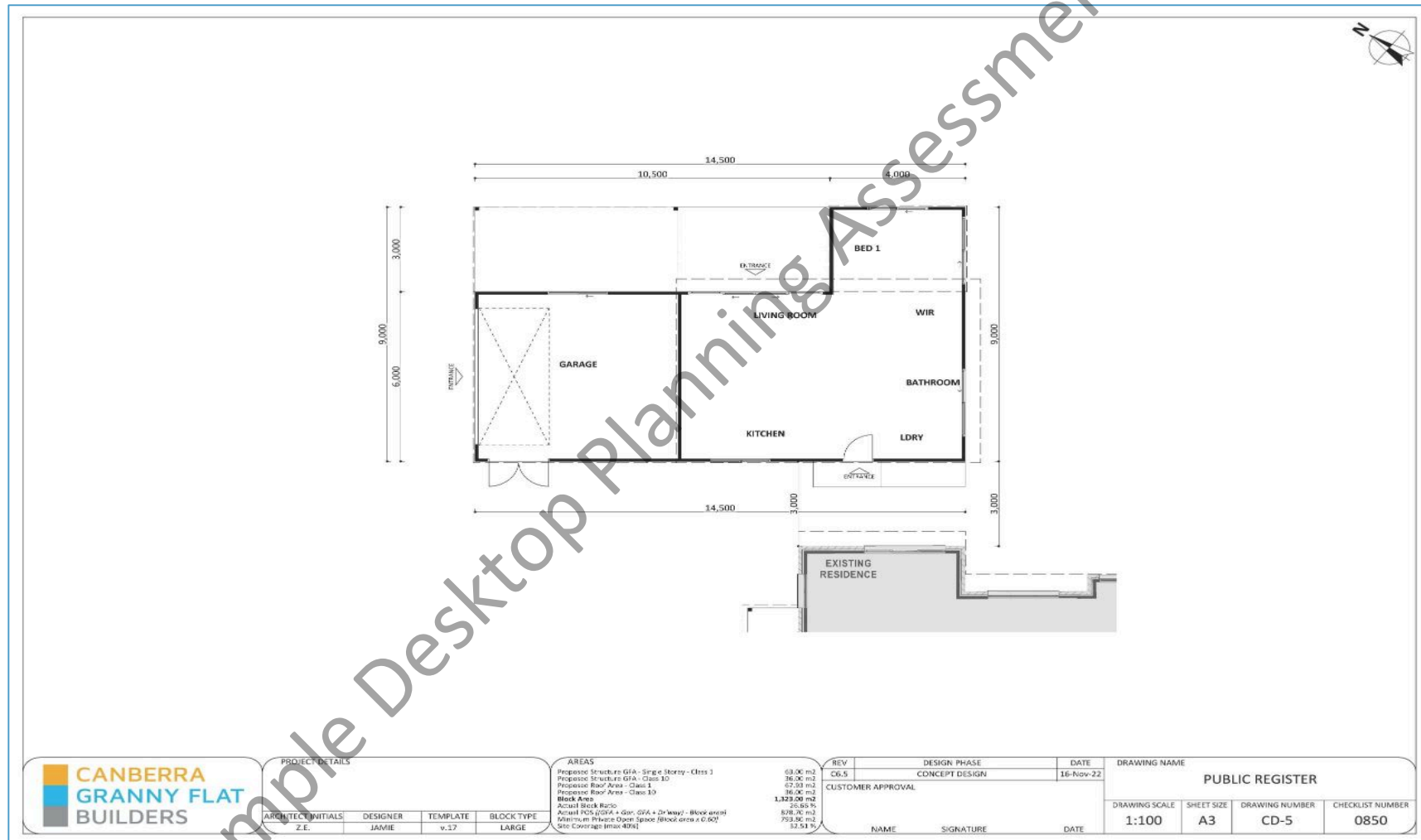
Example plans CGFB will create during the custom and modification design process



Example plans CGFB will create during the custom and modification design process



Example plans CGFB will create during the custom and modification design process



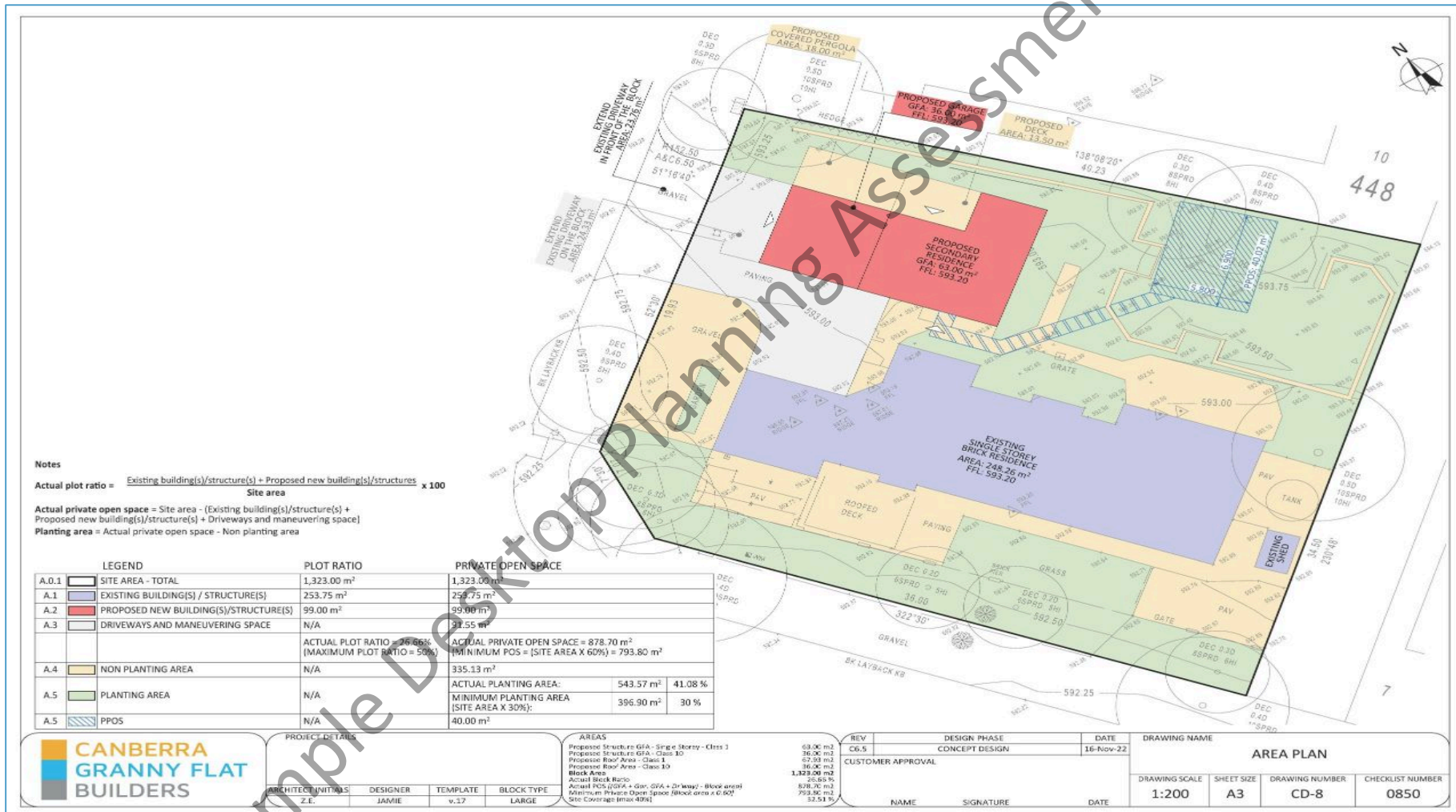
Example plans CGFB will create during the custom and modification design process



Example plans CGFB will create during the custom and modification design process

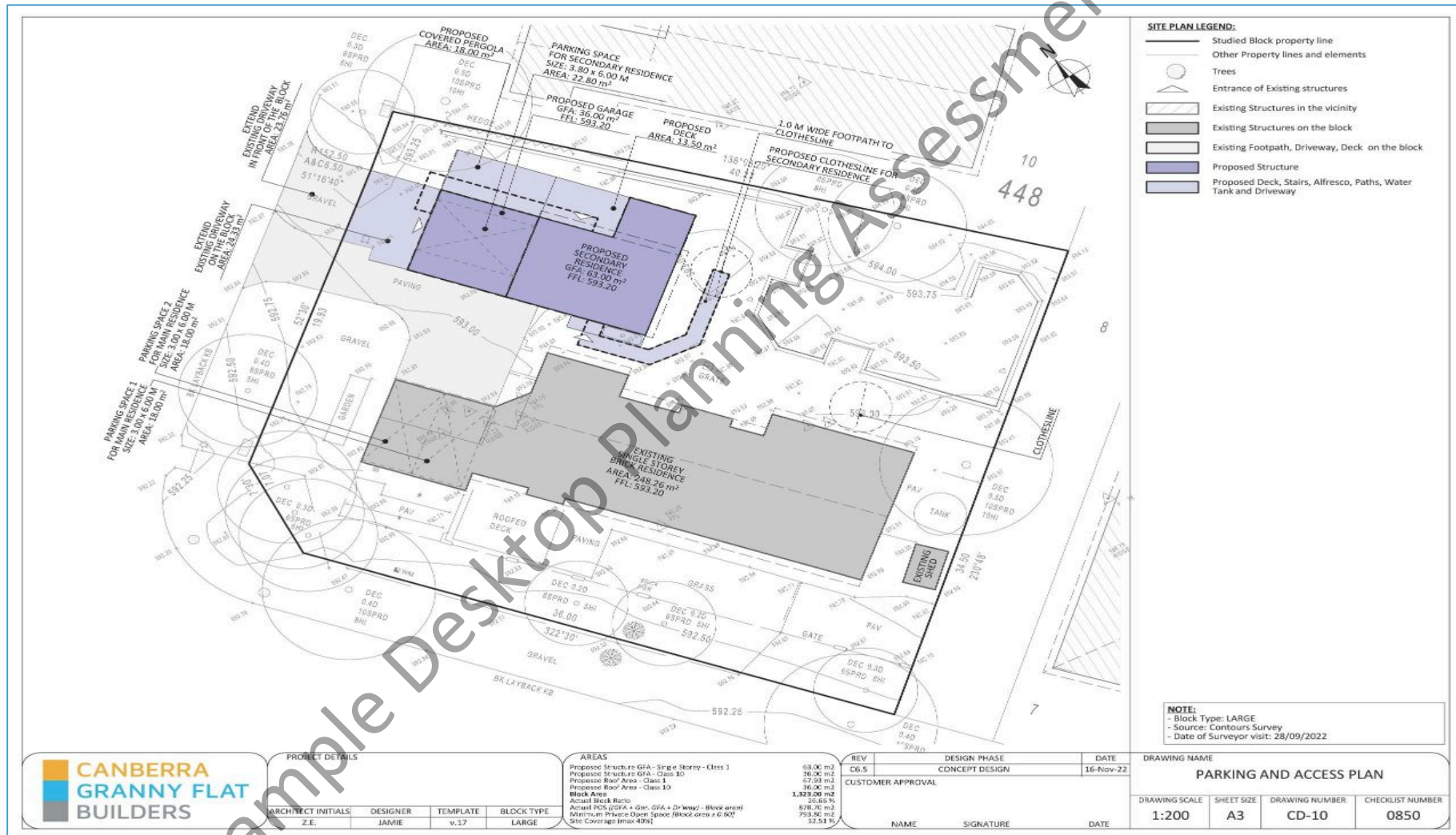


Example plans CGFB will create during the custom and modification design process



46 (DID 964)

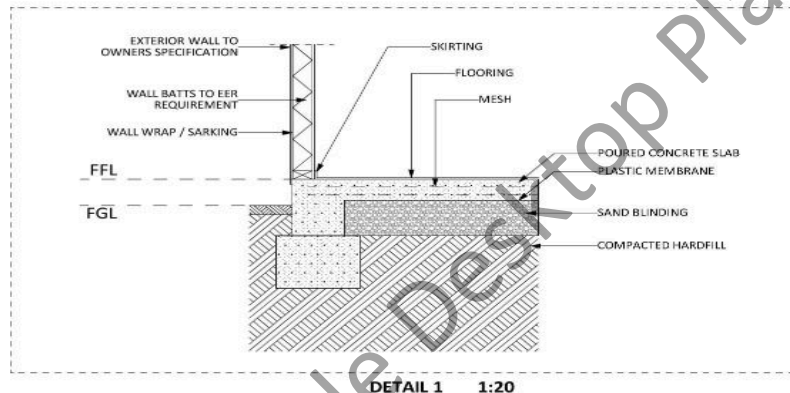
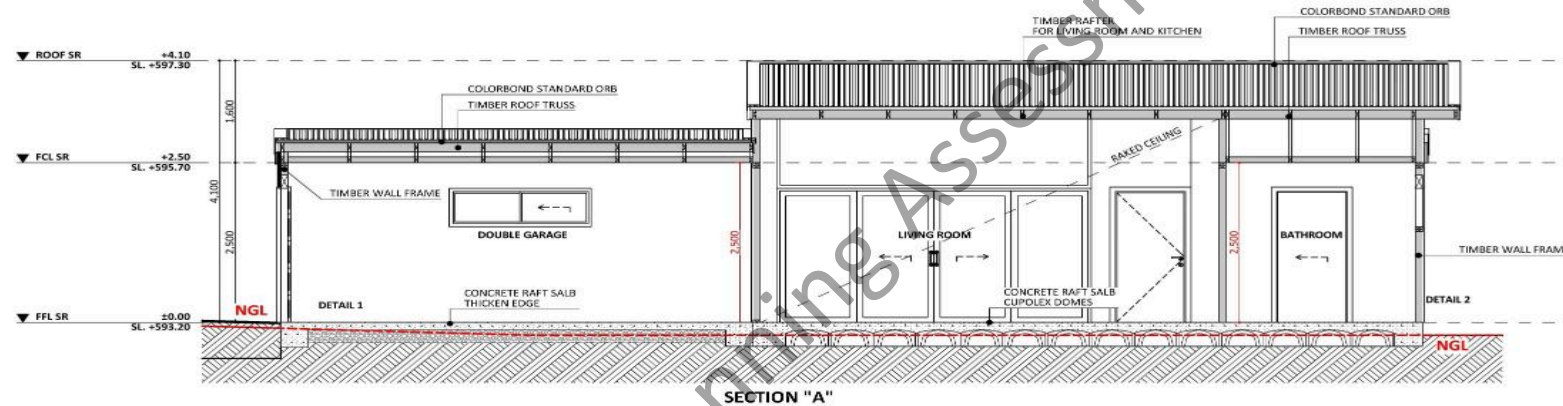
Example plans CGFB will create during the custom and modification design process



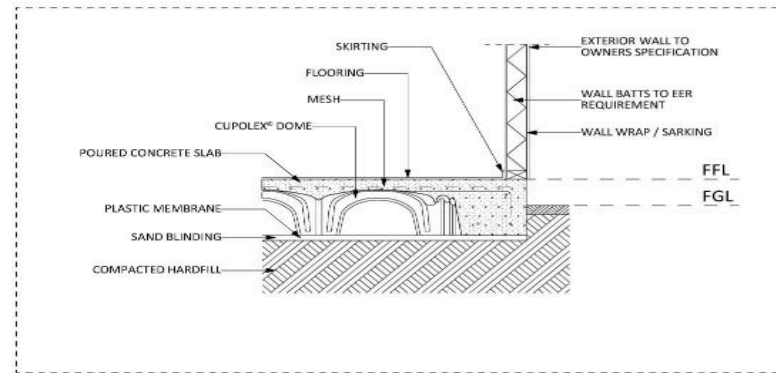
Example plans CGFB will create during the custom and modification design process



Example plans CGFB will create during the custom and modification design process

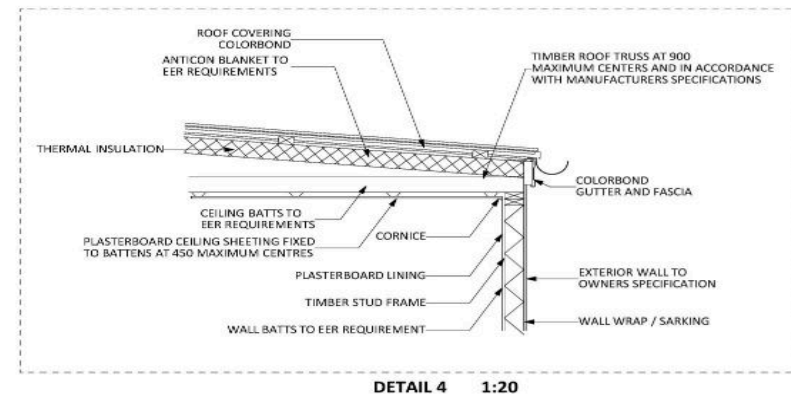
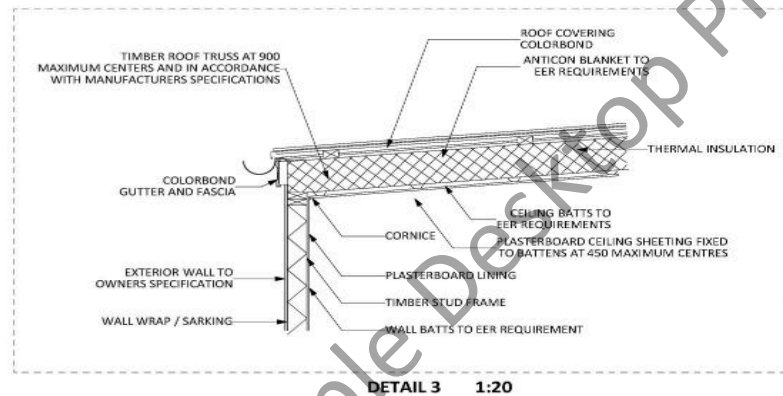
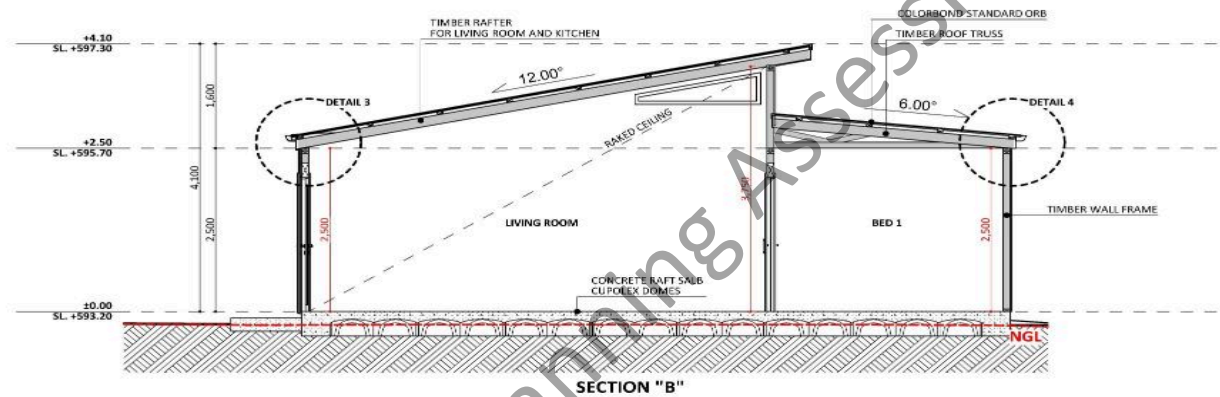


DETAIL 1 1:20

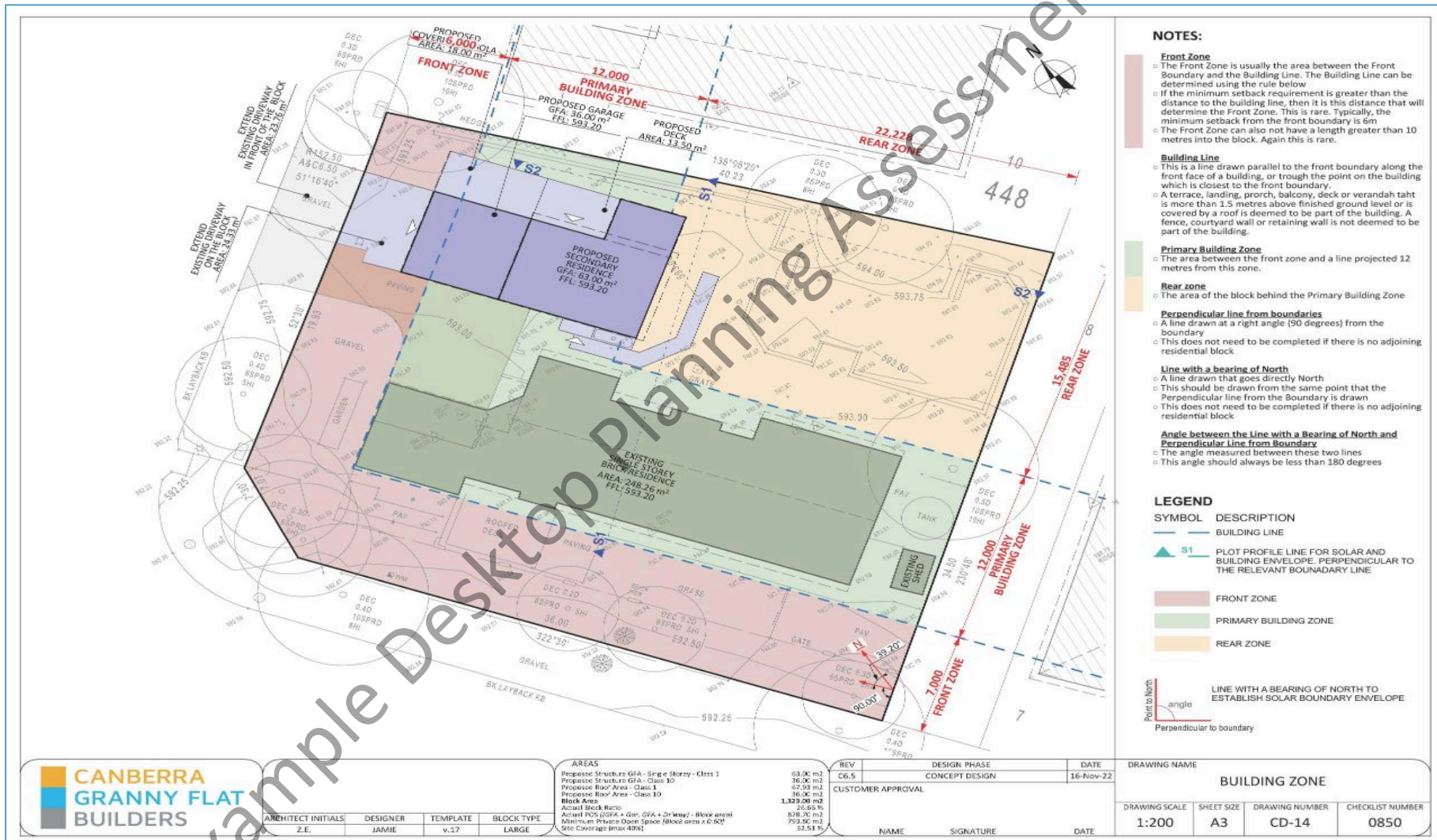


DETAIL 2 1:20

Example plans CGFB will create during the custom and modification design process



Example plans CGFB will create during the custom and modification design process



Example plans CGFB will create during the custom and modification design process



Example plans CGFB will create during the custom and modification design process

NOTES:
BUILDING ENVELOPE

- **Large Blocks** (Greater than 500m²)
 - This rule applies to side and rear boundaries
 - Building Envelope Fence Height - 3.5 m
 - Angle of projection from Building Envelope Fence - 45 Degrees
 - **Mid-Sized Blocks Approved after 5 July 2013** (250 m² to 500m²)
 - This rule applies to side and rear boundaries
 - Building Envelope Fence Height - 3.5 m
 - Angle of projection from Building Envelope Fence - 45 Degrees
 - **Mid-Sized Blocks Approved before 5 July 2013** (250 m² to 500m²)
 - For North Facing Boundaries of Adjoining Residential Blocks (see below definition)
 - Building Envelope Fence Height
 - Primary Building Zone - 2m
 - Rear Zone - 2m
 - Angle of Projection from Building Envelope Fence
 - Primary Building Zone - 45 Degrees
 - Rear Zone - 30 Degrees
 - Note: If we are building on the boundary there can be different rules. Consult with Planning Approvals Manager
 - For all other boundaries of adjoining residential blocks
 - Building Envelope Fence Height
 - Primary Building Zone - 4.5m
 - Rear Zone - 3.5m
 - Angle of Projection from Building Envelope Fence
 - Primary Building Zone - 45 Degrees
 - Rear Zone - 30 Degrees
- For this rule: North Facing Boundary means a boundary of a block where a line drawn perpendicular to the boundary outwards is orientated between 30 degrees east of north and 20 degrees west of north. This is only for Mid-Sized Blocks Approved before the 5 July 2013

SOLAR BUILDING ENVELOPE

- **Large Blocks if Approved before 5 July 2013**
 - The Solar Building Envelope Rule applies to any Northern Boundary of an adjoining residential block.
 - Height of the Solar Fence is:
 - In the Front and Primary Building Zone - 2.4m
 - On all other parts of the boundary - 1.8m
- **All Blocks if Approved after 5 July 2013**
 - The Solar Building Envelope Rule applies to any Northern Boundary of an adjoining residential block.
 - Height of the Solar Fence is:
 - In the Front and Primary Building Zone - 3m
 - On all other parts of the boundary - 2.3m

Table 1 – Apparent sun angle (X) at noon on the winter solstice (21 June)

Aspect of northern boundary (bearing of line drawn perpendicular to the boundary)	Angle (X)
North 0° to <10° East	31°
North 0° to <10° West	31°
North 10° to <20° East	32°
North 10° to <20° West	32°
North 20° to <30° East	34°
North 20° to <30° West	34°
North 30° to <40° East	36°
North 30° to <40° West	36°
North 40° to <45° East	39°
North 40° to <45° West	39°



S1 BLOCK PROFILE



S2 BLOCK PROFILE

A 3D architectural rendering of the existing residence. The building is shown from an isometric perspective. It has a blue base, a red outline, and a yellow roof section. The text "EXISTING RESIDENCE" is visible on the side of the building.


An aerial photograph of the property at 1000 West 10th Street. A red line outlines the proposed development site. Within this site, a yellow-shaded area represents the proposed new building footprint, and a grey-shaded area represents the existing residence. The text 'EXISTING RESIDENCE' is visible on the grey area. A blue-shaded area is located to the south of the proposed site. A large diagonal watermark 'Desktop Plan' is overlaid on the image.

- THE ROOF AREA OF THE PROPOSED STRUCTURE, IN THE CASE OF AN ATTACHED EXTENSION, THE NEW ROOF CAN OVERLAP WITH THE EXISTING ROOF
- SHADOW OF THE EXISTING STRUCTURES IN THE AREA, AND ON THE CLIENTS BLOCK
- SHADOW OF A 2.40M HIGH SOLAR FENCE, CAST OUTSIDE OF THE CLIENTS BLOCK
- SHADOW OF EXISTING STRUCTURES, CAST OUTSIDE OF CLIENTS BLOCK

An aerial photograph of a residential property. A red line outlines the perimeter of the existing residence, which includes a large yellow-shaded rectangular area. A blue line outlines a larger area, possibly indicating a proposed development or a different boundary. The text "EXISTING RESIDENCE" is visible on the property.

An aerial photograph of a residential property. A red line and a blue line outline a specific area within the property, likely indicating the footprint of the existing residence and a proposed extension or boundary. The text "EXISTING RESIDENCE" is visible on the building. A large, semi-transparent watermark "Desktop Plus" is overlaid diagonally across the image.

- THE ROOF AREA OF THE PROPOSED STRUCTURE, IN THE CASE OF AN ATTACHED EXTENSION, THE NEW ROOF CAN OVERLAP WITH THE EXISTING ROOF
- SHADOW OF THE EXISTING STRUCTURES IN THE AREA, AND ON THE CLIENTS BLOCK
- SHADOW OF A 2.40M HIGH SOLAR FENCE, CAST OUTSIDE OF THE CLIENTS BLOCK
- SHADOW OF EXISTING STRUCTURES, CAST OUTSIDE OF CLIENTS BLOCK

 CANBERRA GRANNY FLAT BUILDERS	PROJECT DETAILS			AREAS		REV		DESIGN PHASE		DATE		DRAWING NAME	
	ARCHITECT INITIALS	DESIGNER	TEMPLATE	BLOCK TYPE	Proprietary Structure GFA - Single Storey - Class 1 Proprietary Structure GFA - Class 10 Proprietary Roof Area - Class 1 Proprietary Roof Area - Class 10 Block Area 1,129.00 m ² Actual Block Ratio 25.85 % Actual PCS (GFA + Gar: GFA + Driveway) - Block area Minimum Private Open Space (Block area x 0.60) Site Coverage (max 40%)	63.00 m ² 36.00 m ² 67.93 m ² 36.00 m ² 1,129.00 m ² 25.85 % 878.70 m ² 793.30 m ² 32.51 %	C6.5	CONCEPT DESIGN	16-Nov-22	SHADOW DIAGRAM - SUMMER			
													CUSTOMER APPROVAL
Z.E.	JAMIE	v.17	LARGE				NAME	SIGNATURE	DATE	DRAWING SCALE	SHEET SIZE	DRAWING NUMBER	CHECKLIST NUMBER
										A3		CD-18	0850

Example plans CGFB will create during the custom and modification design process



Example plans CGFB will create during the custom and modification design process



Example plans CGFB will create during the custom and modification design process



PROJECT DETAILS

ARCHITECT INITIALS
Z.E.

DESIGNER
JAMIE

TEMPLATE
v.17

BLOCK TYPE
LARGE

AREAS

Proposed Structure GFA - Single Storey - Class 1
Proposed Structure GFA - Class 10
Proposed Roof Area - Class 1
Proposed Roof Area - Class 10
Block Area
Actual Block Ratio
Actual POS (GFA + Gar. GFA + Driveway) - Block area
Minimum Private Open Space (Block area x 0.00)
Site Coverage (max 40%)

69.00 m²
36.00 m²
62.20 m²
36.00 m²
1,329.00 m²
25.45 %
878.20 m²
793.80 m²
32.51 %

REV

C6.5

DESIGN PHASE

CONCEPT DESIGN

DATE

16-Nov-22

DRAWING NAME

SNAPSHOT 1

CUSTOMER APPROVAL

NAME

SIGNATURE

DATE

DRAWING SCALE

SHEET SIZE

A3

DRAWING NUMBER

CD-21

CHECKLIST NUMBER

0850

Example plans CGFB will create during the custom and modification design process



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PROJECT DETAILS

ARCHITECT INITIALS	DESIGNER	TEMPLATE	BLOCK TYPE
Z.E.	JAMIE	v.17	LARGE

AREAS

Proposed Structure GFA - Single Storey - Class 1	63.00 m ²
Proposed Structure GFA - Class 10	36.00 m ²
Proposed Roof Area - Class 1	67.50 m ²
Proposed Roof Area - Class 10	36.00 m ²
Block Area	1,323.20 m²
Actual Block Ratio	25.65 %
Actual FOS (GFA + Gar. GFA + Driveway) - Block area	878.25 m ²
Minimum Private Open Space (Block area < 0.60)	793.90 m ²
Site Coverage (max 40%)	52.51 %

REV

DESIGN PHASE	DATE
C6.5	16-Nov-22

CUSTOMER APPROVAL

NAME SIGNATURE DATE

DRAWING NAME

SNAPSHOT 4

DRAWING SCALE	SHEET SIZE	DRAWING NUMBER	CHECKLIST NUMBER
A3	A3	CD-24	0850

Example plans CGFB will create during the custom and modification design process



Example plans CGFB will create during the custom and modification design process



Example Desktop Planning Assessment Report