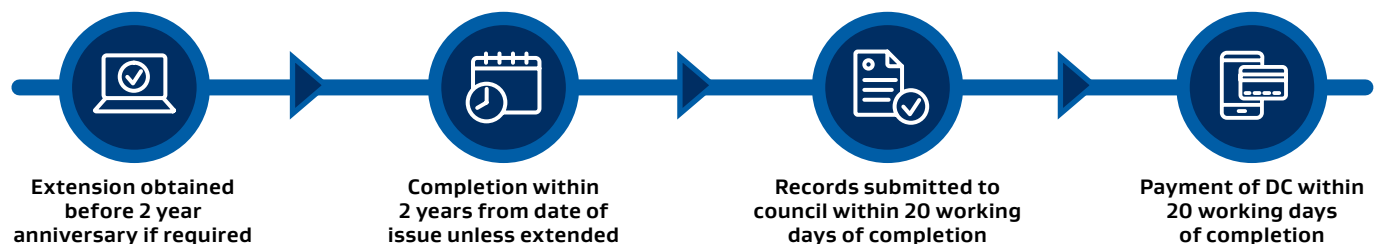


# Granny flats exemption: Completion checklist

Use this checklist to make sure all the actions required by the granny flats exemption have been carried out.



## When the build is delayed

### Extend your granny flat completion date

- ☐ apply for a PIM extension as early as possible before the two-year PIM anniversary

## When the build is complete

**The granny flat must be complete within two years of the date of issue of the PIM**

### *Records and documentation required for completion*

**The granny flat is complete when the homeowner has received the following records and documentation:**

- ☐ Certificate of Work (CoW) for any restricted design work
- ☐ Records of Work (RoW) from Licensed Building Practitioners (LBPs)
- ☐ Records of Work (RoW) from registered plumbers and drainlayers
- ☐ electrical safety certificate
- ☐ gas safety certificate (if applicable)
- ☐ energy work certificates (if applicable)

***Final design plans*****The homeowner must also receive final design plans that show:**

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- ☐ building work including any changes made during construction
  - ☐ sanitary plumbing
  - ☐ drainlaying
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**Submitting records to council**

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- ☐ LBPs submit the Records of Work to both the homeowner and the council
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**Within 20 working days of completion the homeowner must then:**

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- ☐ submit all required documentation to the council that issued the project information memorandum (PIM)
  - ☐ pay development contribution (if applicable)
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**Once the above steps have been taken the granny flat project is complete.**