

Granny flats exemption: Homeowner due diligence checklist

A checklist for homeowners carrying out due diligence checks.

Pre-construction checks

- ☐ Confirm your granny flat qualifies for the exemption (standalone, new, $\leq 70\text{m}^2$, single-storey)
- ☐ Check local council planning rules and Resource Management Act (RMA) requirement
- ☐ Apply for a project information memorandum (PIM) from your council
- ☐ Review PIM for natural hazards and infrastructure requirements
- ☐ Determine if a resource consent is needed
- ☐ Decide on your compliance pathway (exemption vs building consent)
- ☐ Engage licensed building professionals for design and construction
- ☐ Disclosure statement and standard checklist received from builder
- ☐ Arrange contracts for work over \$30,000 (including GST)
- ☐ Confirm development contributions, other council fees and costs
- ☐ Secure finance and insurance – check lender and insurer requirements

Design and planning

- ☐ Finalise design plans with an LBP designer
- ☐ Ensure plans comply with the Building Code
- ☐ Include mitigation measures for any natural hazards
- ☐ Develop a Quality Assurance (QA) plan for inspections and documentation
- ☐ Plan for inspections at key stages (eg foundations, framing, completion)

During construction

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- ☐ Build strictly to approved plans and specifications
 - ☐ Monitor progress and document any variations
 - ☐ Keep records of inspections, communications and decisions
 - ☐ Ensure all building product substitutions are approved and documented
 - ☐ Collect QA records (photos, site notes, test results)
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Required documentation

Collect the following from licensed professionals:

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- ☐ Final design plans (including plumbing and drainage)
 - ☐ Certificate(s) of Work (CoW) for restricted design work
 - ☐ Record(s) of Work (RoW) from LBPs for building, plumbing and drainage
 - ☐ Electrical safety certificate
 - ☐ Gas safety certificate (if applicable)
 - ☐ Energy work certificates (if applicable)
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Completion and submission

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- ☐ Complete all building work within two years of PIM issue
 - ☐ Submit all documentation to the council within 20 working days of completion
 - ☐ Pay any development contribution due
 - ☐ Notify your bank and insurer of completion and provide required documents
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Post-completion protections

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- ☐ Understand defect repair period (12 months)
 - ☐ Know your rights under implied warranties (10 years)
 - ☐ Retain all contracts, certificates, and communications
 - ☐ Plan for future changes or resale – ensure council records are complete
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