

# STEP-BY-STEP GUIDE Plan a granny flat

This guide provides step-by-step instructions and process stages for granny flats built using the building consent exemption. It clarifies roles and responsibilities for key parties and explains important steps and considerations.

### HOMEOWNER DECIDES TO BUILD A GRANNY FLAT

1

A homeowner decides to build a granny flat (small standalone dwelling) on their property. They research the building consent and granny flats building consent exemption pathways and begin to gather information about their site.



### HOMEOWNER PRELIMINARY INVESTIGATION

2

The homeowner researches the Resource Management Act (RMA) requirements for their property by checking with the Ministry for the Environment (MfE) and their local council to understand the National Environmental Standard for Detached Minor Residential Units (NES-DMRU) and other permitted development rights for their site.



### HOMEOWNER DOES THEIR DUE DILIGENCE

3

The homeowner checks if development contributions (DCs) are payable. The specific amount varies depending on the location and what is being built, so they check with the local council what the amount is likely to be for their granny flat. The homeowner uses the **due diligence checklist** to check that they have carried out thorough research.



### LBP DESIGNER IS SELECTED

4

The homeowner visits the LBP website to find an LBP designer or check that their chosen designer is an LBP. They meet with them to discuss what they want to build.



### LBP DESIGNER IS CONTRACTED

5

The LBP designer provides the homeowner with a contract, who gets it checked by their lawyer and both parties sign the contract.



### COST/BENEFIT COMPARISON

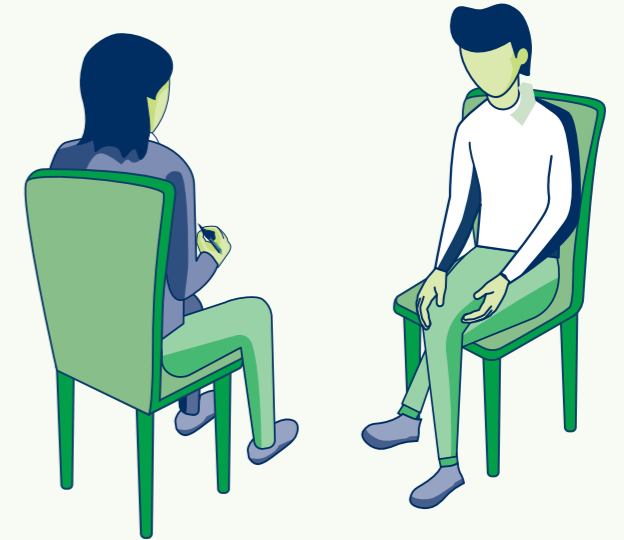
7

The homeowner compares the costs and benefits of using the granny flats exemption against obtaining a building consent for their project. The LBP designer helps them understand the roles and responsibilities of each party involved, and the risks and liabilities of using the granny flats exemption pathway.

8

### GRANNY FLATS EXEMPTION PATHWAY IS CONFIRMED

The homeowner and LBP designer discuss what pathway is most appropriate for the project. The homeowner decides to build a granny flat using the exemption pathway.



### PRELIMINARY DESIGN

9

The LBP designer prepares preliminary design plans for the granny flat. They ensure the plans show how the granny flat complies with the exemption. The homeowner approves the design and is ready to apply for a PIM.



### GRANNY FLATS EXEMPTION CONDITIONS ARE INVESTIGATED

6

The homeowner and LBP designer discuss the granny flat exemption conditions, technical requirements and process. They review the information that they have gathered about the site. The homeowner and designer discuss whether the proposed build will meet the exemption conditions. The homeowner and designer are confident that the proposal will fit fully within the scope of the granny flats exemption.