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

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.

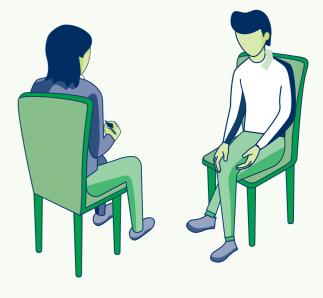


COST/BENEFIT COMPARISON

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.

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.



HOMEOWNER PRELIMINARY INVESTIGATION

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.



The homeowner checks if development contributions (DCs) are payable. The specific is being built, so they check with the local council The homeowner uses the $\underline{\text{due diligence checklist}}$ to check that they have carried out thorough



HOMEOWNER DOES THEIR DUE DILIGENCE

research.

amount varies depending on the location and what what the amount is likely to be for their granny flat.



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.

PRELIMINARY DESIGN



LBP DESIGNER IS SELECTED

The homeowner visits the LBP website to

find an LBP designer or

check that their chosen

They meet with them

to discuss what they

designer is an LBP.

want to build.

homeowner with a contract, who gets it checked by their lawyer and



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.

GRANNY FLATS EXEMPTION CONDITIONS

ARE INVESTIGATED

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.







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PROJECT INFORMATION MEMORANDUM (PIM) APPLICATION IS LODGED

The homeowner checks the council website to confirm how they can apply for a granny flat PIM, what information is needed to support the application and what the fee is. They complete an application through the council online portal, providing the required information and pay the PIM fee.

PIM APPLICATION RECEIVED

The council receives the PIM application for a granny flat.

COUNCIL (TA) CHECKS PIM APPLICATION

The council lodges the PIM application in their system and checks that all the required information has been provided.

They queue the application for processing and start the 10-working day processing clock.



COUNCIL PROCESSES THE PIM

The council reviews the PIM application and supporting information to check that the proposed granny flat is new, standalone, 70 square metres or less and single story. They check the requirements of the RMA (local and regional plans), their local bylaws and that the land is not likely to be affected by one or more natural hazards. The information checked includes special features of the land, details of what existing stormwater or wastewater utility systems are present on the proposed building site and what authorisations are needed to connect to them. The council assesses the granny flat as a permitted activity under the RMA.

COUNCIL ISSUES PIM

The council issues the PIM and PIM additional information within 10 working days of formally accepting the application. The council issues a notice confirming the amount of DCs that are payable for the project and confirms that these are due to be paid within 20 working days of the granny flat being completed. The council property record is updated to note the issue of the PIM, record the assessment of the proposal and that the granny flat must be complete within two years of the date that they issued the PIM.

PROIECT TIMEFRAMES ARE UNDERSTOOD

The homeowner receives the PIM and additional information. They understand that the project must be complete within two years of the date of issue of the PIM. They plan their project to complete the work within this timeframe.



DESIGNER REVIEWS THE PIM

The homeowner provides the PIM to the designer who reviews it. The designer notes that the location of the council sewer is different to what is shown on their preliminary plans. The designer discusses this with the homeowner and they agree to amend the plans to reflect the information provided in the PIM.

OUOTES FOR BUILDING WORK ARE OBTAINED

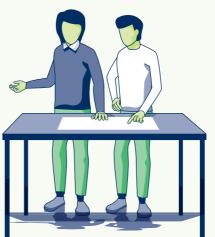
The homeowner chooses a project management approach and visits the LBP website to find an LBP builder to build the granny flat. They meet with builder who is appropriately qualified, experienced in residential construction, and familiar with the Building Code and granny flats exemption conditions. They discuss the project and the homeowner obtains quotes for the building work.



CERTIFICATE OF WORK IS COMPLETED

The designer develops full construction plans and specifications based on the preliminary plans and the information provided in the PIM and PIM additional information. They check MBIE guidance about the granny flats exemption conditions for building design, and ensure that the granny flat complies fully with these and the New Zealand Building Code.

The designer uses the **building design conditions checklist** to confirm this. They complete a **Certificate** of Work (CoW) and provide it along with the plans and specifications to the homeowner.





BUILDING **PERFORMANCE**

CONSUMER PROTECTION MEASURES ARE UNDERSTOOD

The homeowner checks what consumer protection measures are available. They understand that the work will require a disclosure statement, standard checklist and formal contract as the value of building work is greater than \$30k.

LBP BUILDER IS SELECTED

The homeowner selects an LBP builder and agrees the price for the project and when payments will be made, and the builder provides a completed **disclosure statement** and standard checklist. The homeowner and their lawyer ensure that the builder has adequate insurance policies in place and discuss what warranties the builder offers in relation to the building work.

WRITTEN CONTRACT IS SIGNED

The homeowner asks their lawyer to prepare a written contract for the work. The homeowner and builder sign the contract.

CONSTRUCTION INSURANCE AND FINANCE ARE ARRANGED

The homeowner arranges construction insurance and finance, giving the finance provider the information needed to confirm the building work will comply with the exemption conditions and the Building Code.

checklist to help understand their responsibilities and the process so that they know what they need to do. They appoint a site manager with the right qualifications and experience to project manage the build and ensure that it goes smoothly.

COUNCIL APPROVALS ARE OBTAINED

The homeowner obtains necessary approvals from the council for associated works, eg connections to network utility operator (NUO) services.















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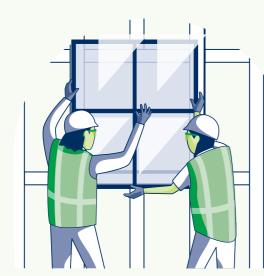
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CONSTRUCTION MONITORING IS ONGOING

The LBP site manager carries out construction monitoring throughout the build. The work is monitored at key stages to ensure that it complies with the plans and specifications, the exemption conditions and the Building Code.



BUILDING WORK STARTS

The LBP builder(s) are provided with the plans, specifications and PIM. They carry out, record and certify building work according to plans and specifications, ensuring that all work complies with the granny flats exemption and the Building Code.



The homeowner understands that an extension of the two year timeframe from the date of issue of the PIM for completion of the build will be needed if the project is delayed and the timeframe exceeded.



BUILDERS PROVIDE RECORDS TO THE HOMEOWNER

As work is completed the LBP builders involved with the project complete Records of Work for the restricted building work that they carried out or supervised. They provide these to both the homeowner and the council that issued the PIM. The homeowner also receives certifications from specialist trades (electrical worker and plumber).



The LBP site manager and homeowner keep track of progress of the project to ensure that the building work is on track to be completed within the two year timeframe.

VARIATIONS AGREED, PLANS ARE UPDATED

The homeowner and designer work with the builder to resolve any on-site variations, ensuring compliance with the Building Code and granny flats exemption conditions. The designer updates plans and specifications to create an accurate record of the building work.



STEP-BY-STEP GUIDE Complete a granny flat

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BUILDING WORK IS COMPLETE ON SITE AND REQUIRED PAPERWORK IS PROVIDED

The designer provides final plans, which form the final record of the completed granny flat. The designer provides a Certificate of Work to cover the final plans.

MAINTENANCE INFORMATION IS PROVIDED

The builder(s) provide maintenance information together with copies of relevant guarantees and warranties to the homeowner. The builder understands their future liability for defects.



COMPLETION

The homeowner has received all records and the building work is now 'complete'. The homeowner uses the **completion checklist** to confirm that they have all the information that they need.



COMPLETION RECORDS USED

The council uses the PIM and completion records provided by the homeowner and the records that they hold about the building when assessing future applications to alter, subdivide or change the use of the building.

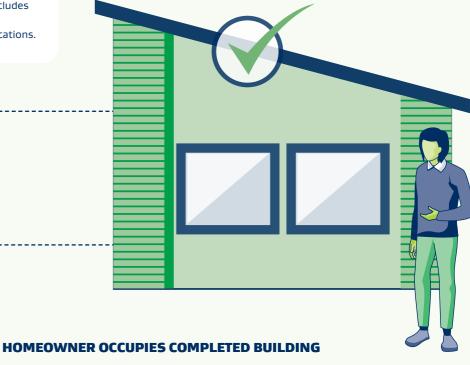


FUTURE ALTERATION, SUBDIVISION OR SALE

Once the building is complete the homeowner follows the usual process for altering, subdividing or selling an 'existing building'.

GRANNY FLAT RECORD IS UPDATED

The council updates the property file record for the granny flat and includes the information for future Land Information Memorandum applications.



DOCUMENTS ARE PROVIDED TO RELEVANT PARTIES

The homeowner provides the records to the council within 20 working days of the date the work was complete. The homeowner also notifies completion to other relevant parties eg insurer and lender.

PIM UPDATED AND DCS ARE PAID

The council receives the records and updates the PIM record on the property file, noting the completion date. They confirm that DCs are due and the homeowner pays these.



The homeowner occupies and maintains the completed building.