

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.



STEP-BY-STEP GUIDE Design a granny flat

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1

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.

2

PIM APPLICATION RECEIVED

The council receives the PIM application for a granny flat.

3

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.



4

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.

5

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.



6

PROJECT 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.



7

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.

9

QUOTES FOR BUILDING WORK ARE OBTAINED

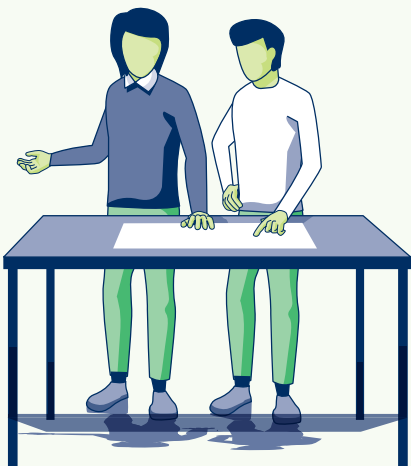
The homeowner chooses a project management approach and visits the LBP website to find an LBP builder to build the granny flat. They meet with builder who is appropriately qualified, experienced in residential construction, and familiar with the Building Code and granny flats exemption conditions. They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



8

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

10

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.



11

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.

12

WRITTEN CONTRACT IS SIGNED

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

13

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.

14

SITE/PROJECT MANAGER APPOINTED

The homeowner uses the **due diligence 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.



15

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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**BUILDING
PERFORMANCE**

1

BUILDING WORK STARTS

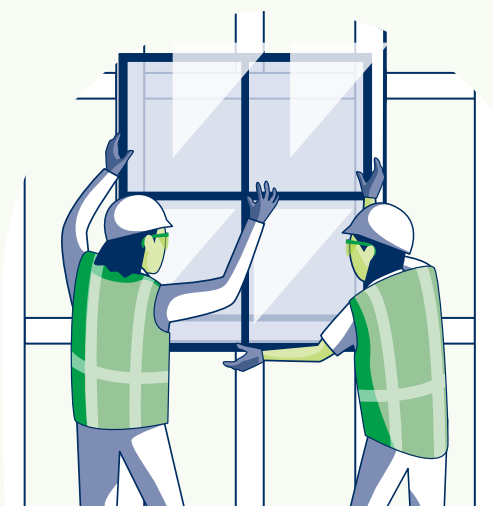
The LBP builder(s) are provided with the plans, specifications and PIM. They carry out, record and certify building work according to plans and specifications, ensuring that all work complies with the granny flats exemption and the Building Code.



2

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.



4

PROJECT PROGRAMME IS MONITORED

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.



3

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.

5

PIM TIMEFRAMES ARE EXTENDED

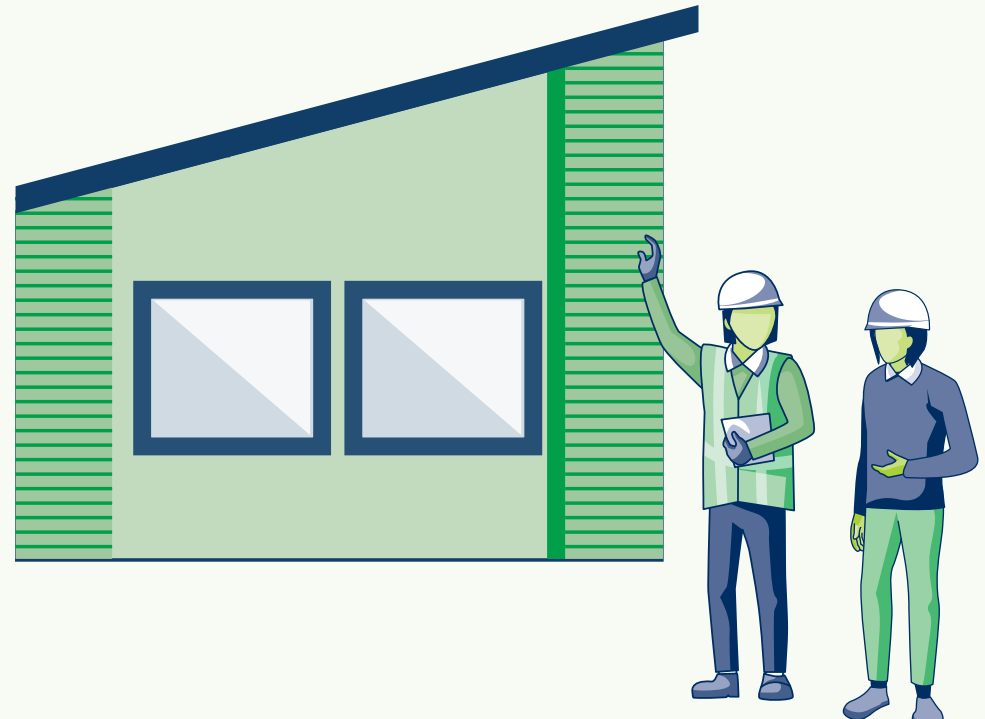
The homeowner understands that an extension of the two year timeframe from the date of issue of the PIM for completion of the build will be needed if the project is delayed and the timeframe exceeded.



6

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).



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