

# Granny Flats Exemption Checklist



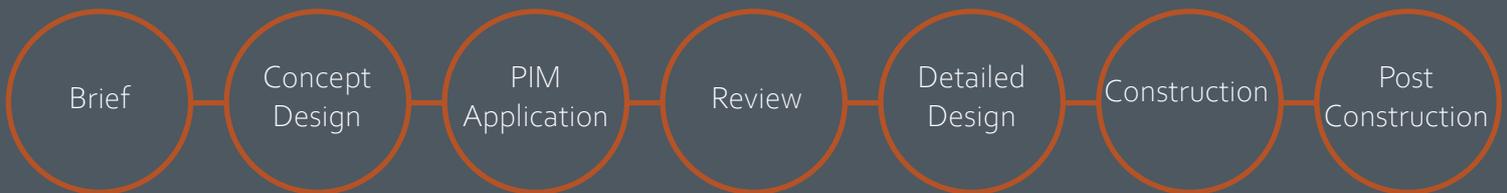
Many people assume a granny flat is a quick, low-cost solution; in reality, it is better understood as a considered and streamlined approach to delivering a well-designed small home.

This guide outlines the key steps involved in planning a granny flat under the building consent exemption. It explains the process, roles, and key considerations at each stage.

The pros and cons of using the granny flats building exemption;

Pros	Cons
<p>You are looking to reduce upfront costs, such as consent fees</p> <p>You are comfortable with a simplified process that involves less paperwork and fewer inspections</p> <p>You want to start building quickly and complete the build faster without waiting for formal consent approval or council inspections.</p>	<p>You prefer the legal certainty of having a formal record of approval for insurance, resale or future renovations</p> <p>You want to ensure your project is fully inspected documented and supported by council oversight</p> <p>You want to use heavier materials such as panelised construction or structural steel.</p> <p>Limited Design Scope</p>

## Process of the Granny Flat Exemption



## Brief

Black Box will confirm your granny flat qualifies for the exemption.

- It is a standalone, single-storey dwelling, no more than 70 m<sup>2</sup>.
- Does it have a kitchen, bathroom, and sleeping facilities?
- Are the claddings lightweight? (e.g., timber or steel framing),
- Is the dwelling <4m tall above floor level? Is the floor height <1m above the supporting ground?
- Are there any natural hazards present?

Black Box then check local council planning rules and the Resource Management Act (RMA) requirement.

## Concept Design

- Once all of the above has been checked and confirmed, we will come up with a concept design consisting of a floor plan and elevations that you are happy with.

## PIM Application and Review

- Black Box will then apply for a project information memorandum (PIM) on your behalf
  - This can take up to 10 working days to get back to us
  - On average this can cost starting from around \$800
- Once the PIM has been received, we will review and look for natural hazards and infrastructure requirements. Using the information collected thus far, we will determine if this will need a resource consent\* or not.
- Upon completion of the steps above, it is now time to engage builders so that they can help through contracts, insurance, warranties and guarantees.

## Detailed Design

- From this step, we will finalise the design with you and prepare plans that:
  - Comply with New Zealand Building Code (NZBC)
  - Include any mitigation measures for natural hazards
  - Create a set of plans to hand off to the builder

## Construction

- Once all of the above is completed, construction can commence (once the PIM has been issued, you have 2 years to complete the build)
- During construction the below should be monitored by the builder and client.
  - Build to approved plans and specifications
  - Monitor progress and document any variations
  - Keep records of communication and decisions made
  - Collect records (photos, site notes, test results)

## Post Construction

- Once construction is complete, ensure you have all the information below from licensed professionals:
  - Final Design Plans (including plumbing and drainage)
  - Certificate of work (CoW) for restricted building design work
  - Records of work (RoW) from LBP's for building, plumbing and drainage
  - Electrical safety certificate
  - Gas safety certificate (if applicable)
  - Energy work certificate (if applicable)
  
- Once all of the above is collated, the owner/builder will submit records of work to both the client and the council
  
- At this point you will also be expected to pay any development contribution fees that are due to the council
  
- To ensure you are protected post-completion, ensure you do the following:
  - Understand the defect repair period
  - Know your rights under implied warranties (10 years)
  - Retain all contracts, certificates, and communications
  - Plan for future changes or resale by ensuring council records are complete

### **\*What does not fall under the exemption?**

- You want to include a wet floor shower or Solid fuel heater
- You want to use heavier materials, e.g., schist, structural steel
- Your design is larger than 70 m<sup>2</sup>.
- Your project is an alteration to an existing building or building work is already underway
- Your project is likely to be subject to a natural hazard, and this cannot be mitigated as Required by the exemption conditions.

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