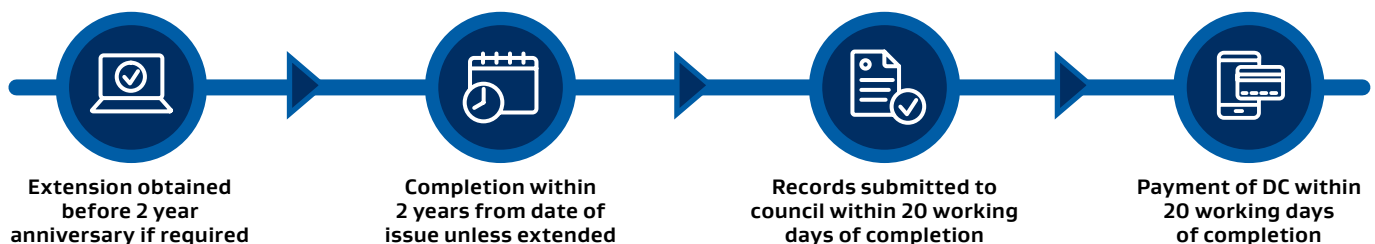


If there are any details you're unsure about or cannot complete:
Email: sales@footprinthomes.co.nz, phone 0800 000 222 or talk to your LPB builder.

Granny flats exemption: Completion checklist

Use this checklist to make sure all the actions required by the granny flats exemption have been carried out.



When the build is delayed

Extend your granny flat completion date

- apply for a PIM extension as early as possible before the two-year PIM anniversary

When the build is complete

The granny flat must be complete within two years of the date of issue of the PIM

Records and documentation required for completion

The granny flat is complete when the homeowner has received the following records and documentation:

- Certificate of Work (CoW) for any restricted design work
- Records of Work (RoW) from Licensed Building Practitioners (LBPs)
- Records of Work (RoW) from registered plumbers and drainlayers
- electrical safety certificate
- gas safety certificate (if applicable)
- energy work certificates (if applicable)

Final design plans

The homeowner must also receive final design plans that show:

- building work including any changes made during construction

- sanitary plumbing

- drainlaying

Submitting records to council

- LBPs submit the Records of Work to both the homeowner and the council
-

Within 20 working days of completion the homeowner must then:

- submit all required documentation to the council that issued the project information memorandum (PIM)

- pay development contribution (if applicable)

Once the above steps have been taken the granny flat project is complete.