

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: Homeowner due diligence checklist

A checklist for homeowners carrying out due diligence checks.

Pre-construction checks

- Confirm your granny flat qualifies for the exemption (standalone, new, $\leq 70\text{m}^2$, single-storey)
- Check local council planning rules and Resource Management Act (RMA) requirement
- Apply for a project information memorandum (PIM) from your council
- Review PIM for natural hazards and infrastructure requirements
- Determine if a resource consent is needed
- Decide on your compliance pathway (exemption vs building consent)
- Engage licensed building professionals for design and construction
- Disclosure statement and standard checklist received from builder
- Arrange contracts for work over \$30,000 (including GST)
- Confirm development contributions, other council fees and costs
- Secure finance and insurance – check lender and insurer requirements

Design and planning

- Finalise design plans with an LBP designer
- Ensure plans comply with the Building Code
- Include mitigation measures for any natural hazards
- Develop a Quality Assurance (QA) plan for inspections and documentation
- Plan for inspections at key stages (eg foundations, framing, completion)

During construction

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- Build strictly to approved plans and specifications

 - Monitor progress and document any variations

 - Keep records of inspections, communications and decisions

 - Ensure all building product substitutions are approved and documented

 - Collect QA records (photos, site notes, test results)

Required documentation

Collect the following from licensed professionals:

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- Final design plans (including plumbing and drainage)

 - Certificate(s) of Work (CoW) for restricted design work

 - Record(s) of Work (RoW) from LBPs for building, plumbing and drainage

 - Electrical safety certificate

 - Gas safety certificate (if applicable)

 - Energy work certificates (if applicable)

Completion and submission

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- Complete all building work within two years of PIM issue

 - Submit all documentation to the council within 20 working days of completion

 - Pay any development contribution due

 - Notify your bank and insurer of completion and provide required documents

Post-completion protections

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- Understand defect repair period (12 months)

 - Know your rights under implied warranties (10 years)

 - Retain all contracts, certificates, and communications

 - Plan for future changes or resale – ensure council records are complete
