

STEP-BY-STEP GUIDE Complete 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.



Footprint Homes will work with you to collate all the required information for your project files and final council submission. If you're using your own builder, you can work with them directly to complete their section of the work and records. We'll provide all relevant documentation and a checklist to ensure everything is covered.

BUILDING PERFORMANCE

1

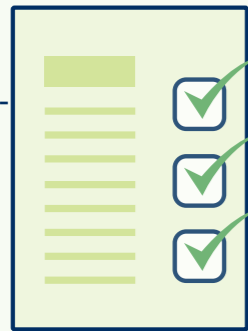
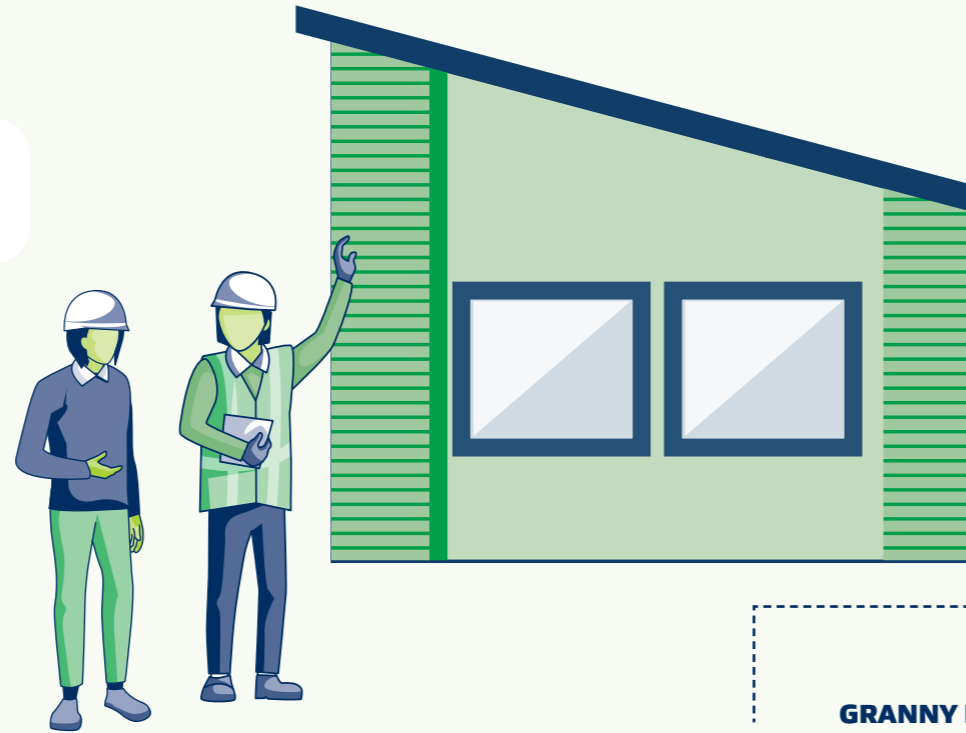
BUILDING WORK IS COMPLETE ON SITE AND REQUIRED PAPERWORK IS PROVIDED

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.

2

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.



3

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.

4

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.



5

PIM UPDATED AND DCS ARE PAID

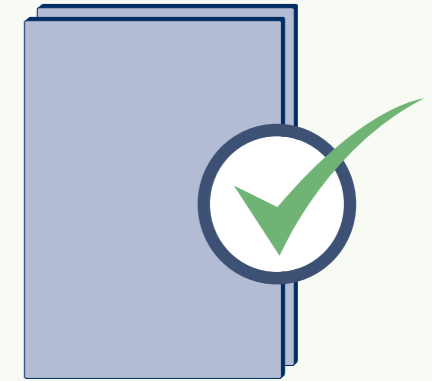
The council receives the records and updates the PIM record on the property file, noting the completion date. They confirm that DCS are due and the homeowner pays these.



9

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.



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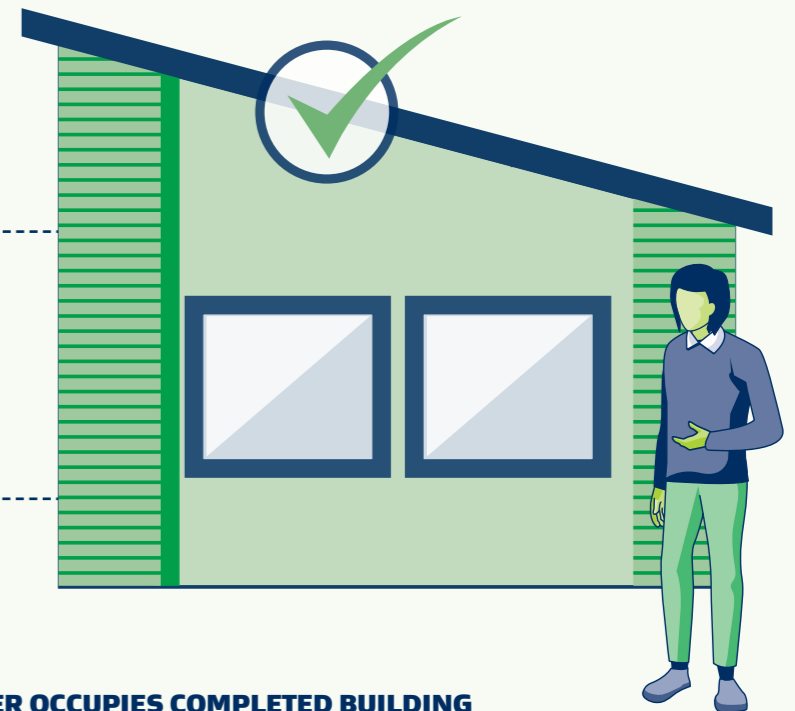
FUTURE ALTERATION, SUBDIVISION OR SALE

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

7

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.



6

HOMEOWNER OCCUPIES COMPLETED BUILDING

The homeowner occupies and maintains the completed building.