

Getting started on an additional dwelling building project

Talk to us first

Adding an additional dwelling to your property is a versatile way to maximise the use of your land, increase the value of your property, and address any future housing needs.

Meeting with us for general advice and feedback early on in your project can save you time and money later. Not every additional dwelling will need resource or building consent. But because each project is different, and there are also come exceptions and exemptions, we recommend you talk to us early in your planning.

For more information about building an additional dwelling you can read the full guide here:

kapiticoast.govt.nz/buildingproject

Book in a 30-minute meeting with either:

- Duty Planner – for all land use and planning questions and/or
- Building Duty Officer – for all building requirements and building consent

They'll be able to advise you on what consents you may require, help flag any potential issues, and set you on the right track.

At the end of this meeting, you should know whether you will need a resource consent, a building consent or both types of consents.

There is no cost for these initial meetings.

What should I bring to the meeting?

- ☐ Any documentation you have on the property, such as the Record of Title.
- ☐ Any preliminary ideas or initial sketches and designs, such as proposed location on site, if you have them.

You don't have to have all the information yet, but to get the most out of the meeting, it helps to do some research first.


Here's some tips to help you prepare for the meeting:

- ☐ Get familiar with the Operative Kāpiti Coast District e-Plan 2021 (the 'District Plan') – this is the Council's rulebook for land use, subdivision, and development.
- ☐ Look up your property in the e-Plan. Things that you would see in the e-Plan include:
 - Zoning and Precincts
 - Natural environment overlays, including flood hazards, ecological sites, key indigenous or notable trees, etc.
- ☐ Understand the Permitted Activity standards, for example:
 - How close and how high the new home will be to boundaries.
 - Outdoor living and landscaping, etc.
 - If your project complies with these standards, it may be a "permitted activity", and you may not require a land use resource consent.
- ☐ Understand what Council fees and charges may apply to your project
- ☐ Think about:
 - Your site conditions, e.g. ponding, site access, etc.
 - What you want to achieve with your dwelling and who will use it, now and in the future.
 - If you plan to subdivide.
 - If you're using a relocated building, renovating an existing building, planning a new build or adding to your current dwelling.
 - How involved you'll be in the project.
 - Asking us what sorts of reports you need for your resource and/or building consent application(s), as the information required may differ.
 - Any other questions you might like to have answered.

Contact us

 0800 486 486

 buildingproject@kapiticoast.govt.nz

 Find out more on our website:
kapiticoast.govt.nz/propertyhousingandrates

Any information submitted to support your consent applications can be shared with relevant teams within Council for the purpose of processing your application. If you have any concerns, please contact us to discuss.

Please refer to the Privacy Information on our website:
kapiticoast.govt.nz/legal-notices/privacy-statement/