

# Thinking about adding an additional dwelling?

A quick guide for Kāpiti residential property owners

**QUICK  
GUIDE**

September  
2025



# Need more space?

Adding an additional dwelling to your property is a versatile way to maximise the use of your land and increase the value of your property. It can also provide space, living options, and independence for other family members, or generate rental income.

This quick guide is an overview of the four main steps in the process, including considerations and things to check along the way.

For more information go to our full guide here: [kapiticoast.govt.nz/buildingproject](https://kapiticoast.govt.nz/buildingproject)



## ASSESS YOUR NEED

Think about what the dwelling will be used for, now and in the future

There are a range of ways to add extra living quarters to your home. There are lots of things to consider.

Every home and site location is different and comes with its own set of requirements to think about.

It's really important you understand the planning and building process and get the right people involved at the right time – and early on!

## Questions to ask:

- Does my property zoning allow for an additional dwelling?
- What will the dwelling be used for, both now and in the future?
- How big do I want it?
- Who will be able to use it?
- What's my budget? Do I need to seek finance for the project?
- Will I rent it out?
- Do I want to subdivide the property?
- What are the site conditions like?
- What about the service connections?
- Will I build on-site or relocate a building from elsewhere?
- How can the building be designed to ensure its future-proofed and able to be used by people of all ages and abilities?
- How will my neighbours be affected by the build?



## PREPARE

Get to know your site and budget

Now it's time to do some more research and gather information and documentation. You may have some early ideas about what the dwelling might look like.

We recommend you book an initial meeting with one of our duty planners, who can guide you through the planning stage, work out whether you need any consents, and help you prepare for the next step.

### Things to do:

- Start gathering information about your site, such as flooding risk, erosion, wind, ground condition.
- Come up with an initial concept design.
- Book an initial meeting with us to talk through your project, understand any District Plan rules and find out if you need consents:

**Phone: 0800 486 486**

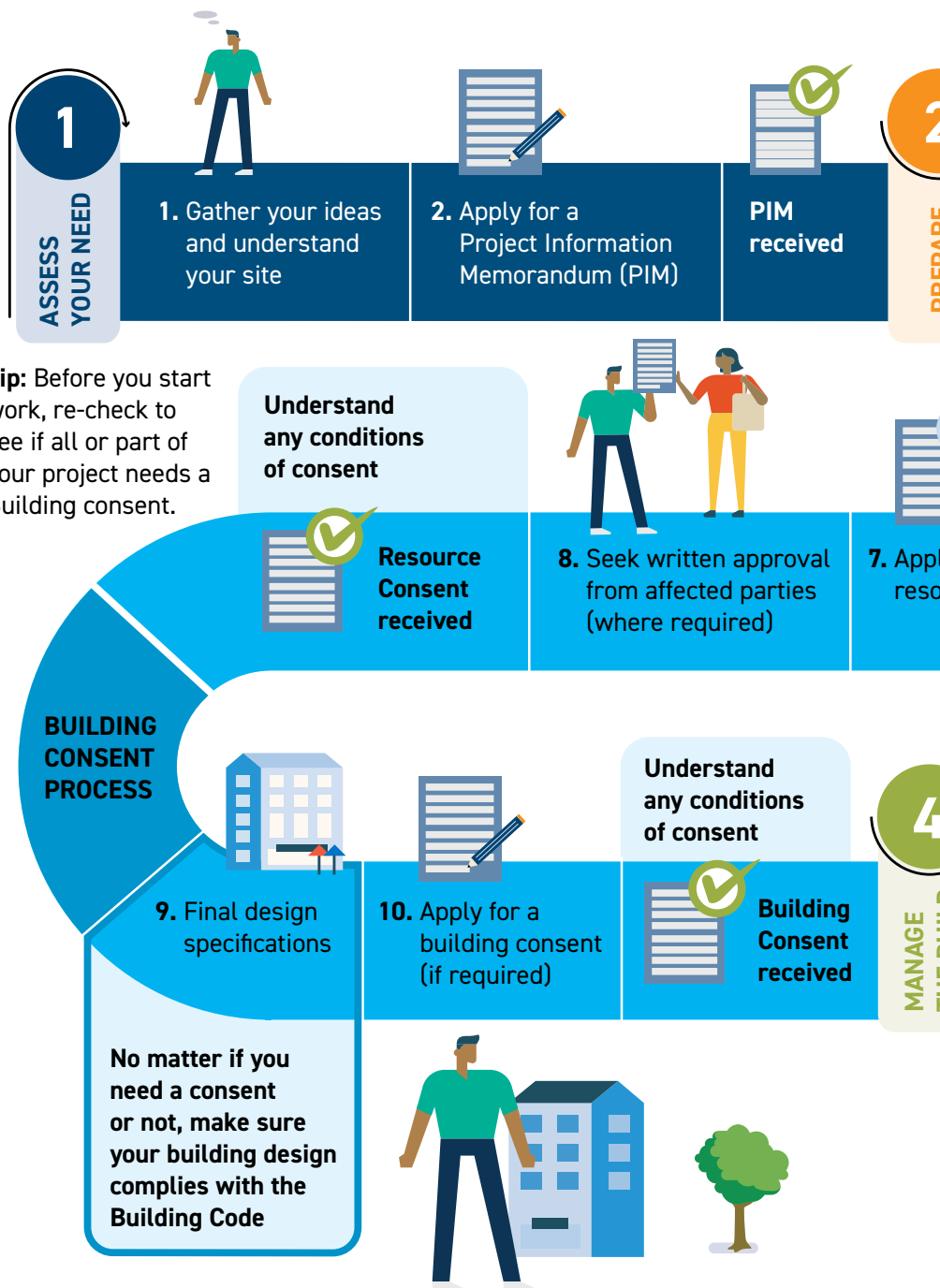
**Email: [buildingproject@kapiticoast.govt.nz](mailto:buildingproject@kapiticoast.govt.nz)**

- Involve professionals with the appropriate experience and credentials.
- If you wish, choose someone to act as your "agent" to help you with the consenting process and to manage the build.
- Plan for the project costs.
- Arrange finance.
- Check insurance implications and requirements.
- Understand your legal obligations as the owner (or if you're the main contractor).



Image credit: Greenhaven Homes

# Your building project steps and Council interaction



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PREPARE



3. Initial design concept

**Understand what consents or approvals may be needed (if any)**



4. Book an initial meeting with a Duty Planner and/or Building Officer

**Tip:** Check with us to confirm if you can start your resource and building consents at the same time.

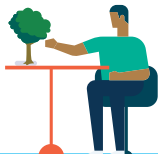
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DESIGN

RESOURCE  
CONSENT  
PROCESS



5. Prepare assessment of environmental effects



6. Prepare assessment of environmental effects



5. A pre-application meeting is recommended

**Check that your Resource Consent application is complete**



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THE BUILD

11. Engage a builder and start construction



12. Ensure any required inspections are carried out

13. Building is complete



**Ensure ongoing compliance**



14. Book a final inspection (if required)

15. Get a code compliance certificate (if required)

16. Monitoring of resource consent conditions (if any)





## DESIGN

Work with a design professional to finalise the design

### Thinking of making it a rental?

You'll need to make sure it meets Healthy Homes Standards for heating, insulation, ventilation, moisture ingress and drainage, and draught stopping. You'll also need to decide if you want:

- to subdivide the property
- shared or separate metering for utilities.

As well as firming up the design for your build, you'll need to decide whether you'll manage the project yourself or get someone to do it for you.

Getting the design right is really important – it should suit the site, allow a good quality of living for its occupants, and be designed with sustainability in and future users, not just your immediate needs.

You'll also start the consenting process, if required.

### Things to do:

- Consider options for Universal Design
- Firm up the design of your dwelling
- Talk to your neighbours
- Decide on a project manager
- Start the consenting process, if required
- Book a pre-application meeting with us to check you have all of the technical documents needed for any consents
- Receive consents

## Do I need consents?

**Not every additional dwelling will require a resource and/or building consent.**

But because every project is different and there are some exceptions, we recommend you to talk to us early in your planning.

Make sure you factor consenting into your budget and timeline.



### Resource consent

Permission from Council for you to use or develop a natural or physical resource (such as land) and/or carry out an activity that affects the environment in some way.



### Building consent

Approval to undertake building work in accordance with the Building Act and approved plans and specifications.



## MANAGE THE BUILD

Select a main contractor and work to agreed plans and consents

### Things to do:

- Select a main contractor
- Engage other tradespeople and professionals
- Consider options for reducing construction waste
- Be involved in health and safety and have good plans and documentation
- Comply with consents
- Work with Council to arrange building inspections, including the final inspection and code compliance certificate (CCC)
- Protect your new dwelling with preventative maintenance

### How long will it take?

How long your project will take will depend on lots of different factors, such as site conditions, the type of additional dwelling, how complex the design is, whether it's a new build or a relocatable building, and what consents you'll need.

Find out more on our website: [kapiticoast.govt.nz/propertyhousingandrates](https://kapiticoast.govt.nz/propertyhousingandrates)

Any information submitted to support your consent applications, may 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-notice/privacy-statement/](https://kapiticoast.govt.nz/legal-notice/privacy-statement/)

### Talk to us early


We're here to help at any stage of your building project.

We know the law and requirements are complicated. We want to make it easier for you to work out what you need to do to complete your project. You may not need a consent.

It's particularly important to talk to us early in your planning before you start the consenting process.

 0800 486 486

 [buildingproject@kapiticoast.govt.nz](mailto:buildingproject@kapiticoast.govt.nz)

 [kapiticoast.govt.nz/buildingproject](https://kapiticoast.govt.nz/buildingproject)



Scan the QR code to read  
the full guide here:

[kapiticoast.govt.nz/  
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