


Thinking about adding an additional dwelling?

A guide for Kāpiti residential property owners
September 2025



An aerial photograph of the Kāpiti Coast district in New Zealand. The foreground shows lush green hills with dense vegetation. In the middle ground, a sprawling residential area with many houses and streets is visible. The background features a wide expanse of blue water (the coast) and a large, dark mountain range under a blue sky with scattered white clouds.

Kāpiti is growing!

Population forecasts predict that the Kāpiti Coast district will grow by 32,000 residents in the next 30 years. This signals a need for more housing options, including 1- and 2-bedroom dwellings suitable for both the younger and older residents in the community.

Our Housing Strategy identifies challenges and priorities for our district, including ways to boost housing supply in line with medium density residential standards introduced by government in 2021.

From 18 August 2022, the new standards in the Operative Kāpiti Coast District Plan 2021 (the District Plan) allow for three houses of up to three storeys to be built on many residential sites on the Kāpiti Coast, without the need for a land use resource consent.



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

We're here to help

You can contact us at any stage of your building project for help. We recommend you get in touch in the early planning stages to talk through your project and any consents and approvals that might be required.

Give us a call to book in an appointment with one of our duty planners.



0800 486 486



kapiticoast.govt.nz

Contents

Introduction	2	Step 2: Prepare	16	Step 4: Manage the build	28
Who is this guide for?	2	Initial considerations	16	Starting your build	28
Why add an additional dwelling?	2	Research your site and surrounding area	17	Select a main contractor	28
How long will it take?	4	Documentation and where to find it	17	Types of contracts	29
Overview of the process	4	Involve the right professionals	18	Health and safety	29
Understand your legal obligations	6	Who does what at the planning stage	19	Waste minimisation	29
Setting yourself up for success	6	Come up with an initial concept	20	Contracting other tradespeople and professionals	30
		Book an initial meeting with us to talk through your project	20	Complying with consents	30
Step 1: Assess Your Need	7	Plan for the project costs	21	Building inspections	31
Key considerations when adding an additional dwelling	7	Arrange finance	23	Final inspection and code compliance certificate	31
Subdividing the property	8	Check insurance implications and requirements	23	Protecting your new dwelling	31
Financing the project	8				
Consents and approvals	9	Step 3: Design	24	Resources	32
Examples of additional dwellings	10	Decide on a project manager	24		
New builds	11	Design considerations for your dwelling	25		
Granny flats	11	Firm up the design of your dwelling	25		
Sleepouts	12	Start the consenting process, if required	26		
Relocatable buildings	13	Talk to your neighbours	26		
Tiny homes	15	Book a pre-application meeting before you apply for a resource consent	27		

Introduction

Who is this guide for?

This guide is for anyone living within the Kāpiti Coast District who is thinking about adding an additional dwelling to their residential property.

It includes:

- Key things you'll need to think about at each stage of the process.
- What information you'll need to gather and where to find it.
- How the consenting process works.
- Tips for ensuring your project goes smoothly.
- Considerations to ensure your new dwelling will be a comfortable place to live both now and in the future.

We want to help you to investigate the factors that ensure your dwelling is safe, compliant and meets your needs now and in the future.

Notes:

- If you own a rural property, you'll find aspects of this guide useful, but we recommend you check in early with us, as the rules and requirements will vary depending on the zoning of your property.
- This guide doesn't cover adding a dwelling to a commercial property, construction of a new dwelling on a vacant lot, or upgrading or increasing the size of an existing dwelling.
- It isn't a comprehensive guide on your legal rights and obligations, contracts, or consumer protection, but there are links to more information throughout the guide and in the Resources section at the end.
- If you are planning a medium or large development, come and talk to us before the pre-application meeting about your vision and design.

Why add an additional dwelling?

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 an income if you choose to rent out the new dwelling, or live in it and rent out the original dwelling on the site.

It's important that you carefully consider both how you plan to use the dwelling, and how future occupiers will use it to ensure it's a safe and insurable asset.





ASSESS YOUR NEED

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

Questions to ask yourself:

- 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?
- How can the building be designed to ensure it is future-proofed and able to be used by people of all ages and abilities?
- Will I rent it out?
- What are the site conditions like? What about the service connections?
- What's my budget? Do I need to seek finance for the project?
- Will I build on-site or relocate a building from elsewhere?
- Do I want to subdivide the property?
- How will my neighbours be affected by the build?



DESIGN

Work with a design professional to finalise the design

Things to do during the design stage:

- Consider options for Universal Design.
- Firm up the design of your dwelling.
- Talk to your neighbours.
- Decide on a project manager.
- Establish what consents may be required.
- Book a pre-application meeting with us to check you have all of the technical documents needed for any consents.
- If necessary, apply for consents.
- Receive your consent(s).



PREPARE

Get to know your site and budget

Things to do at the planning stage:

- Start gathering information about your site and area, such as flooding risk, erosion, wind, ground conditions.
- Book an initial meeting with us to talk through your project.
- Come up with an initial design concept.
- Plan for the project costs.
- Understand your legal obligations as the owner (or if you're the main contractor).
- Check insurance implications and requirements.
- 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.
- Arrange finance.



MANAGE THE BUILD

Select a main contractor and work to agreed plans and consents

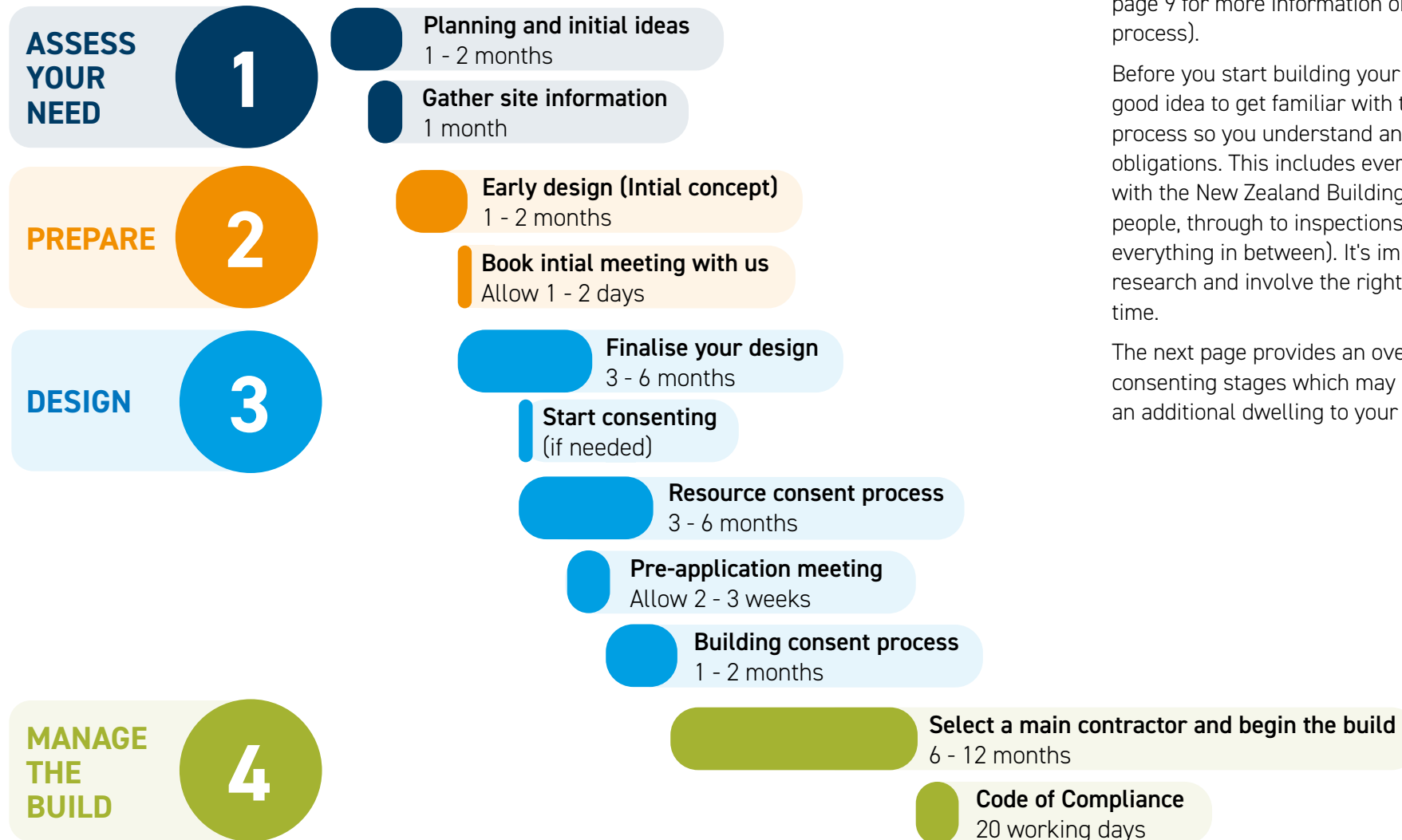
Things to do during the build:

- 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?

Every project is different, but a general guideline for how long it takes is included below.

Sometimes the consenting processes won't move at the same speed. Having the right documentation to support your applications for resource and building consents will save you time and money.



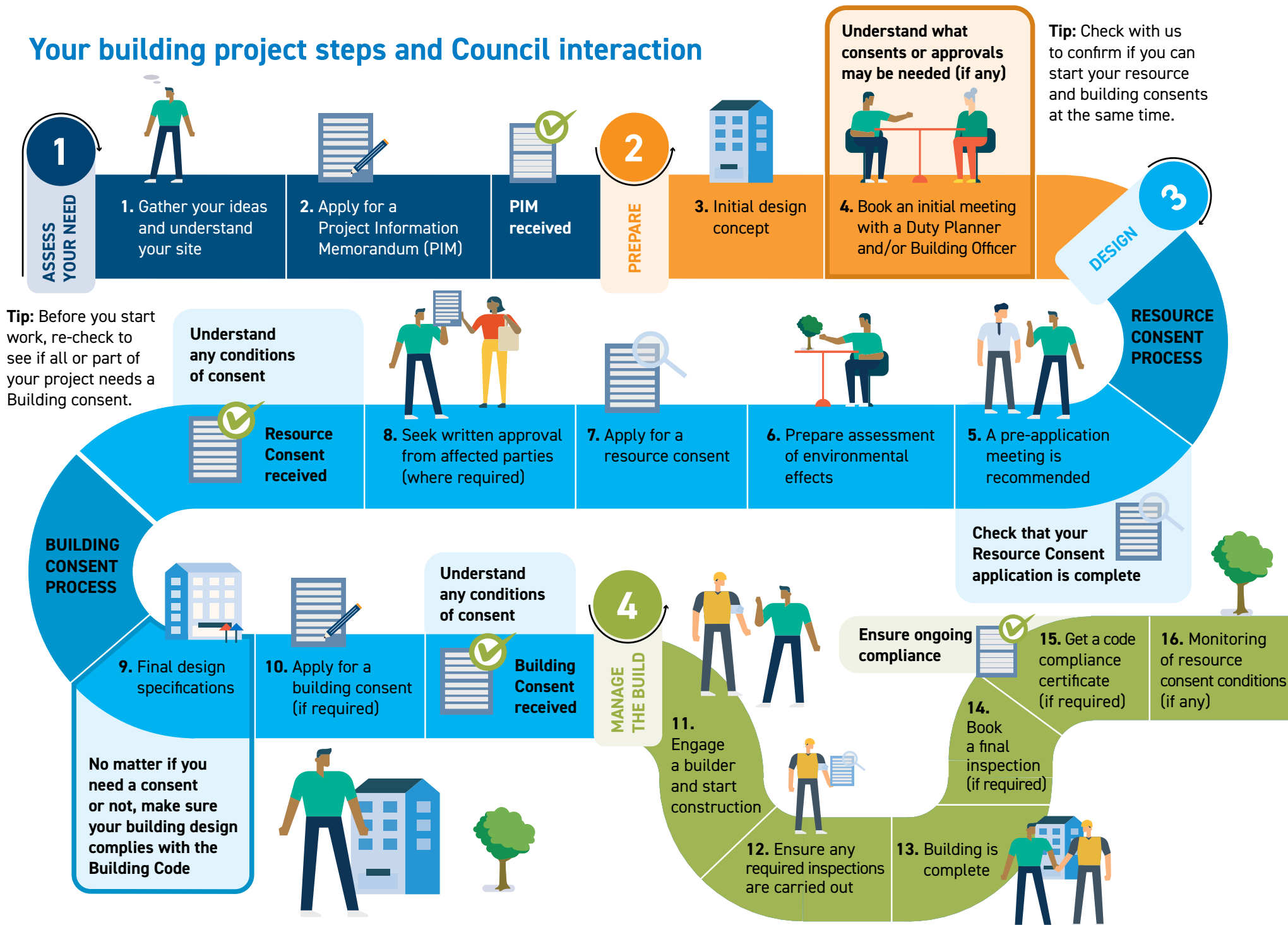
Overview of the process

Adding an additional dwelling is a big decision. You'll need to confirm if your site is suitable, and check with us to see if you need to apply for **resource consent** and **building consent** along the way (see page 9 for more information on the consenting process).

Before you start building your new dwelling, it's a good idea to get familiar with the design and build process so you understand and meet your legal obligations. This includes everything from complying with the New Zealand Building Code and paying people, through to inspections and final sign-off (and everything in between). It's important you do your research and involve the right people at the right time.

The next page provides an overview of the consenting stages which may be required if you add an additional dwelling to your residential property.

Your building project steps and Council interaction



Understand your legal obligations

Building Performance (part of the Ministry of Business, Innovation, and Employment) is the regulator for the building sector in Aotearoa New Zealand.

Its website explains your legal obligations as you build and what you need to do to ensure your building project is legal. It also explains how the law will protect you if things don't go to plan.

Make sure you read and understand your legal obligations before your project starts.

👉 Homeowner rights and obligations:
building.govt.nz/your-rights-and-obligations

Getting help with a building project

You can contact us at any stage of your building project for advice. We can help you decide what consents and approvals you might need, and explain any requirements of the District Plan, which is an important document that outlines the controls for land use and subdivision in our district.

Give us a call to book in an appointment:

📞 **0800 486 486**

If you need consents, we also recommend you book a **pre-application meeting** with us **before** you submit an application for resource or building consent.

▶ See page 27 for more information.

Setting yourself up for success

Here are some tips to help the project go smoothly:

- Talk to us early - we're here to help at any stage of your building project.
- Do your research on the proposed building site, process, required consents and approvals, and costs.
- Make sure you decide on an additional dwelling that matches your budget and suits your needs as well as the needs of future occupiers.
- Arrange an initial meeting with one of our duty planners to ask questions and find out if you need any consents or approvals.
- If a resource and/or building consent is needed, book a Pre-application meeting before you apply. We can check you've got all the information needed to assess your consent application. This helps you get it right first time, saving time and money.
- Having the right people on board to assist you with information and preparation for consents and approvals will reduce costs and delays in the long run. They may include architects, engineers, or a planning consultant if your project needs resource consent.
- Ensure you do your research on the costs and fees so there aren't any big surprises.
- Understand your legal obligations as a homeowner.

▶ [See the Resources section of this guide for links to more information.](#)



A photograph of a woman in a blue shirt hugging an elderly woman sitting on a couch. The woman in blue is smiling and has her arms around the elderly woman, who is wearing glasses and a grey sweater. They are in a living room with a lamp and a couch.

1 ASSESS YOUR NEED

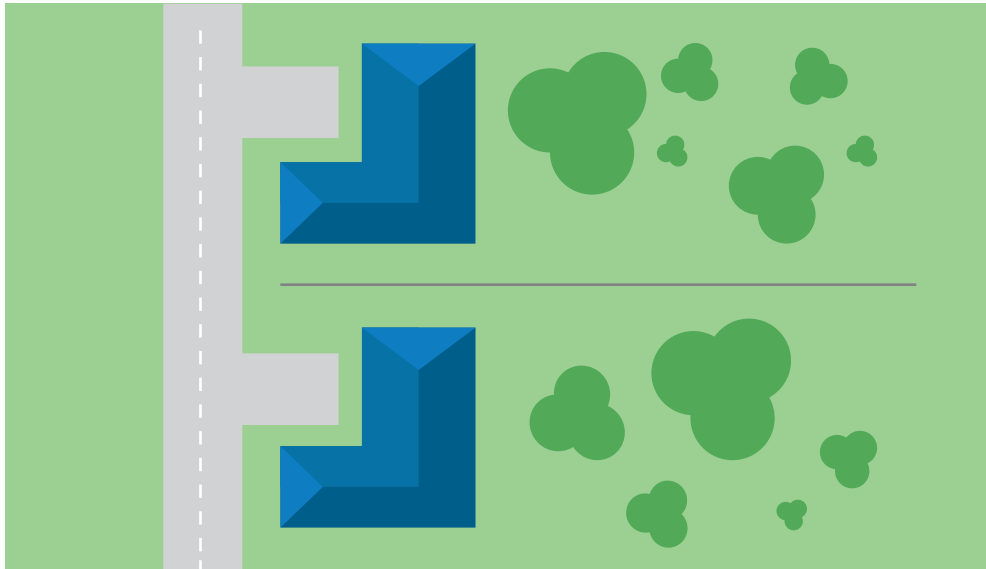
In this section:

- Key considerations when adding an additional dwelling.
- Financing the project.
- Subdividing the property.
- Consents and approvals.
- Examples of additional dwellings.

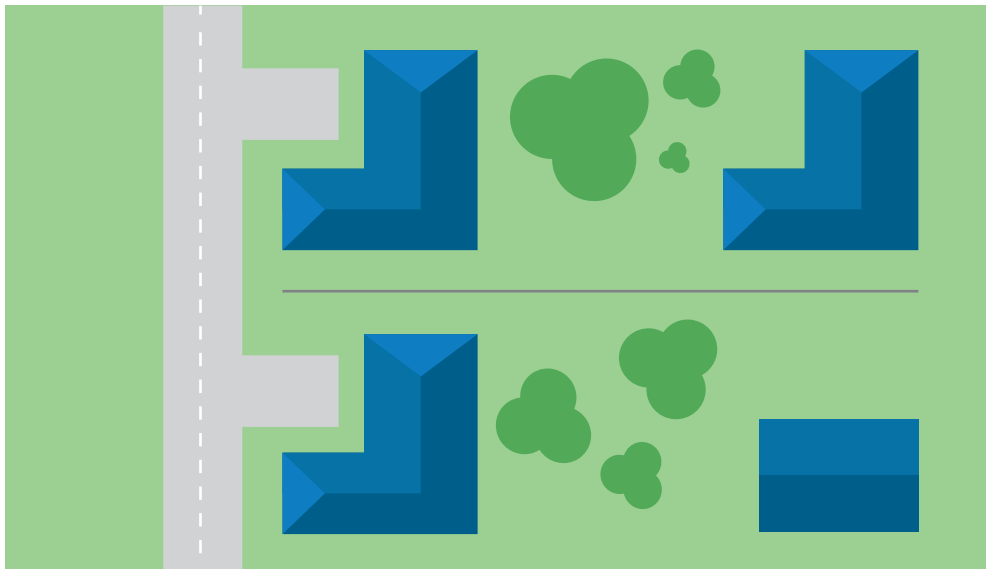
Key considerations when adding an additional dwelling

Some of the things you'll need to think about include:

- What the dwelling may be used for, both now and in the future, and who will use it.
- What your budget will allow for and whether you'll need to apply for finance, bearing in mind any construction project can result in delays and additional costs.
- Whether you'll subdivide the property.
- Site conditions, including whether services and connections on the site are adequate for the new dwelling.
- What consents and approvals you'll need.
- The type of dwelling you're planning to build.
- Whether you'll build new on-site or relocate a building from elsewhere.
- How to design the building with accessible features to ensure it's future proofed and able to be used by people of all ages and abilities.
- Using universal design principles and quality materials to ensure good resale value in the future.



Before: One house on an existing site.



After: Intensification of an existing site by addition of another dwelling or more.

Subdividing the property

Subdividing is a term for splitting a piece of land into individual lots, each with its own separate and saleable "record of title". You don't need to subdivide to build an additional dwelling on your property.

- **If you choose to subdivide**, you'll need to set up services, such as water, sewerage, electricity, gas, and phone at your own cost, ensuring the connections are separate. Ongoing costs of the services will also be separate. You will also need a resource consent to subdivide.
- **If you don't subdivide**, the additional dwelling will share your existing service connections. The ongoing costs of these services may need to be shared between you and whoever is living in the additional dwelling.

You can still choose to arrange for separate metering for these services – this may be beneficial if the dwelling will be subdivided at a later date, and can make the property more appealing to buyers when the time comes for you to sell it.

Remember that if the existing infrastructure where the new dwelling will be located is not adequate for services, it's likely you'll need to upgrade the connection to these services at your own cost. This may include separating the connections for potential subdivision in the future.

We can help explain the specific subdivision requirements. You can also seek advice from a surveyor or other professional experienced in the process, who can advise on what is feasible.

Financing the project

Adding a dwelling to your property can be a significant financial decision. We recommend you speak to a financial specialist if you need to obtain finance for the project.

Some relocatable building companies may offer finance options for the purchase.

► [See page 21 for some general information on costs for a building project.](#)

Consents and approvals

The two consents you **may** require are:

- **Resource consent**
- **Building consent**

Consents aren't optional – they're required by law for certain building work. If your project requires consent, you'll need to have these **before** any work on the site begins.

Usually, adding an additional dwelling will require resource and building consent. There are some exceptions and exemptions, and the government is making changes to make it easier, but because every project is different, we recommend you talk to us early in your planning. This can save you both time and money.

Resource consent



A resource consent is 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.

Resource consent may be required if your project does not meet the requirements of the Resource Management Act and/or doesn't comply with the development controls in the District Plan.

Building consent



A building consent is an approval to undertake building work in accordance with the Building Act and approved plans and specifications.

It confirms your proposed building work is permitted and can begin, subject to any restrictions or conditions that may be included in the consent.

Working out what consents you might need

Depending on your project, you may not need a consent, need only one type of consent, or you may need both.

It's always best to talk to us first so we can advise whether consents will be required.

It's also important to remember that the consenting process is only one part of the legal requirements for adding an additional dwelling to your property. All the usual requirements about durability of materials, district planning, location of services, and meeting the New Zealand Building Code still apply.





Examples of additional dwellings

There are many different types of additional dwellings. Most, including the ones covered in this guide, will fall under the definitions in the District Plan for a "minor residential dwelling" or "accessory building".

If you're building any of the dwellings listed below, you'll need to pay development impact fees, which help fund local infrastructure and reserves. Make sure you factor this into your budget.

▶ [See page 21 for more information on project costs, including development impact fees.](#)

Determining factors for the type of dwelling you'll choose include:

- What the dwelling could be used for now and in the future.
- The size and conditions of your chosen site.
- Whether you build on-site, or decide on a relocatable building.
- How long the build will take.
- Your budget.

See examples on the following pages of additional dwellings and some of the considerations for each.

New builds

New builds include both dwellings built on-site and modular or pre-fabricated homes. Pre-fabricated homes are made up of components that are prefabricated off-site and then shipped to the site where the building will be located.

When taking on a new build, there are lots of things to consider, including:

- The individual features of your section.
- On-site builds allow for a more site-specific and customised design solution (for example, to compliment your existing house).
- Choosing a builder (main contractor) with the right skills, experience and fit for your project.
- The option of building it off-site (see below information on relocatable buildings).
- Meeting regulations for installing greywater systems, water tanks, smoke alarms, accessibility, energy efficiency, sustainability, and more.



Image credit: Able Spaces

Granny flat

A granny flat is a permanent additional dwelling with a kitchen and plumbing that is attached to existing services, such as water and electricity. It functions as its own, smaller, stand-alone house.

Change is coming

The government has announced it's making changes to enable easier building of granny flats, with guidance due by early 2026.



Image credit: Gold Coast Building Removals



Sleepout

A sleepout is a building that is separate from the main house and used as an extra bedroom, study, or home office.

If the sleepout meets certain requirements, and there is no plumbing and drainage, or cooking facilities, a building consent may not be required, but you will still need to ensure the right people are working on the job and that the project complies with the New Zealand Building Code.

While it's technically possible to build a sleepout by yourself, paying for expert assistance for a small part of the project, or for handling the oversight of contractors, may save you time and money in the long run. This will help ensure the build complies with the Building Code and District Plan requirements.

Can I build it?

Find out if you need a building consent for your sleepout.

 CanIBuildIt.govt.nz



Relocatable buildings

Relocatable buildings can be new builds or second hand. They are often seen as a quick and cost-effective alternative to building on-site, but there are some important things to know if you're considering this option. You'll need to check if you need a resource consent.

Access to your site

Work closely with the company who is supplying the building or components to help ensure there aren't any surprises. For example, you'll need to plan for:

- the conditions of the access road – whether it's narrow, steep, or windy,
- driveway access,
- navigating existing buildings and natural features on the site.

Building consent will be required

Whether the building is new or second-hand, you'll need to obtain building consent for the establishment of the building on the new site. This is required **before the building is relocated**. It ensures that any building work (including foundations, access and drainage) and any "change of use" of the building meet the requirements of the New Zealand Building Code.

The building must be suitable for the conditions of the new site

All relocatable buildings shipped onto a new site in the Kāpiti District will need to meet site-specific building and environment requirements, such as seismic, wind, and corrosion zones.

• New prefabricated buildings shipped to site

Homes built off-site require a building consent from the council **where the construction work took place**. The signed-off consent with a Code Compliance Certificate (CCC) should come with the house when it's delivered. The CCC should be supplied to the council where the house will be located, and is then kept on the building file for the house.

You'll also need a **separate consent** from us to place the building on-site in Kāpiti. We'll also confirm the building has been built to the proposed site's seismic, wind and corrosion zones.

• Second-hand buildings shipped to site

While these don't need to comply with current standards in the New Zealand Building Code, you'll need to show, as part of the building consent, how the relocated building is fit for purpose and how it takes into account the local and environmental conditions of the site.

If you have someone helping you manage the build, they may be able to help you with this, but if you need further assistance, get in touch with us.



Image credit: Gold Coast Building Removals

You'll likely need to use Licensed Building Practitioners

In most cases, the relocation of a building is restricted building work and needs to be done by Licensed Building Practitioners (LBPs). Other work associated with the build must also be done by suitably qualified people. For example, plans need to be drawn up by a design LBP.

► See [page 18](#) for information about getting the right people for your project, and the [Resources section](#) for links to industry and LBP registers.

Factor in the cost of upgrading and renovating if the building is second-hand

Second-hand buildings may not meet current New Zealand Building Code standards for things like structural condition, durability, weathertightness, insulation, and wiring. Ensure you factor in costs to cover upgrades and renovation. This is particularly important if you plan to use the dwelling as a rental in the future as it will need to comply with the Healthy Home Standards.

Make sure you talk to a structural engineer, building surveyor, and electrician about the project to check if the building meets the Building Code. You'll also need to factor in the cost of engaging these consultants as well as the renovation work when you're pricing up the project.



Image credit: Gold Coast Building Removals



Tiny home

The District Plan doesn't define a tiny home, but when people talk about them, they usually mean a structure that is fixed to the land and has the character and functionality of a permanent house, but on a much smaller scale.

A tiny home on wheels has the character and functionality of a permanent house but is built on a trailer and not fixed to the land.

If your tiny home doesn't move and people live in it permanently or for a long time, it's considered a building and must meet the requirements of the New Zealand Building Code so it's safe and durable for its intended use.

Remember that the dwelling should be a safe and healthy place to live in, regardless of the size of the home, whether it's fixed to the land or on wheels, and whether someone lives in it permanently or not.

The rules regarding tiny homes can be complex, so we recommend you refer to guidance from the Ministry of Business, Innovation and Employment (MBIE) and on our website. If you're not sure, come and talk to us about your project so we can help you ensure it will comply with building regulations.

✦ General guidance on tiny houses:
building.govt.nz/tiny-houses

All rental properties must comply with the healthy homes standards

If your dwelling will be used as a rental property, it must comply with the healthy home standards, which are minimum standards for heating, insulation, ventilation, moisture ingress and drainage, and draught stopping.

Landlords are responsible for ensuring their properties meet the standards and continue to do so over time.

Even if you're not planning to rent out the dwelling right away, ensuring your dwelling meets these standards will help future-proof it as both an investment and a healthy and energy-efficient home to live in.

✦ Guidance on Healthy Homes standards from Tenancy Services:
tenancy.govt.nz/healthy-homes



2 PREPARE

In this section:

- Initial considerations.
- Research your site and surrounding area.
- Involve the right professionals.
- Who does what at the planning stage.
- Come up with an initial concept.
- Book an initial meeting with us to talk through your project.
- Plan for the project costs.
- Arrange finance.
- Check insurance implications and requirements.

Initial considerations

Some of the things you'll need to consider when planning your project include:

- What type of dwelling you've decided to build.
- Whether the planned project complies with the District Plan.
- Natural hazards relevant to the area, such as flooding, liquefaction and erosion.
- Groundwater.
- Site contamination.
- Access to the site.
- Access to and the condition of services such as water, electricity, etc.
- District or regional planning implications, such as maximum site coverage, setback requirements, daylight access planes, or permitted activities.
- How many parking spaces are available and whether you'll need more.
- Whether the new dwelling will adversely affect neighbours either during the build or once it's completed.

The first step in your planning is to gather as much information as you can about your site. If you're not sure where to start you can book in to talk with one of our Duty Planners.

▶ [See page 20 for more details.](#)

Research your site and surrounding area


Much of the Kāpiti Coast is low lying and subject to flooding, ponding, or drainage issues. Many of the rules and regulations in place help ensure properties are protected from hazards, and that developments don't make flooding or ponding worse for others, or cause problems for you in the future. That's why it's important to gather as much information as you can about the site and surrounding area.

Documentation and where to find it

The following documents will help you get started on your project and inform conversations with us and professionals you want to do the work. Make sure you factor the costs of obtaining this information into your budget.


LIM report (land information memorandum)


A LIM report provides a summary of what the council knows about your property, and shows where the infrastructure (water, stormwater, and sewer) servicing to the building/site is. It has historical and current information about the building and the site including information on natural hazards, ponding and flood risk, coastal inundation or erosion risk, fault hazard, and site instability.

 Request a LIM from us:
kapiticoast.govt.nz/LIM

Record of title


These are held by Land Information NZ (LINZ) and should be checked for any legal restrictions on the development of the site, such as consent notices, covenants and easements. You might need to get independent legal advice.

 Order a record of title through LINZ:
linz.govt.nz

 [See the Resources section of this guide for links to information on natural hazards](#)

The District Plan


The District Plan outlines the controls for land use and subdivision in our district, and specifies Council's desired environmental outcomes. You can use it to check for information about feasibility, constraints, and site requirements for your proposed dwelling to make sure it falls within the permitted requirements of the District Plan.

 View the ePlan:
kapiticoast.govt.nz/DistrictPlan

PIM (project information memorandum)

These are held by councils and include details relating to a specific project on a property. While not mandatory, PIMs can reduce delays in obtaining approvals and highlight potential issues in large or complex projects.

There is a formal process to apply for a PIM. They are processed within 10 working days. You can apply before lodging a building consent application or as part of your building consent application.

 Apply for a PIM on our website:
kapiticoast.govt.nz

Involve the right professionals

At the planning and designing phase of your project, you may need to engage a range of professionals and people with technical expertise to ensure your new dwelling is safe, built to last, and meets building standards. What expertise is required will depend on the complexity of the project.

In order to meet these standards and for the dwelling to be insurable, the design and build must be done by licensed building practitioners (LBPs) with the appropriate building knowledge and expertise. Your choice of designer, builder, or tradesperson is important as not all building practitioners are licensed. Make sure you do your research.

Choose an "agent"

You may choose someone to act as your "agent" to help you with the consenting process and to manage the build. This might be the architect, designer, project manager, planner or builder.



How do I know if I need a Licenced Building Practitioner (LBP)?

If you're considering building or renovation work, you need to check if it's classified as Restricted Building Work. This is any work that is critical to make a home structurally sound and weathertight.

By law, you must use an LBP in the appropriate licence class to do or supervise this type of work. LBPs are assessed before getting a licence and have to keep their knowledge up to date to be re-licensed.

They include designers, carpenters or builders, roofers, brick and block layers, external plasterers, and site and foundation specialists.

Find out more about Restricted Building Work and using LBPs:
building.govt.nz



Who does what at the planning stage

Council Duty Planner

Provides advice on information required for resource and building consent applications and checks the applications meet the requirements of the District Plan. They'll direct you to other Council staff for specific enquiries where required. The Building Duty Officer can answer questions on building requirement and building consents.

Design LBP

The design LBP runs the design process and provides all plans required to support relevant consent applications. Some architects or builders may run some or all of the process for you, from design, to consenting and construction.

To become a design LBP, professionals (such as architectural designers and draftspeople) must be assessed as being competent to carry out design work. They will know the Building Act and can design to the current Building Code.

Build LBP

Some builders offer a design and build service where they manage the entire design, consenting, and build process on your behalf. Before the design progresses, you might want to get advice from a builder on the buildability of the design and potential issues with access or construction.



Surveyor

Provides a site plan and location of services, and preparation for subdivision (if needed).

Quantity Surveyor

Provides indicative pricing and build cost estimates.

Engineers

Most projects will need, at a minimum, the involvement of a structural engineer. What other engineering advice you'll need will depend on the complexity of your project and the site. Talk with your design LBP or build LBP early on – they'll be able to advise you.

- **Structural engineer**

Provides the design and specifications for the stability and durability of structural elements of a building to ensure the safety of the occupants in the event of high winds, earthquakes, and other natural hazards.

- **Geotechnical engineer**

Provides advice, recommendations, and solutions regarding ground stability and suitability.

- **Civil engineer**

Provides advice on ground stability and suitability, as well as drawings and specifications of foundations, drainage, driveways and other associated infrastructure elements.

Note: Professional fees for services from consultants, such as engineers, can typically add 25% on top of construction costs.

Come up with an initial concept

To get your project started you'll need an initial concept sketch for your project.

You might have some ideas that you can develop further yourself, or work with your designer to discover what can be created to suit your site and budget. Getting a design you are happy with, and the documentation required, can take several weeks and will incur associated costs.

► [See page 10 for design considerations.](#)

Design your dwelling with future-proofing in mind

When designing your new dwelling, it's important to carefully consider both what the dwelling will be used for and who will use it, not just now but in the future.

You may want to design open plan spaces that are adaptable and usable by all people, whatever their age or needs. This is known as Universal Design and will help ensure your dwelling appeals to a wide range of future occupants.

Design features may include wider doorways, having level access, and having bathroom spaces with accessible features.

If your dwelling will be used a rental property, or if you want to ensure it has rental potential for a future buyer, it must comply with the healthy home standards.

✶ Guidance on Healthy Homes standards from Tenancy Services:
tenancy.govt.nz/healthy-homes

Whatever the intended use of the dwelling, you'll ideally incorporate design features to ensure the building is adaptable, sustainable, energy efficient, and durable for years to come.

Book an initial meeting with us to talk through your project

Once you have a broad idea of what you'd like to build, we recommend you book an initial meeting with a Council Duty Planner to talk through your project.

If you have a question about the building stage of the project, make sure to mention this when you arrange the meeting so someone from the building team can also attend.

You don't have to have all of the information yet – this is a chance to talk through any questions you have and find out whether your idea complies with the District Plan, what consents you might need, and how to proceed.

To book an initial meeting give us a call:

☎ 0800 486 486



Plan for the project costs

One of the first things you'll need to think about when planning any project is the cost. It's important to ensure that whoever is pricing the work has all of the relevant information (drawings, specifications, etc.) so they can provide a fully inclusive price.

As well as anticipated costs, there are often unexpected costs along the way. These can include site investigation work, unanticipated site conditions, design changes, unforeseen building work, or an increase in material costs. There are also ongoing maintenance costs once the project is complete.

To help cover some of these costs, it's recommended that you include a contingency when preparing your budget. Typically this is 15–20% of the total project cost.

Most consultants will require a deposit to be paid before the work can get underway. The sequence of payments generally follows this order:

Consultant costs

Consultants like architects, engineers, quantity surveyors, lawyers, accountants, and valuers are a significant portion of the total cost and typically require payment every month.

Design costs can be overlooked as they happen early in the process – make sure you budget for them. Any significant design changes requested may also incur additional costs and/or require you reapply for resource consent.

Consenting costs

Council fees for resource consent and building consent, and any other associated costs, are required to be paid upfront. If you provide us with an estimated budget for your project, we can give you an estimate of building consent fees.

Any complications during the consenting process may incur additional costs. You may also need to pay for certain documentation and/or for reports to be prepared by professionals.

Development impact fees

Development impact fees help councils fund infrastructure required for growth. The fees contribute to things like road access and water services, and expanding the local network of parks and reserves.

Make sure you factor this cost into your budget. Rather than being a set fee, what you pay will depend on the type of development your dwelling falls under, as well as where in the district you plan to build. See the link below for more information.

If applicable, these fees will be due before or at the time building consent is granted. Any new service connections, such as water, may require an additional application or connection fee to be paid.

Find out more about development impact fees on our website:

 kapiticoast.govt.nz/fees-and-charges



Construction costs

Based on industry standards (as at 2023), building costs in the Wellington region could range from \$3,400 to \$5,700 per square metre (excluding GST, land, professional fees, and consent fees).

These costs are often dependent on a number of combined factors such as the site, materials, and labour availability. There can also be unanticipated costs and other fees that can sometimes catch people out.

If the building is being relocated from elsewhere and is second-hand, you'll also need to think about the cost of upgrading and renovating.

Additional site preparation costs

These are site dependant but may include:

- earthworks
- drainage
- driveways
- water tanks
- connection to septic systems
- upgrades of your septic tank system if needed
- landscaping for outdoor areas.

Requirement for an alternative water source



All new or relocated dwellings are required to provide an alternative water source for flushing toilets and outdoor irrigation, regardless of the size of the dwelling. This can include greywater or rainwater collected from the site.

If greywater is unsuitable, you will need to install a minimum of 10,000 litres of rainwater storage. This may require consents. Depending on site suitability, a greywater system with a 4000/4500-L tank may be an option. Talk to us to find out more.

Sites without access to Council services



Some parts of our district, for example Paekākāriki, do not have access to all Council services, and you may need to pay for private bore water, water tanks, and a septic system.

This may require resource consent, at an additional cost, from Greater Wellington Regional Council.



Image credit: Thin Tanks NZ



Arrange finance

Working out the total estimated cost of the project and sequence of payments is very important. As the design of your building progresses and you begin to engage contractors to take on the work, costs will become more certain. Your budget should include costs that will occur at the planning, designing, and building stages of your project. Don't forget to include insurance costs.

Paying the builder

You should check which contract and payment method your contractor has quoted you for. Unless you are paying in one lump sum, chances are you will have a clause in your contract for regular progress payments to be made to your builder. This will cover work completed up to that date and may include any variations incurred during that month.

Even if there isn't anything in the contract about regular payments, by law contractors have the right to receive monthly progress payments and can stop work if they haven't been paid.

Check insurance implications and requirements

You should think about insurance to cover any risks that may occur to people or property during your project.

Find out what insurance cover your builder has and then talk to your insurance company. They can suggest any additional cover you might need.

You should also talk to your designer about their insurance policy. It's worth hiring a designer who has professional indemnity insurance.



Image credit: Latitude Homes

A modern wooden pergola with a man sitting on a bench underneath it, surrounded by greenery.

3 DESIGN

In this section:

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

Decide on a project manager

Before firming up the design, decide if you will manage the project yourself, or if you will hire someone else to do it for you.

- If you're going to manage the project, be aware of your responsibilities. If you're not the project manager, you still have overall responsibility for making sure everything in the building consent happens.
- You might choose to hire a project manager to manage the build, consent application process, and any variations along the way.
- The person acting as your agent might also be the project manager.

It's often part of the project manager's role to arrange the builder and tradespeople. A good relationship with the main contractor (the person doing the work) can help ensure the job goes smoothly.

Whoever is managing the build should keep in regular contact with the main contractor, and yourself, to ensure the project is on schedule and within budget.

Design considerations for your dwelling

- Design the building to suit the site.
- Orientate your building to maximise natural light.
- Consider the need for shade in certain areas.
- Design the building to be adaptable and accessible to all people, of all abilities, at any stage of life (Universal Design). The BRANZ website has some great resources to help you incorporate Universal Design principles into your build.
- Insulate well to allow for good quality living and to reduce power bills.
- Consider the sustainability and longevity of materials and building methods.
- Protect the outdoor areas from prevailing winds.
- Protect privacy for occupiers of the new dwelling as well as neighbours.
- Consider solar power options to reduce future electricity bills.
- Consider how the design will impact your neighbours.

Firm up the design of your dwelling

Your design will need to progress from sketches and concept drawings to final detailed design plans. As the final design is settled, your design LBP (generally this will be an architect or draughtsperson) will prepare the detailed plans and specifications to be included in your application for building and/or resource consents. They should check in with you regularly and seek your approval at key stages.

Good design plans and specifications are key to your build. The detailed plans should include specifications for every feature, such as claddings, ventilation, natural lighting, wall and roof bracing, etc. They are part of your building consent application and show how your proposed building complies with the New Zealand Building Code. These plans are also used to get quotes from contractors and by your builder as a blueprint for the construction, so it's important that they're detailed and accurate.


Note that new build relocatable buildings will have already been built to the Building Code so these costs are already included.

Sustainability

Some of the benefits of incorporating sustainability into your build include energy efficiency and reduced power costs, and environmental benefits, including reduced carbon and less waste going to landfill.

Features to consider in your build include:

- Double glazing, and insulation that goes beyond the minimum standards.
- Water conservation measures and rainwater tanks.
- Lighting options that use less energy.
- Solar panels. Considering the life cycle cost of construction materials.
- Reducing, recovering, reusing or recycling construction waste.

 The BRANZ website has some useful resources: [branz.co.nz](https://www.branz.co.nz)



Start the consenting process, if required

Both resource and building consents require you to submit detailed information about your project and to pay fees to Council. Which consents you'll need will depend on your project.

If you need a resource or building consent, your appointed agent will lead you through the consenting process. They can prepare the applications on your behalf.

To ensure your consent application can be processed, we may be required to share submitted information with relevant teams within Council.



Resource consent

You may need a resource consent if your proposal falls outside of certain parameters, known as "permitted activity standards", in the District Plan. A resource consent is obtained **before** any building work begins.

Resource consents can be complex and require a lot of technical detail. Book in a pre-application meeting before you submit your resource consent application to iron out the final details. The advice given in this meeting will guide you on the right level of technical information that may be needed to support your application.

(See the next page for details on how to book)

Resource consents have a shelf life

A resource consent is valid for 5 years from the date it is issued. If the conditions of the resource consent are not acted on within 5 years, you may need to apply for an extension before it lapses. If the consent lapses, you will need to reapply.



Building consent

Building consents are issued by a building consent authority (BCA) before the building work begins. Kāpiti Coast District Council is the BCA for the Kāpiti District.

All building work in New Zealand must meet the performance standards of the New Zealand Building Code, even if it doesn't require a building consent. This ensures buildings are safe, healthy, and durable for everyone who may use them.

Building work must commence within 12 months of the granting of the consent. A code compliance certificate (CCC) from Council will complete the approval process.

✦ Check out the Can I Build It website for an online tool to determine if you need building consent: CanIBuildIt.govt.nz

Talk to your neighbours

Any building project will be intrusive to people living nearby. Consider taking the time to explain your plans to your neighbours early on and, where you can, keep them informed of progress.

If your plan falls outside of certain parameters in the District Plan, you may need your neighbours' approval, so good communication can go a long way towards keeping neighbourly relationships on good terms.



Book a pre-application meeting with us before you apply for a resource consent

A pre-application meeting is an opportunity to look over your supporting documentation and resource consent (if one is required) before it's submitted. This can save you time and money. It's a good idea to invite your agent along to the meeting.

At the meeting Council staff can provide advice on any technical documents you have submitted prior to the pre-application meeting. They can also answer any outstanding questions you may have about your application and guide you on next steps.

How to arrange a pre-application meeting

To arrange a pre-application meeting, you'll need to complete a pre-application meeting request form and either:

- Email it to us at resource.consents@kapiticoast.govt.nz; or
- Drop it to our service centre at 175 Rimu Road, Paraparaumu during business hours.



What documentation will I need?

Having the right documentation to support your applications for resource and/or building consent will save you time and money. These plans form the basis for the work plan for your construction team.

Here is a list of some of the plans and specifications that should be prepared and brought along to the pre-application meeting where possible.

- ☐ **Site plan:** shows the location and elevations of the site
- ☐ **Survey plan:** details the new lot boundaries of the subdivision
- ☐ **Earthworks plan:** details any site works required
- ☐ **Geotechnical assessments:** site specific reports (may include ground analysis, soil testing, site stability, drainage, etc.) to enable an engineer to assess ground conditions for foundation design. NOTE: The types of geotechnical assessments for resource consents and building consents may differ, so check with us to see what is required.
- ☐ **Detailed design plans:** technical drawings and specifications of the building
- ☐ **Structural drawings and calculations:** engineering, including plans and details for how a building will be built HVAC and mechanical drawings: specifying location and installation details of all heating, cooling, and ventilation equipment
- ☐ **Hydraulic drawings:** plans showing new drainage
- ☐ **Project Information Memorandum (PIM).**

At the meeting you may be advised to commission, at your own cost, additional technical reports (for example, geotechnical, landscape groundwater, etc.) to support your application.



4 MANAGE THE BUILD

In this section:

- Starting your build.
- Select a main contractor.
- Types of contracts.
- Contracting other tradespeople and professionals.
- Health and safety.
- Waste minimisation.
- Complying with consents.
- Building inspections.
- Final inspection and code compliance certificate.
- Protecting your new dwelling.

Starting your build

Your building consent, if required, is the green light for the physical work on the build to start. Stick to the plans and all building consent requirements. If you need to make changes, keep us informed.

Whether you're doing the work yourself or hiring professionals, as the property owner you're responsible for ensuring the building work meets the relevant requirements. This includes health and safety obligations.

Select a main contractor

Choosing the right contractor (they will often be the builder) is one of the most important decisions you'll need to make. It's a good idea to ask your contractor for references and examples of relevant experience to check they're the right match for the project.

You may decide to go through a tender process and ask at least two potential building contractors to price the job. This way you can see if the labour and material costs being presented are fair and realistic. Contractors will use the detailed design drawings and specifications to provide you with an accurate quote.

Types of contracts

There are three types of contracts you can have with your builder:

- **Full contract:** The builder manages the whole process, including getting consents and health and safety.
- **Labour-only contract:** You manage the whole building process, and the builder is only responsible for building.
- **Managed labour-only contract:** The builder manages the day-to-day building and any other responsibilities you negotiate in your contract.

It's important you know the difference as it will affect the quote.

Make sure you understand what type of contract you're signing and get your legal representative to review it first. It is important to understand from the outset what the contract sets out in terms of:

- Scope of work.
- Roles the client and builder will take on during managing and construction.
- Your rights and obligations.
- Payment amounts, and when these are required.
- The process around variations, consents and liaising with Council.
- A dispute resolution process.
- Health and safety on-site.

The contract

After reviewing quotes and deciding who will do the construction, it's a good idea to have a written building contract. This ensures that you are legally protected and know what you're paying for.

Even if your job is simple, a contract can protect you if things go wrong. If you're a homeowner doing residential building work that will cost \$30,000 or more (including GST), you must have a written contract with your building contractor.

Health and safety

Your contractor or project manager should ensure that all consultants and sub-contractors have a health and safety plan that complies with the Health and Safety at Work Act 2015, and that it's followed by everyone. You have responsibilities too – health and safety obligations can't be contracted out. You have a duty of care towards workers and other persons in or near the building site.

Make sure you have all the relevant and up-to-date documentation, are aware of any health and safety risks, and take action if you notice anything or are made aware of an issue.

Waste minimisation

"Building out waste" refers to designing and building with the intention of minimising or eliminating waste in the construction process.

There are many benefits to building out waste. By thinking about materials and where surplus/waste materials go before you start, you can reduce your build costs by reducing what you spend on landfill disposal. It's good for business, and the environment.



More information on building out waste is on our website:

kapiticoast.govt.nz/services/rubbish-and-recycling/building-out-waste

Know your rights

There are consumer protection measures to help you and your contractor have a professional, no-surprises relationship. It pays to know your rights and obligations before work begins. Depending on the scale of the work, you may choose to review any contract documents with your legal representative.



Find out more on the Consumer Protection website:

ConsumerProtection.govt.nz



Contracting other tradespeople and professionals

Some parts of a residential build will require other contractors and professionals with specific skills. The project manager/main contractor will often handle this part of the project for you to ensure the right people are involved at the right times. You should still stay involved to ensure any tradespeople working on the project have the relevant skills and experience for the job.

Some of the professionals you may need to engage for the work include:

- Registered plumber or drainlayer for new installations, planning, or things like inspections of drains
- Electrician and gasfitter.
- Home system specialists for things like space heating, water heating, solar energy provisions, electricity storage provisions, and home automations.
- Telecommunication connections.
- Finishing consultants such as painters, curtain and blind installers.
- Contractors for outside areas, such as driveway, parking, landscaping, fencing, steps, retaining walls.

How do I find tradespeople and other professionals?

You can search for Licensed Building Practitioners (LBPs) on the online LPB register.

For builders, you can also check:

- New Zealand Certified Builders Association Database.
- Registered Master Builders Association (RMBA) Database.

The following professionals have their own registration systems, and are not listed on the LBP register but are deemed to have the credentials to be completing the work to the appropriate standard:

- Architects: New Zealand Architects Register.
- Engineers: Engineering New Zealand Database.
- Plumbers and gasfitters: Plumbers, Gasfitters and Drainlayers Register.
- Electricians: Electrical Workers Register.



Complying with consents

During construction, the consented documents (the resource consent and building consent) become the plan everyone will follow. If there are any substantial changes to your plan, a variation may be required to any consents and approvals, which may incur costs.

The contractor and project manager should have a copy of the resource consent application to ensure the project complies with the conditions of the consent.

A Council compliance team member will arrange to do a site visit to check whether you're complying with the required resource consent conditions (if applicable).

If you want to change any build details, key materials, or products, you'll need to talk to a Council building inspector, who can provide guidance on what will be required.

Keep in mind that changes to a building consent could trigger changes to your resource consent. Council must approve any amendments or variations before they're implemented.

Building inspections

Inspections from a Council building inspector ensure the work is progressing as planned. The issued building consent will set out at what stages of the build the inspections should happen. As the property owner, it's your responsibility to ensure inspections happen at the right time during construction, but your agent can arrange them. Any additional inspections not listed in your building consent will incur a cost.

✦ Find out more about building inspections:
kapiticoast.govt.nz/propertyhousingandrates/how-to-building-and-resource-consents/inspect/inspect-building-project/

Final inspection and code compliance certificate

Once your build is complete, you'll need to arrange a final inspection with a Council building inspector.

If they discover any non-complying aspects, a site instruction will be issued to correct the non-compliance. Sometimes this may be because of a defect, or the absence of documentation or certification for one aspect of the build. You'll need to arrange another inspection.

Once an inspector has confirmed that the work has been completed in accordance with your consent and in compliance with the Building Code, you can apply for a code compliance certificate (CCC) from Council.

A CCC is a formal statement confirming we're satisfied all building work has been completed in accordance with the granted building consent. It's the property owner's responsibility to get Council sign-off for the project, even if the main contractor is doing the work on your behalf.

There is no legal requirement to have a CCC before you move in. However, talk with your contractors, finance, and insurance company to understand any potential problems that may arise if you move in before the CCC is issued.



Protecting your new dwelling

All buildings, including new ones, require ongoing maintenance.

Whether you're living in the new dwelling or renting it to tenants, good maintenance will help:

- Keep your property safe, healthy and durable.
- Keep any warranties or guarantees valid.
- Save you money, by fixing problems before they get bigger.

Insurance policies may require the property to be regularly maintained in order for the policy to remain valid.

Carrying out regular preventative maintenance, like regularly clearing out gutters, cleaning claddings, and early repairs can prevent some problems occurring, or turning into big ones and help protect your financial investment for many years to come.

Resources

Kāpiti Coast District Council

Prepare for a building project	kapiticoast.govt.nz/propertyhousingandrates/how-to-building-and-resource-consents/prepare-for
Kāpiti Coast Operative District Plan and ePlan	kapiticoast.govt.nz/council/forms-documents/district-plan/operative-district-plan-2021
Kāpiti Coast District Council Housing Strategy	kapiticoast.govt.nz/propertyhousingandrates/housing/
Land development minimum requirements	kapiticoast.govt.nz/propertyhousingandrates/home-improvements-and-building/subdividing
Tiny homes	kapiticoast.govt.nz/propertyhousingandrates/home-improvements-and-building/new-build/tiny-homes

Resource consent

Resource consents Kāpiti Coast District Council	kapiticoast.govt.nz/propertyhousingandrates/how-to-building-and-resource-consents/definitions/resource-consent
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Building consent

Building consents Kāpiti Coast District Council	kapiticoast.govt.nz/propertyhousingandrates/how-to-building-and-resource-consents/apply-for/apply-for-a-building-consent
Guide to getting a building consent	kapiticoast.govt.nz/media/vwjbl2ol/form-558-getting-a-building-consent-on-the-kapiti-coast.pdf

Code compliance certificate

Apply for a code compliance certificate online	kapiticoast.govt.nz/do-it-online/building
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Natural hazards

Find out about Natural Hazards of Kāpiti Kāpiti Coast District Council	kapiticoast.govt.nz/community/cdem/kapitis-natural-hazards
Natural Hazards Portal Natural Hazards Commission	naturalhazardsportal.govt.nz

Requesting documentation

Order a Record of Title through LINZ	linz.govt.nz/products-services/land-records/types-land-records/record-title-current
Request a LIM from Kāpiti Coast District Council	kapiticoast.govt.nz/propertyhousingandrates/how-to-building-and-resource-consents/apply-for/apply-for-land-information-memorandum-lim/

Health and Safety

Worksafe	worksafe.govt.nz
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Relevant legislation

The New Zealand Building Code	building.govt.nz/building-code-compliance
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Privacy

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-notice/privacy-statement/

Building Performance guidance

Building Performance is MBIE's regulator for the building sector in Aotearoa New Zealand. Check out its website for information on your obligations as a property owner, project considerations, the consenting process, the design and build process, and building contracts.

Building Performance	building.govt.nz
Tiny houses	building.govt.nz/getting-started/tiny-houses
Restricted Building work	building.govt.nz/projects-and-consents/planning-a-successful-build/scope-and-design/choosing-the-right-people-for-your-type-of-building-work/use-licensed-people-for-restricted-building-work
Arranging insurance	building.govt.nz/projects-and-consents/why-contracts-are-valuable/getting-insurance
Can I build it?	
This interactive tool can help you find out if your building work needs a building consent and what you need to do before starting physical work	
	canibuildit.govt.nz

We're here to help

You can contact us at any stage of the process if you have questions or are unsure about something.

 0800 486 486

 Resource.Consents@kapiticoast.govt.nz

 Building.Approvals@kapiticoast.govt.nz

Finding professionals and tradespeople

Get the right people for your project	building.govt.nz/projects-and-consents/planning-a-successful-build/scope-and-design/choosing-the-right-people-for-your-type-of-building-work
Guidance from Building Performance	
Find an LBP	lbp.govt.nz/for-homeowners/find-an-lbp
Licensed Building Practitioners	
New Zealand Certified Builders Association Database	nzcb.nz/find-your-builder
Registered Master Builders Association (RMBA) Database	masterbuilder.org.nz/RMBA/Find_a_Builder.aspx

Other professionals

Architects	nzrab.org.nz/Search
New Zealand Architects Register	
Engineers	engineeringnz.org/public-tools/find-engineer
Engineering New Zealand Database	
Plumbers and gasfitters	pgdb.co.nz
Plumbers, Gasfitters and Drainlayers Register	
Electricians	kete.mbie.govt.nz/ew/ewprSearch
Electrical Workers Register	

Consumer rights and protection

MBIE Consumer Protection Checklist	building.govt.nz/assets/Uploads/projects-and-consents/Consumer-protection-checklist.pdf
Consumer Guarantees Act	consumerprotection.govt.nz/general-help/consumer-laws/consumer-guarantees-act

