

Thinking about adding an additional dwelling?

A quick guide for Kāpiti residential property owners

**QUICK
GUIDE**

April 2026



Kāpiti Coast
DISTRICT COUNCIL
Me Huri Whakamuri, Ka Titiro Whakamua

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

For information about the Ministry of Business, Innovation and Employment (MBIE) Granny Flats exemption see the guidance and resources here: building.govt.nz/granny-flats-exemption-guidance-and-resources



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:

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



PREPARE

Get to know your site, budget and obligations

Now it's time to research your options and gather the information you'll need for the build. Our duty planners can help you understand the process, check District Plan and consent requirements, and guide your next steps.

If you're wanting to use the granny flats exemption, read MBIE's overview for what a homeowner needs to know before building a granny flat first:

building.govt.nz/granny-flats-exemption-guidance-and-resources

Things to do:

- Start gathering information about your site and area, 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** or email **buildingproject@kapiticoast.govt.nz**
- **Decide on your compliance pathway** (Granny flats exemption vs building consent) and understand what's required.
- Understand your legal obligations as the owner (or if you're the main contractor) here: building.govt.nz/your-rights-and-obligations
- Involve licensed professionals with the appropriate experience and credentials.
- Decide if you need an "agent" to help you with the consenting process and to manage the build.
- Plan for the overall project costs, including Council fees and charges.
- Check insurance implications and requirements and arrange finance.



The Council consents pathways explained

1 ASSESS YOUR NEED



1. Gather your ideas and understand your site



2. Apply for a Project Information Memorandum (PIM)



PIM received

Tip: If applicable, decide on your compliance pathway (exemption vs building consent).

2 PREPARE

Tip: Before you start work, re-check to see if all or part of your project needs a Building consent.

Understand any conditions of consent



8. Seek written approval from affected parties (where required)

7. Apply for resource consent



Resource Consent received

BUILDING CONSENT PROCESS



9. Final design specifications



10. Apply for a building consent (if required)

Understand any conditions of consent



Building Consent received

4 MANAGE THE BUILDING

No matter if you need a consent or not, make sure your building design complies with the Building Code



THE PLAN



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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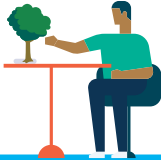
DESIGN

RESOURCE CONSENT PROCESS



Apply for a resource consent

6. Prepare assessment of environmental effects



5. A pre-application meeting is recommended



Check that your Resource Consent application is complete



THE BUILD

11. Engage a builder and start construction



Ensure ongoing compliance



15. Get a code compliance certificate (if required)

16. Monitoring of resource consent conditions (if any)

14. Book a final inspection (if required)

12. Ensure any required inspections are carried out



13. Building is complete





DESIGN

Finalise the design and plan for the build, following your chosen compliance pathway

A well-designed dwelling should suit the site, provide quality living, and consider sustainability and future needs - not just your immediate ones.

If using the exemption pathway, ensure MBIE guidance is followed so that you meet the exemption conditions.

If required, you'll also start the consenting process.

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.

NB: Even if your project falls under the granny flats exemption, you may still need a resource consent.

Things to do:

- Finalise the design of your dwelling with the LBP designer.
- 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 the technical documents needed for any consents.
- Receive consents.

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.



Building consent

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



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.



MANAGE THE BUILD

Select a main contractor and work to agreed plans and consents

After the build, carry out regular preventative maintenance to protect your new dwelling.

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


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-notices/privacy-statement/

Talk to us early

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

The rules can be complicated and every project is different. It's especially important to talk to us early in your planning before you start the consenting process. We can help you understand what's needed to complete your project.

 0800 486 486

 buildingproject@kapiticoast.govt.nz

 kapiticoast.govt.nz/buildingproject

Things to do:

- Select a main contractor.
- Engage other suitably qualified tradespeople and professionals.
- Consider options for reducing construction waste.
- Be involved in health and safety and have good plans and documentation.
- Comply with consents (or exemption conditions).
- If required, work with Council to arrange building inspections, including the final inspection and code compliance certificate (CCC).



Scan the QR code to find out more about building using the MBIE Granny Flats exemption:

kapiticoast.govt.nz/grannyflats



Scan the QR code to read the full guide:

kapiticoast.govt.nz/buildingproject

