

## Application for project information memorandum for non-consented small standalone dwelling

*(Form 2AA - Section 33, Building Act 2004)*

Before submitting this application, refer to the attached MBIE checklist to confirm you comply with all building design conditions of the granny flats building consent exemption.

For information on applying visit: <https://dunedin.govt.nz/do-you-need-consent>

A current record of title must be provided (copy date of title less than 6 months old at time of application).

For guidance on completing this form visit: [www.dunedin.govt.nz/fill-out-a-building-application-form](http://www.dunedin.govt.nz/fill-out-a-building-application-form) or contact Building Services by emailing [building@dcc.govt.nz](mailto:building@dcc.govt.nz) or phone 03 477 4000.

### BUILDING

Street address of site:

Proposed location of building within site:

Total floor area:

### OWNER

Name *(include preferred form of address)*:

Contact person *(omit if the applicant is an individual)*:

Mailing address:

Street address/  Registered office *(select one)*:

Phone *(specify preferred contact number for owner (mobile or landline))*:

Email address:

Internet site *(if applicable)*:

Please attach one of the following evidence of ownership to this application:

Record of Title,  Lease,  Agreement for Sale and Purchase,  Or other document showing full name of legal owner(s) of the building.

### AGENT *(only complete this section if the application is being made on behalf of the owner)*

Name:

Contact person *(omit if the agent is an individual)*:

Mailing address:

Street address/  Registered office *(select one)*:

Phone *(specify preferred contact number for agent (mobile or landline))*:

Email address:

Internet site *(if applicable)*:

Relationship to owner *(state details of the authorisation from the owner to make the application on the owner's behalf)*:

### First point of contact for communications with Dunedin City Council (Territorial Authority) shall be:

*(Specify full name, mailing address, phone number(s) and email address(es) and points of contact must be in New Zealand)*

Owner (at above contact details)

Agent (at above contact details)

### INVOICES

Invoices to be sent to:  Owner  Agent

### APPLICATION

**I request that you issue a project information memorandum for the non-consented small standalone dwelling described in this application.**

Owner **or**  Agent on behalf and with authority of owner *(select one)*

Signature:

Name of person signing:

Date:

**PROJECT**

Description of proposed building work:

**Important:** Include information about known natural hazards and how they are accounted for in designs and plans, and information about how the dwelling meets the requirements of a small standalone dwelling set out in clause 1 of Schedule 1A of the Building Act 2004, that is, that the dwelling has the following characteristics: Is standalone, is new, has a floor area of 70 square metres or less and has a single storey.

Previously issued building consents or project information memoranda (if any):

Estimated value of building work (specify estimated value as defined in section 7(1) of Building Act 2004): \$

Name of builder (if known):

**PROJECT INFORMATION MEMORANDUM**

The following matters are involved in the proposed project (select those matters that apply):

- Alterations to land contours                       New or altered connections to public utilities  
 New or altered access for vehicles                       Disposal of stormwater                       Disposal of wastewater  
 Building work over any existing drains or sewers, or in close proximity to wells or water mains

Other matters known to applicant that may require authorisations from the territorial authority (specify):

**ATTACHMENTS - The following documents are attached to this application:**

- Preliminary design plans for the proposed building work (must include site plans, elevations & basic sections and may also include floor plans)  
 Product certificates (if applicable)  
 Record of title (copy date of title less than 6 months old at time of application)

Council Use Only:

Property Key:

Key Words: Form 2AA: PIM application for non-consented small standalone dwelling

# Granny flats exemption: Building design conditions checklist

A checklist for homeowners to confirm they have complied with all building design conditions of the granny flats building consent exemption.

## Ensure the granny flat design meets all exemption conditions

### Single storey, standalone and be self-contained

- new
- single-storey – no mezzanine
- standalone – detached
- self-contained – complies with all the requirements of the Building Code that apply to the classified use of 'Housing- detached dwelling'
- intended for a single household or family

### Building dimensions and location

- floor area 70 square metres or less
- max floor level 1 metre above the supporting ground
- max building height 4 metres above floor level
- 2 metres or more from other residential buildings or legal boundaries
- not built across boundaries between allotments

### Construction material

- lightweight roof cladding materials maximum weight 20kg per square metre
- wall cladding materials maximum weight 220kg per square metre
- light steel or timber framing

**Water supply system**

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- connection type:
    - › connected to network utility operator (NUO) (eg council water supply)
    - › on-site system (used only if NUO is unavailable or lacks capacity)
  - compliance pathway used (please indicate):
    - › G12/AS1
    - › G12/AS3
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**Surface water drainage system**

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- connection type:
    - › connected to network utility operator (NUO) (eg reticulated stormwater)
    - › on-site system (used only if NUO is unavailable or lacks capacity)
  - compliance pathway used (please indicate):
    - › E1/AS1
    - › E1/AS2
    - › E1/VM1
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**Foul water drainage system**

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- connection type:
    - › connected to network utility operator (NUO) (eg reticulated sewer)
    - › on-site system (used only if NUO is unavailable or lacks capacity)
  - compliance pathway used (please indicate):
    - › G13/AS1
    - › G13/AS2
    - › G13/AS3
    - › G13/VM4
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**Additional plumbing and drainage criteria**

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- total fixture units do not exceed 30
  - no pumped systems inside the building
  - main drain is  $\geq$  DN100 at minimum 1:60 grade
  - branch drains are  $\geq$  DN65 at minimum 1:40 grade
  - upstream vents are  $\geq$  DN65
  - no uncontrolled water heating
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**Electricity and gas**

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independent electricity supply

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independent gas supply (if applicable)

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electric or gas heaters if installed

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