

MultiProof application form (National multiple-use approval)

Apply for MultiProof if you have a design that you plan to replicate at least 10 times within the next two years. MultiProof proves that your design complies with the Building Code and reduces the statutory timeframe for the Building Consent Authority to issue a building consent to 10 working days. Please note you will still need to apply for a building consent each time you want to build your design.

For more information about the scheme and the application process please visit www.building.govt.nz/multiproof.

We recommend before you make the application that you discuss your proposed application with us. Please contact us on **04 238 6362** or **0800 24 22 43** or email at multiproof@mbie.govt.nz.

1. Application

☐ New application

Application Number if known:

☐ Amendment to an existing approval

Approval number:

Describe proposed changes in Project section

2. The Applicant

Name *(full legal name of person or entity):*

Physical Address:

STREET NAME	SUBURB
-------------	--------

CITY	POSTCODE
------	----------

Mailing address *(if different from above):*

Phone number:

Email:

Company number and NZBN:

3. Primary contact for this application

First name:

Last name:

Role/position:

Phone number:

Mobile:

Email:

Are you working on behalf of the applicant? *(please tick what is applicable)*
☐

Yes

☐

No

If the answer to the previous question was yes, please provide us with a contact address:

Street address :

Suburb:

Town or city:

Postcode:

4. Application fees

You must include a pre-payment of **\$2,000 (inclusive of GST)** with your application. This includes a \$511.11 non-refundable component that covers the initial processing costs. The remaining \$1,488.89 is a pre-payment for the assessment work to be undertaken. If this is an amendment you need to pay only \$511.11.

The total cost of the assessment work will vary depending on the complexity of your application. We will charge for the actual time that was required to process your application. The fees have been set by regulations at the following levels:

› Account management services	\$98.13 per hour
› Assessor's time	\$150.27 per hour
› Specialist's costs	\$230.00 per hour

All rates include GST.

Where the value of the assessment work exceeds \$2,000, you will be invoiced for any outstanding amount owing in accordance with the rates above. You will need to cover the costs of the assessment regardless of the decision to issue or refuse a National multiple-use approval.

All payments should be lodged to the following account:

Name:	Ministry of Business, Innovation and Employment
Account Number:	03-0049-0005128-00
Reference Details:	NMUA application number in particulars. The applicant's name in reference [for example, NMUA 10XXX ABC Builders]

5. The Project

Describe the proposed building work with sufficient detail to enable the scope of the work to be fully understood. Please include all possible variations to your design. If its an amendment, describe the proposed changes.

Design 1

Design name:

Design description:

Design 2

Design name:

Design description:

Design 3

Design name:

Design description:

Identify the scope of the approval by ticking the appropriate boxes below. Values chosen for each category are the maximum (e.g. up to very high wind zone, up to earthquake zone 3), and the supporting documentation must show how these levels will be achieved.

Wind Zone:	<input type="checkbox"/> Low	<input type="checkbox"/> Medium	<input type="checkbox"/> High	<input type="checkbox"/> Very High	<input type="checkbox"/> Extra High	<input type="checkbox"/> SED
Earthquake Zone:	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4		<input type="checkbox"/> SED
Subsoil Classification:	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D	<input type="checkbox"/> E	
Exposure Zone:	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D			<input type="checkbox"/> SED
Climate Zone:	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6
Ground Snow Loading:	<input type="checkbox"/> 1.5 kPa	<input type="checkbox"/> 2.0 kPa				<input type="checkbox"/> SED
Ground Bearing Capacity:	<input type="checkbox"/> Good Ground					<input type="checkbox"/> SED

Note: SED = specific engineering design

Note: See NZS 3604:2011 for definitions of zones and capacities (see H1/AS1 Fifth Edition for Climate zone definition)

Intended life of the building if less than 50 years (number of years):

6. Technical Contacts

Designer or Architect

Business name:

First name:

Last name:

Address:

Phone (daytime):

Mobile:

Email:

Registration/qualifications:

Structural Engineer

Business name:

First name:

Last name:

Address:

Phone (daytime):

Mobile:

Email:

Registration/qualifications:

Engineer

Business name:

First name:

Last name:

Address:

Phone (daytime):

Mobile:

Email:

Registration/qualifications:

Other

Business name:

First name:

Last name:

Address:

Phone (daytime):

Mobile:

Email:

Registration/qualifications:

7. Additional information

- Please provide: Plans, Specifications and Supporting documents in a PDF format, together with an index of documents. Please name all file names as follows:
 - › Your application number – Design name – Application form
 - › Your application number – Design name – Proof of payment
 - › Your application number – Design name – Proof of eligibility
 - › Your application number – Design name – Plans
 - › Your application number – Design name – Specifications
 - › Your application number – Design name – Supporting documents
 If file size exceeds 30MB, split them further to: Your application number – Design name – Plans – 1 of 2
- You need to contact us to get a link to upload your documents electronically.
- You should, wherever possible, include all possible variations to the design in this application and attach all necessary documentation to minimise the overall assessment costs. If approved, the Ministry will include permitted variations on your MultiProof certificate.
- Please note that Restricted Building Work applies to MultiProof approvals. If you are applying for approval for a house or small to medium sized apartment building, you will need to provide a Certificate of Work from each Design LBP who carried out or supervised the Restricted Building Work design. Please see www.building.govt.nz/carrying-out-restricted-building-work/ for more information about Restricted Building Work.
- If your application is approved, the Ministry will require full payment of all/any outstanding charges prior to the issue of the MultiProof certificate.

8. Application sign off

☐ I confirm (please tick) that all of information provided in this form is correct, and that I have authority to bind the applicant to the payment of the MultiProof processing fees and charges

Signed for and on behalf of applicant:

Date:

<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>
DD		MM		YYYY

Name:

Privacy notice:

The information requested in this form is mandatory for those wishing to apply to have a design approved under the MultiProof scheme. Any personal information submitted in this application will be kept and maintained by MBIE in accordance with the Privacy Act 2020. Personal information will be used for determining applications and will also be used for the maintenance and administration of the register of MultiProof approvals. Information may be shared with third parties assisting MBIE in assessing the application. You have the right to access and request correction of any information about you that is held by MBIE. To request a change, or if you have concerns about this privacy notice that you would like to discuss, contact multiproof@mbie.govt.nz.

☐ I hereby acknowledge that I have read and understood the information provided in the Privacy Notice above

Official Information Act notice:

All applications provided to MBIE become official information, which means they may be requested under the Official Information Act 1982 (OIA). The OIA specifies that information is to be made available upon request unless there are sufficient grounds for withholding it. If we receive a request, we cannot guarantee that information you provide us will not be made public. Any decision to withhold information requested under the OIA is reviewable by the Ombudsman. Information provided in applications may constitute public records and will therefore be retained to the extent required by the Public Records Act 2005.

☐ I hereby acknowledge that I have read and understood the information provided in the Official Information Act and Public Records Notice above

9. Next steps

We will check your application for completeness and your assessor will contact you should they require any further information or when they have accepted your application for processing.

For more information go to www.building.govt.nz/multiproof

MultiProof is the term used by the Ministry to refer to a National Multiple-Use Approval under the Building Act 2004. The use of this term is reserved for the Ministry as the copyright owner.

FOR OFFICE USE ONLY

Pre-application number:

Application received:

<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>
DD		MM		YYYY

Received by:

Invoice number:

10. Multiproof application checklist

You can use the following checklist to make sure you have remembered everything.

1. Complete and sign the application form ☐
2. Include a proof of payment for the application fee ☐
3. Provide proof of eligibility (details of your intention and ability to replicate the design at least 10 times in a two year period) ☐
4. Group all documents into Plans, Specifications and Supporting documents.
You should receive a link from us to upload your files ☐
5. Provide an index of all documents submitted as part of the application ☐
6. In Supporting documents include:
 - Compliance Assessment report demonstrating compliance with the Building Code ☐
 - Design features report if applicable ☐
 - Fire safety and accessibility reports if applicable ☐
 - Schedule of any specified systems if applicable ☐
 - Certificate(s) of design work for any restricted building work if applicable ☐