



Ministry of Business,
Innovation & Employment

MultiProof application form

June 2013

1. The applicant

Please print clearly in black or blue pen and complete all sections.

Name of applicant (full legal name of person or entity):		
Name of agent acting on behalf of applicant (if applicable):		
Street address:		
Suburb:		
Town or city:		Postcode:
Postal address or registered office:		
Suburb:		
Town or city:		Postcode:
Phone:	Fax:	Mobile:
Email:		Website:
Bank account details (for any refunds that may become due): Account name: Account number:		
Company number (if relevant):		
Contact person (for all enquiries): Phone: Email:		
<input type="checkbox"/> I confirm (please tick) that all of the information provided in this form is correct, and that I have the authority to bind the applicant to the payment of the MultiProof processing fees and charges.		
Signed for and on behalf of applicant:		Date:
Name:		
Role/position:		

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 pre-payment for assessment work to be undertaken on the application.

Where your application does not proceed, you will be charged for any work undertaken and refunded for any credit.

Where the value of any work undertaken exceeds \$2,000, you will be invoiced for any outstanding amount owing in accordance with the rates set out in the Building (National Multiple-Use Approval) Regulations 2011.

Banking details

All payments should be lodged to the following account:

Name: Ministry of Business, Innovation and Employment

Account Number: 03-0049-0005128-00

Reference Details: MultiProof (insert applicant's name)
[for example, MultiProof, ABC Builders Ltd]

Note: All cheques should be made payable to Ministry of Business, Innovation and Employment and crossed 'not transferable'.

Completed application

Completed applications should be sent to:

By post or courier:

National Multiple-Use Approval Service
Ministry of Business, Innovation and Employment
PO Box 1473, Wellington 6140
Level 5, 15 Stout Street, Wellington 6011

By email: multiproof@dbh.govt.nz

Contact us

Should you wish to discuss the details of your application, please contact the Advisor Client Services on 04 9018366, or by email on multiproof@dbh.govt.nz.

Further guidance on the Service can be found online, at www.dbh.govt.nz/multiproof.

Important

1. Please ensure you have completed the MultiProof application form in full and attached full plans and specifications together with all the relevant material. You will need to include \$2,000 with your application or make an electronic payment before forwarding your application pack to the Ministry.
 2. Please note you will be required to provide evidence of your ability to replicate the building design at least 10 times in the two years following any approval of your application.
 3. You should, wherever possible, include all variations to the design in this application and attach all necessary documentation for those variations at the same time to minimise the overall assessment costs. If approved, the Ministry will include any approved variations on your MultiProof certificate.
 4. Wherever possible, files should be sent by DVD/CD to avoid any unnecessary copying/scanning costs. Email file sizes may prohibit sending files via the internet and should therefore be sent on disk via courier to the address above. For ease of use, application files should be submitted in accordance with the guidelines for lodging a building consent (see the Building and Housing Group's website <http://www.dbh.govt.nz/UserFiles/File/Publications/Building/Building-Act/guide-to-applying-for-a-building-consent.pdf>)
 5. 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 <http://www.dbh.govt.nz/builditright> for more information about Restricted Building Work and to download the form.
 6. If your application is approved, the Ministry will require full payment of all/any outstanding charges prior to the issue of the MultiProof certificate.
 7. If you are paying the application pre-payment fee (\$2,000) by cheque, we are unable to accept your application until the cheque has been cleared.
 8. Depending on the skills required to assess your application, fees have been set by regulations at the following levels:

○ Advisor, Client Services (for account management)	\$98.13 per hour
○ Assessor	\$150.27 per hour
○ External Specialists	\$230.00 per hour
- All rates include GST and exclude any disbursements which, if any, will be charged at cost.

Privacy notice:

Any personal information submitted in this application will be kept and maintained by the Ministry of Business, Innovation and Employment in accordance with the Privacy Act 1993. Personal information will be used for determining applications for MultiProof approvals and will also be used for the maintenance and administration of the public register of MultiProof approvals. You have the right to access, and to have corrected any information about you that is held by the Ministry.

Official Information Act notice:

All applications provided to the Ministry become official information and may be the subject of requests for information under the Official Information Act 1982. While applicants may wish to indicate grounds for withholding specific information contained in their application eg, that the information is commercially sensitive, this in no way guarantees the Ministry will withhold that information. Any decision to withhold information requested under the Act may be reviewed by the Office of the Ombudsmen.

2. The project

Describe the proposed building work with sufficient detail to enable the scope of the work to be fully understood (continue on a separate piece of paper if necessary).

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	<input type="checkbox"/> SED
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			
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 NZS 4218:2009 for Climate zone definition)

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

Designer or architect		Structural engineer	
Business/name:		Business/name:	
Address:		Address:	
Phone (daytime):	Mobile:	Phone (daytime):	Mobile:
Phone (after hours):		Phone (after hours):	
Email:		Email:	
Registration/qualifications:		Registration/qualifications:	
Engineer		Other	
Business/name:		Business/name:	
Address:		Address:	
Phone (daytime):	Mobile:	Phone (daytime):	Mobile:
Phone (after hours):		Phone (after hours):	
Email:		Email:	
Registration/qualifications:		Registration/qualifications:	

Office use only:

Application received by:	
Date application received:	MultiProof application number:
Invoice receipt number	AR client number:

4. Means of compliance

Evidence of how it is proposed the building work will comply with the Building Code, as detailed within the Design Summary Checklist below:

MULTIPROOF DESIGN SUMMARY CHECKSHEET		
<p>Note:</p>	<p>Select your proposed means of compliance against each of the relevant Building Code clauses by ticking the relevant box or boxes, or by specifying another means of compliance under 'Other'.</p> <p>Then provide details of the specific means of compliance by listing the products, systems and/or the methods used in the plans and specifications to confirm compliance.</p> <p>Standards used for compliance shall be the most current version at the time of application or, if cited in a compliance document (verification method or acceptable solution), should be those versions quoted with all necessary modifications</p>	
<p>Building data:</p>	<p>Building category: (see AS/NZS 1170.0 :2002, table 3.2.) <i>(Example: Importance level 2 / Domestic dwelling)</i></p>	
	<p>Floor live loads: (see AS/NZS 1170.1 :2002, table 3.1) <i>(Example: 1.5 kPa)</i></p>	

BUILDING CODE CLAUSE :	COMPLIANCE USING :	MEANS OF COMPLIANCE :
Indicate which of the following Building Code clauses are involved in the work.	AS or VM, or Standards, or identify other documents used to establish compliance	Provide details of products and systems and/or the methods used in the plans and specifications to confirm compliance with the nominated approach. Identify if using: <ul style="list-style-type: none"> • product certification (Codemark) • specific design • producer statement (chartered professional engineer or other engineer) • licensed trade (electrical/gasfitting) • other (specify)
B1 Structure	<input type="checkbox"/> B1/AS1 <input type="checkbox"/> B1/VM1 <input type="checkbox"/> B1/AS2 <input type="checkbox"/> B1/AS3	
B2 Durability	<input type="checkbox"/> B2/AS1 <input type="checkbox"/> B2/VM1	
C1-C6 Protection from Fire	<input type="checkbox"/> C/AS1 <input type="checkbox"/> C/AS2 <input type="checkbox"/> C/AS3 <input type="checkbox"/> C/AS4 <input type="checkbox"/> C/AS5 <input type="checkbox"/> C/AS6 <input type="checkbox"/> C/AS7 <input type="checkbox"/> C/VM1 <input type="checkbox"/> C/VM2	
D1 Access Routes	<input type="checkbox"/> D1/VM1 <input type="checkbox"/> D1/AS1	

BUILDING CODE CLAUSE :	COMPLIANCE USING :	MEANS OF COMPLIANCE :
D2 Mechanical installations for access	<input type="checkbox"/> D2/AS1 <input type="checkbox"/> D2/AS2 <input type="checkbox"/> D2/AS3	
E1 Surface Water	<input type="checkbox"/> E1/AS1 <input type="checkbox"/> E1/VM1	
E2 External Moisture	<input type="checkbox"/> E2/VM1 <input type="checkbox"/> E2/AS1 <input type="checkbox"/> E2/AS2 <input type="checkbox"/> E2/AS3	
E3 Internal Moisture	<input type="checkbox"/> E3/AS1	
F1 Hazardous Agents on Site	<input type="checkbox"/> F1/VM1	
F2 Hazardous Building Materials	<input type="checkbox"/> F2/AS1	
F3 Hazardous Substances and Processes	<input type="checkbox"/> F3/VM1	
F4 Safety from Falling	<input type="checkbox"/> F4/AS1 <input type="checkbox"/> Fencing of Swimming Pools Act 1987	
F5 Construction and demolition hazards	<input type="checkbox"/> F5/AS1	

BUILDING CODE CLAUSE :	COMPLIANCE USING :	MEANS OF COMPLIANCE :
F6 Visibility in Escape Routes	<input type="checkbox"/> F6/AS1	
F7 Warning systems	<input type="checkbox"/> F7/AS1	
F8 Signs	<input type="checkbox"/> F8/AS1	
G1 Personal Hygiene	<input type="checkbox"/> G1/AS1	
G2 Laundering	<input type="checkbox"/> G2/AS1	
G3 Food preparation and prevention of Contamination	<input type="checkbox"/> G3/AS1	
G4 Ventilation	<input type="checkbox"/> G4/AS1 <input type="checkbox"/> G4/VM1	
G5 Interior Environment	<input type="checkbox"/> G5/AS1	
G6 Airborne and impact sound	<input type="checkbox"/> G6/AS1 <input type="checkbox"/> G6/VM1	
G7 Natural Light	<input type="checkbox"/> G7/AS1 <input type="checkbox"/> G7/VM1	

BUILDING CODE CLAUSE :	COMPLIANCE USING :	MEANS OF COMPLIANCE :
G8 Artificial Light	<input type="checkbox"/> G8/AS1 <input type="checkbox"/> G8/VM1	
G9 Electricity	<input type="checkbox"/> G9/AS1	
G10 Piped Services	<input type="checkbox"/> G10/AS1 <input type="checkbox"/> G10/VM1	
G11 Gas as an Energy Source	<input type="checkbox"/> G11/AS1	
G12 Water Supplies	<input type="checkbox"/> G12/AS1 <input type="checkbox"/> G12/VM1 <input type="checkbox"/> G12/AS2	
G13 Foul Water	<input type="checkbox"/> G13/AS1 <input type="checkbox"/> G13/VM1 <input type="checkbox"/> G13/AS2 <input type="checkbox"/> G13/AS3 <input type="checkbox"/> G13/VM3	
G14 Industrial liquid waste	<input type="checkbox"/> G14/AS1 <input type="checkbox"/> G14/VM1	
G15 Solid waste	<input type="checkbox"/> G15/AS1	
H1 Energy efficiency	<input type="checkbox"/> H1/AS1 <input type="checkbox"/> H1/VM1	

5. Materials proposed to be used

Please indicate the type of material that is proposed in this project by identifying the specification of the product or the brand names to be used, such as Insulclad®, ROCKCOTE, Monier™, Ribraft™ , Pink® Batts®:

Exterior claddings, eg, weatherboards, (specify product/system)

Roof type, eg, corrugated iron, tile, (specify product/system)

Type of insulation, eg, polystyrene, (specify product/system)

6. MultiProof application checklist

Please take the time to review and complete this checklist before you send your application to us. Tick the relevant box. It is intended to make our processing of your application as smooth as possible.

Have you provided the following?	Yes	N/A
Application form completed correctly, signed and dated		
Fees with the application		
Means of compliance with the Building Code section completed		
Certificates of Work from the Design LBPs who carried out or supervised the Restricted Building Work design		
Evidence of intention and ability to replicate the design ten times in a two year period		
Copy of floor plans @ 1:50 scale including:		
North point reference, if schedule method has been used for H1 compliance		
Overall dimensions of walls and other structural elements		
Internal dimensions of rooms		
Bracing layout or reference to a schedule elsewhere		
Lintel sizes or reference to a schedule elsewhere		
Roof layout: Truss or framed		
Window and door locations and plan dimensions		
Special wall constructions (sound, fire, moisture control)		
Room layouts and location of all internal fixtures and fittings		
Staircase layouts		
Plumbing diagram and location of plumbing fixtures (including schematic storm water lay-out)		
Cross-section references, space numbers, door/window numbers		
References to detailed drawings		
Outline of roof or pergola overhangs		
Electrical fittings needed for compliance		
Location of smoke alarms		
Openings for services		
Copy of exterior elevations @ 1:100 scale including:		
All exterior elevations of the building		
Windows, doors and other openings, indicating size and opening type and direction		

Cladding types (includes dimension between ground and base of cladding)		
Roofing types, roof shapes and overhangs		
Exterior decks, stairs and balustrades		
Skylights, chimneys and other openings through walls and roof		
Gutter, down pipe and vent locations (if located within the building)		
Location of construction joints in claddings		
References to detailed drawings		
Reference to risk matrix		
Copy of cross sections @ 1:50 scale including:	Yes	N/A
Wall heights		
Window and door height dimensions		
Framing sizes and treatments (or in the specification)		
Construction details (e.g., wall and floor linings)		
Roof and ceiling pitches		
Floor slopes		
Cross section through stairs (providing overall stair geometry and indicating head clearances)		
Location of details		
Copy of construction details @ 1:5 scale including:		
Note: The extent and number of details will vary significantly depending on the size and complexity of the building design. However, the following constitute minimum requirements where appropriate		
Structural elements, junctions and fixings		
Penetrations through exterior walls and roofs		
Window, skylights and door head/sill/jamb details		
Cladding junctions (horizontal and vertical)		
Expansion and movement joints		
Wall/roof junctions		
Roof ridge, hip, valley, gutter and apron details		
Wet area (bathroom/laundry) details		
Bottom plate/cladding overhang		
Soffit and parapet details		
Retaining wall details		
Tanking and damp-proofing, cross-sections and details		
Deck or pergola connections to main structure		
Stairs showing rise/going/landings/pitch/handrails		
Deck balustrades and handrails, layouts and fixings		

Fire separation junction and penetration details		
Details of services attached to the building's external envelope: water heating appliance, solar power or water heating system or the like		
Details of exterior wall claddings/weathertightness including:	Yes	N/A
Flashings		
Paint finishes		
Cavity details		
Type of exterior joinery		
A risk matrix – if you are using E2/AS1 as a means of compliance		
Details of bracing design		
Bracing plan clearly showing bracing lines and elements		
Bracing schedule and calculations (to highest nominated wind zone or wind speed)		
Copies of calculations and producer statements for specifically designed bracing systems		
Heating		
Energy source <input type="checkbox"/> electricity <input type="checkbox"/> gas <input type="checkbox"/> solid fuel <input type="checkbox"/> solar <input type="checkbox"/> other (specify).....		
Has the type of heating been included in the plans /specifications?		
If solid fuel, gas or diesel, has the position been shown on the floor plans?		
Has a full copy of the manufacturers' specifications and installation instructions been shown (including flue installation detail)?		
Water heating		
Energy source <input type="checkbox"/> electricity <input type="checkbox"/> gas <input type="checkbox"/> solid fuel <input type="checkbox"/> solar <input type="checkbox"/> other (specify).....		
Full details of type and valving of water heater		

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.

