

## Making an application for MultiProof

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Last updated: 21 March 2016

You need to submit certain documents, plans and specifications with your MultiProof application in order for us to accept and assess your submission.

Your MultiProof application must contain sufficient information to demonstrate that if a building were to be constructed according to the plans and specifications you submit, it would comply with the Building Code.

MBIE will not approve your application if it doesn't meet the requirements.

This means you need to submit a set of buildable plans and specifications, and sufficient supporting information, with your application to demonstrate how compliance will be achieved.

You should contact us as soon as you decide to apply for a MultiProof so that we can help you to prepare your application. To apply for a MultiProof you need to:

- complete an application form
- provide evidence you can replicate your design
- prepay the application fee
- provide certificates of design work for any restricted building work
- include plans, specifications and supporting material, as well as information relating to:
  - wind zone
  - earthquake zone
  - exposure zone
  - snow zone or snow loading
  - climate zone
  - type of ground condition if you are including foundation design
- include all design alternatives you may want to use.

Each point is discussed below. You can also find an application checklist to help you prepare your application.

[Compliance with Building Code clauses \(https://www.building.govt.nz/building-code-compliance/product-assurance-and-multiproof/multiproof/making-a-multiproof-application/multiproof-compliance/\)](https://www.building.govt.nz/building-code-compliance/product-assurance-and-multiproof/multiproof/making-a-multiproof-application/multiproof-compliance/) has a table to check whether you have provided enough evidence to demonstrate compliance with the clauses relevant to your design.

## Complete an application form

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You will need to attach a MultiProof application form to your submission. Make sure you answer all of the questions and provide all of the necessary documentation to avoid processing delays.

[MultiProof application form \(https://www.building.govt.nz/building-code-compliance/product-assurance-and-multiproof/multiproof/making-a-multiproof-application/multiproof-application-form/\)](https://www.building.govt.nz/building-code-compliance/product-assurance-and-multiproof/multiproof/making-a-multiproof-application/multiproof-application-form/) is available online.

## Evidence for replication

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We will need evidence of your ability to replicate your MultiProof design at least 10 times in two years. This may include records of:

- company history
- ownership
- management
- financial position
- your business or marketing intentions.

## Application fees

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The pre-payment fee for your MultiProof application is \$2000. It includes a non-refundable application fee of \$511.11.

You must pay the fees when you submit your application.

The application fee covers our initial processing costs. Where the value of any work undertaken exceeds the pre-payment fee you will be invoiced for any outstanding amount in accordance with the rates set out in the Building (National Multiple-use Approval) Regulations 2011.

The fee structure is as follows:

- \$98.13 per hour for account management services (completeness checking, initial processing and administrative services)
- \$150.27 per hour for the assessor's time (including peer review for quality assurance)
- \$230.00 per hour for any specialists' costs.

All rates include GST.

We will charge all expenses (such as copying, scanning, and other costs related to the assessment) at actual cost.

We will engage specialists if we consider that the assessment of your design needs specialist input. The complexity of your design and the means you use to demonstrate compliance will be a contributing factor to this.

The overall fee for processing your application will depend on:

- the complexity of the design
- the means of demonstrating compliance
- the completeness of the documentation.

## Supporting documents

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Your MultiProof application documentation may differ from how you would usually put together a site specific design.

You should consider how to document your design in order to:

- provide the level of flexibility you require
- enable the design to be efficiently assessed
- make it easier for your clients and BCAs to understand the alternatives.

### Building plans and specifications

The drawings and specifications you submit as part of your MultiProof application should:

- describe the intended construction of the building
- demonstrate how compliance with the relevant performance requirements of the Building Code is achieved
- provide sufficient dimensions, detail and information to enable the builder to construct the building as intended
- state if all or part of the building is to be prefabricated

- define all design alternatives.

The specifications should complement the drawings. This means information on the drawings should not be repeated in the specifications, and vice versa.

A brief description on the drawings should be backed up in the specifications by:

- a full description
- statements relating to relevant reference documents
- technical trade literature.

You can also include the proposed inspection procedures and request they be approved as part of the MultiProof.

What not to include

You should not include the following in your application:

- construction outside the scope of the application
- contractual information
- site specific information
- references to 'or equal/other approved equivalent'
- general references to clauses within an AS/NZS standard or Acceptable Solution (the actual clause should be included)
- details of work that is not required to be assessed for Building Code compliance (such as shop drawings or internal joinery details).

Components, materials and products

Your drawings and specifications should include details about components, materials and products.

This includes any product technical statements that are available from manufacturers or suppliers for critical building products or systems. Including this information tells us what items are to be used and how they comply with the relevant clauses of the Building Code.

Product technical statements (<https://www.building.govt.nz/building-code-compliance/product-assurance-and-multiproof/product-assurance/product-information-and-evidence/product-technical-statement/>) gives you further information on this.

If you use multiple suppliers for products, such as plasterboard, you must also nominate the manufacturers' brand names and provide full details of the materials you intend to use.

This means we can approve them as part of your MultiProof and you can simply choose from these options for each individual build.

## Demonstrating Building Code compliance

As part of your application you will need to provide enough evidence to demonstrate that your design, when built, will result in a building that complies with the relevant performance requirements of the Building Code.

To do so, you will need to provide a compliance assessment report. This is in addition to the summary included in the application, and the more detailed reports where these are required for the structural design, fire safety or accessibility.

The compliance assessment report lists all the relevant Building Code clauses and summarises how compliance with each clause is achieved. You can find an example of a compliance assessment report below.

To show compliance you may be able to:

- follow Acceptable Solutions or Verification Methods to show compliance
- reference building products or methods covered by product certification or supported by any other product assurance pathway.

If you are proposing to use building methods, materials or products new to New Zealand and you are not able to follow one of the above pathways, you will need to provide additional supporting information.

If you plan to use a new and innovative building product, you need to provide test results of a recognised standard demonstrating the performance of the product for New Zealand conditions (such as wind and exposure zones).

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## MultiProof – examples of information to provide

[PDF 55 KB]

<https://www.building.govt.nz/assets/Uploads/building-code-compliance/certifications-programmes/multiproof/making-an-application/multiproof-making-application.pdf>

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This table gives you examples of the types of information you need to provide for components, materials and products.

You also need to provide other documentation such as installation details and maintenance requirements.

You will need to use an expert with the relevant technical expertise to:

- provide an opinion on the test methods and results
- explain how the different Standards relate to the Standards referenced in the Building Code
- translate these to New Zealand conditions.

#### Example

You want to use a new window product in your design. The main Building Code clauses relevant to this are:

- B1 Structure
- B2 Durability
- E2 External Moisture.

The main reference document is NZS 4211:2008 Specification for performance of windows.

For tests such as for deflection, air infiltration, water penetration and ultimate strength you need to provide separate results for the different sizes (or at least for the largest size) and types of windows you propose to use.

For durability you need to demonstrate that the frames (along with all the various elements: reveals, fixings, flashings, gaskets, glass etc.) comply with the performance requirements of Clause B2 for the various exposure zones. Refer also to Table 1 in Acceptable Solution B2/AS1 as a guide, and Verification Method B2/VM1 regarding testing and other methods.

#### Detail drawings

You will also need to provide detailed drawings of the manufacturer's installation requirements to provide compliance (such as fixings, flashings, seals etc.) for the different installation situations, along with additional details for any specific New Zealand installations.

These should include any critical dimensions that affect moisture ingress (such as for sealant to perform, to prevent capillary action, and for overlaps).

#### Maintenance

You may also need to provide product literature documenting any maintenance requirements that are essential to ensure that the product as installed will continue to meet the requirements of the Building Code.

## Structural design

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You need to provide us with information about the adequacy of the structural system before we can approve your MultiProof application. This will include:

- a design features report
- evidence that the design intent described in the report is achieved.

The design features report tells us how you intend the structural design to work. The clearer it is, the easier it is for us to be confident about your design.

The report should detail:

- which elements are structural and which are non-structural
- how loads are transferred to the foundations (for vertical and for lateral loads)
- the design standards used
- any design assumptions that have been made
- loads (snow, wind and earthquake) the building has been designed for
- assumptions or limitations that have been made about ground bearing capacity.

If your structural design is in accordance with a non-specific design standard cited in an Acceptable Solution then your report may only be a few paragraphs long.

For a one or two storey structure without unusual or special characteristics, your report should be no more than two pages long.

You can view and download a design features report template from the [Structural Engineering Society New Zealand \(SESOC\)](http://www.sesoc.org.nz/). (<http://www.sesoc.org.nz/>)

## Providing evidence

You need to provide evidence that the design intent you describe in the design features statement or report is achieved.

Where specific design has been undertaken, you may need to provide the following types of evidence:

- structural design calculations
- a product certificate (CodeMark)
- information from testing (this needs to be thorough and complete)
- supporting information such as manufacturer test data and literature for proprietary products or components
- a statement by an appropriately qualified Certified Professional Engineer about the adequacy of the structural system. This statement must explicitly state the basis of design (for example it is linked directly to the design features report above). In this case, we would expect you to provide the design calculations or other information relied on by the engineer.

The evidence could cover:

- all structural elements including but not limited to:
  - foundations (if included in the application)
  - floor members
  - wall, posts and columns
  - bracing elements
  - roof members
- connections between all structural elements, including the connections to the foundations.

## Plumbing and drainage

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For a MultiProof plumbing and drainage should start and finish at the face of the building. There is no need to show gully traps (GTs) or terminal vents (TVs) which are external to the building.

You need to provide a note stating “to GT” and the minimum numbers of GTs. Drainage is site specific and will be assessed as part of the building consent.

You need to provide the following information in your MultiProof:

- Plumbing design – Specify what Standard is used for the plumbing design: G13/AS1 or AS/NZS 3500.2 or another. If both are used, define which part is to which design standard.
- Drainage design – Specify what Standard is used for the drainage design: G13/AS2 or AS/NZS 3500.2 or another. Note: terminal vent/drain vent requirements differ.
- Waste, soil and water supply pipes – Specify size, fall and type of material. Include the relevant New Zealand Standard: for example, PVC pipes to AS/NZS 1260. Also include tub/washing machine pipe arrangement and both water (hot and cold) supply and waste pipes.
- Pipe insulation – Specify insulation to pipes for energy efficiency or if required for frost protection.
- Hot water heater – Specify type and energy source of water heater: for example, electric instantaneous water heater complying with AS/NZS 3350.2.
- Hot Water Cylinder (HWC) –Detail drains from temperature / pressure-relief (TPR) valve and water regulating valve (such as terminate over gully) and detail or specify seismic restraint.

## Specified systems

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A number of buildings contain safety and essential systems to make sure they are safe and healthy for members of the public to enter, occupy or work in.

Certain systems are known as ‘specified systems’ and require a compliance schedule (under the Building Act).

Examples of specified systems include:

- automatic systems for fire suppression (such as a sprinkler systems)
- automatic or manual emergency warning systems for fire or other dangers.

If your building design involves any specified systems, you must also include the following information with your application:

- a list and description of all the specified systems
- the performance standards for each of the specified systems
- and a description of the inspection, maintenance and reporting procedures.

This requirement does not apply to buildings used wholly or partly as a single household unit except where a cable car is provided.

[Compliance schedules \(https://www.building.govt.nz/projects-and-consents/sign-off-and-maintenance/completing-your-project/compliance-schedules/\)](https://www.building.govt.nz/projects-and-consents/sign-off-and-maintenance/completing-your-project/compliance-schedules/) can explain this further.

## Design alternatives

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You need to include all alternatives you are likely to use in each individual build in your MultiProof application.

If the alternatives are covered by your MultiProof you will have the flexibility to:

- cater for local conditions such as differing exposure, wind or earthquake zones
- make changes once the building consent has been issued.

To help you decide what design alternatives to include in your MultiProof application, think about the common modifications your clients request.

You must include alternatives that you consider minor. If you don't, the BCA will assess the design as it does for any building consent application and may require that you provide additional supporting information.

The BCA's normal 20 working day time limit will then apply.

[Using MultiProof \(https://www.building.govt.nz/building-code-compliance/product-assurance-and-multiproof/multiproof/using-multiproof/\)](https://www.building.govt.nz/building-code-compliance/product-assurance-and-multiproof/multiproof/using-multiproof/) has more information about applying for a building consent with the statement.

Examples of design alternatives include, but are not limited to:

- material alternatives
- different cladding types
- changes to window and door locations or configurations
- variations to the floor plan (such as adding a garage or a conservatory)
- handed (mirrored) floor plans
- different bathroom and kitchen layouts
- options for heating or hot water
- changes in roof pitch (such as for roof pitches between x and y degrees)
- building dimensions (for example, sheds using a standard roof design, or to allow a living area to be increased)
- options for different wind and earthquake zones (such as bracing up to a certain level)
- options for different exposure zones
- foundation options for different soil capacity and site levels (for example, either with no foundations included or with a foundation option for good ground)
- options for different climate zones (such as differing insulation levels)
- options for add-ons such as garages, decks and conservatories.

If a range of alternatives are proposed you will need to provide a design and options summary, along with an index of the plans and specifications.

These documents will make it easier for the BCA to check which of the alternatives is proposed and which documents need to be submitted with the building consent application.

This summary and the index can also be included in the public register to provide information for potential customers.

If you find you don't have the flexibility you require, you can also apply for an amendment to your MultiProof.

## Waivers or modifications

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Section 30C of the Building Act also allows for waivers or modifications of the Building Code to be granted as part of the MultiProof.

If you are seeking a waiver or modification you need to identify this in your application and provide a separate written request which incorporates supporting material.

The following framework will be used as a methodology for deciding if it is reasonable to grant a modification:

- The extent and possible consequence of the non-compliance with the specific performance clause.
- The availability of other reasonably practicable solutions that would result in the building work fully complying with the Building Code and associated costs.
- Any special and unique circumstances of the building work subject to the waiver or modification.
- The extent to which the modification will still be consistent with the purposes and principles of the Act.
- The modification complying with the relevant objective and functional requirements of the specific clause of the Building Code.

## Submitting your MultiProof application

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You can submit your application by:

- post to:  
National Multiple-Use Approval Service  
Ministry of Business, Innovation and Employment,  
PO Box 1473, Wellington 6140
- delivery to: 15 Stout Street, Wellington CBD
- email to: [multiproof@mbie.govt.nz](mailto:multiproof@mbie.govt.nz) (<https://www.building.govt.nzmailto:multiproof@mbie.govt.nz>).

Contact us (<https://www.building.govt.nz/about-building-performance/contact-us/>) if you need to speak with one of our MultiProof advisors.

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### MultiProof application checklist

[PDF 52 KB]

<https://www.building.govt.nz/assets/Uploads/building-code-compliance/certifications-programmes/multiproof/making-an-application/multiproof-application-checklist.pdf>

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

## Related content

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[Creating and providing a product technical statement \(https://www.building.govt.nz/building-code-compliance/product-assurance-and-multiproof/product-assurance/product-information-and-evidence/product-technical-statement/\)](https://www.building.govt.nz/building-code-compliance/product-assurance-and-multiproof/product-assurance/product-information-and-evidence/product-technical-statement/)

A product technical statement is helpful for your product's users. Find out what it is and needs to contain.

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- with compliance with the Building Act, it is published under section 175 of the Building Act
- with a Weathertight Services claim, it is published under section 12 of the Weathertight Homes Resolution Services Act 2006.