

Correct as at 11th December 2013. It may be superseded at any time.

Extract taken from: NZTA Vehicle Portal > VIRMs > In-service certification (WoF and CoF) > Introduction > Inspection and certification process > Issuing the WoF or CoF label - 'evidence of vehicle inspection' - or temporary permit

3-8 Issuing the WoF or CoF label - 'evidence of vehicle inspection' - or temporary permit

Applicable legislation: [Land Transport Rule: Vehicle Standards Compliance 2002](#), sections 7.9 and 9

3.8.1 Expiry dates

Expiry date of the WoF (for WoFs issued from 1 January 2014 to 30 June 2014 inclusive)

The WoF expiry date is calculated from the reference date. The **reference dates** are:

- For a vehicle with an expired WoF or without a previous WoF: the date the vehicle passes the inspection
- For a vehicle with a current WoF expiring in 14 days or less after the vehicle passes the inspection: the expiry date of the current WoF
- For a vehicle with a current WoF expiring in more than 14 days after the vehicle passes the inspection: the date that is 14 days after the vehicle passes the inspection
- For a vehicle that has been issued with a pink or green sticker (other than a 'G2' green sticker) or that has its WoF revoked: the date the vehicle passes the inspection.

The WoF expiry date must be determined as follows:

Vehicle	Date of first registration anywhere or vehicle age	WoF expiry
Light motor vehicle (other than an agricultural motor vehicle)	Never registered anywhere previously	12 months from reference date
	First registered anywhere on or after 1/1/2004	12 months from reference date
	First registered anywhere before 1/1/2004	6 months from reference date
Heavy motor vehicle (CoF exempt) (other than an agricultural motor vehicle)	Never registered anywhere previously	12 months from reference date
	Less than six years old from date of first registration anywhere	12 months from reference date
	Six years or older from date of first registration anywhere	6 months from reference date
Agricultural motor vehicle	Any age	12 months from reference date

Expiry date of the CoF

The CoF expiry date is calculated from the reference date. The **reference dates** are:

- For a vehicle with an expired CoF or without a previous CoF: the date the vehicle passes the inspection
- For a vehicle with a current CoF expiring in 28 days or less after the vehicle passes the inspection: the expiry date of the current CoF

- For a vehicle with a current CoF expiring in more than 28 days after the vehicle passes the inspection: the date that is 28 days after the vehicle passes the inspection
- For a vehicle that has been issued with a pink or green sticker (other than a 'G2' green sticker) or that has its CoF or temporary permit revoked: the date the vehicle passes the inspection.

The CoF expiry date must be either:

- a) six months from the reference date, or
- b) for a class MA rental vehicle that was new when it was first registered in New Zealand **as a rental service vehicle**:
 - i. 12 months from the date the vehicle passes its first CoF inspection, then
 - ii. six months from the reference date for any subsequent CoF inspections.

Expiry date of a temporary permit (CoF vehicles only)

The expiry date is 28 days after the date of issue of the permit.

When a WoF, CoF or temporary permit ceases to be current

A WoF, CoF or temporary permit ceases to be current:

- a) after its expiry date , or
- b) if the vehicle has been green or pink stickered and a new WoF or CoF is required (note that a new WoF or CoF is not required for a 'G2' green sticker so the existing expiry date remains unaffected), or
- c) if the WoF, CoF or temporary permit has been revoked by a person authorised by the NZTA.

3.8.2 Completing and affixing the WoF or CoF label

Completing the WoF label

Figure 3-8-1. Warrant of fitness WoF label details (for 2014 expiry dates only)

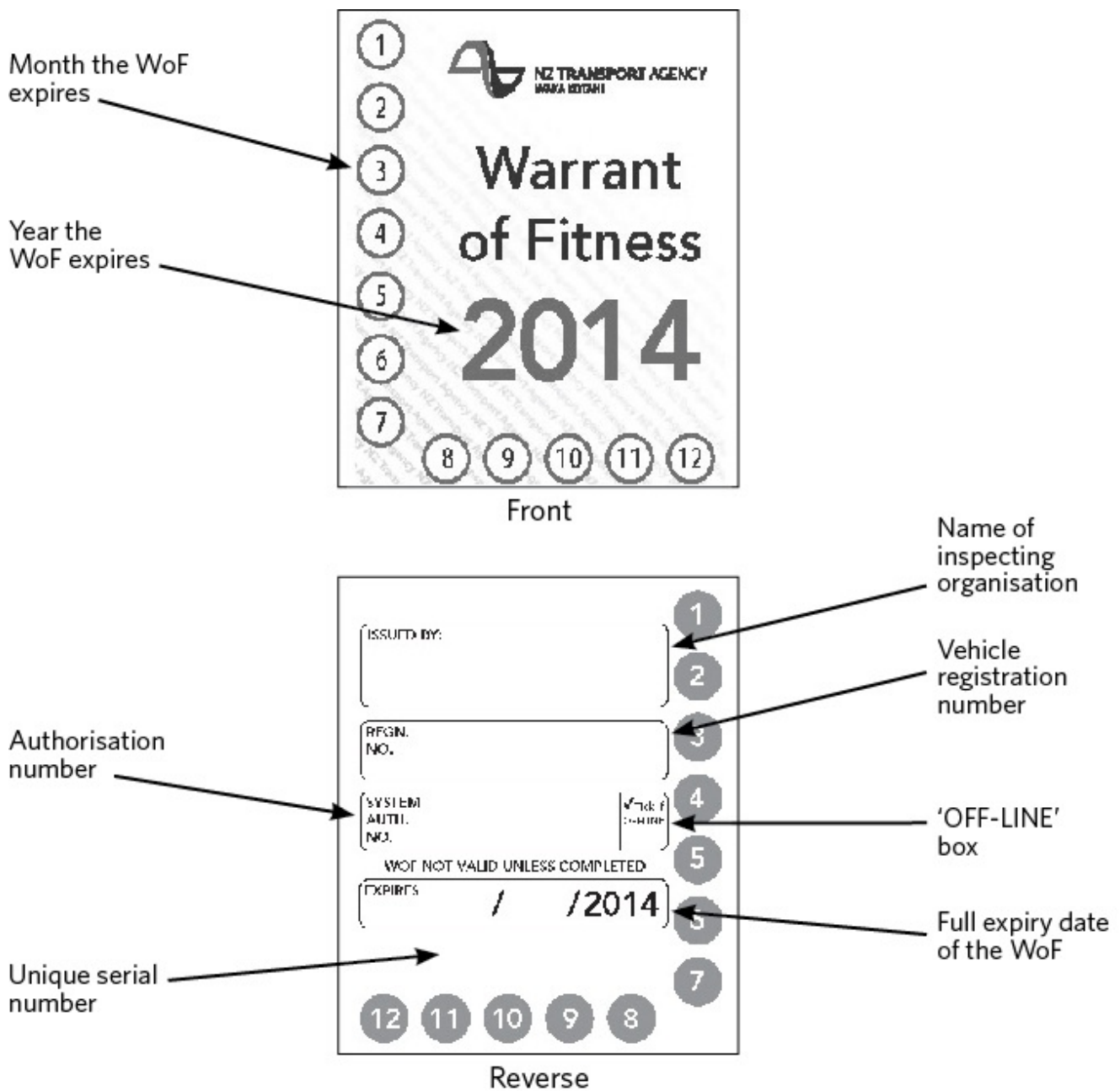
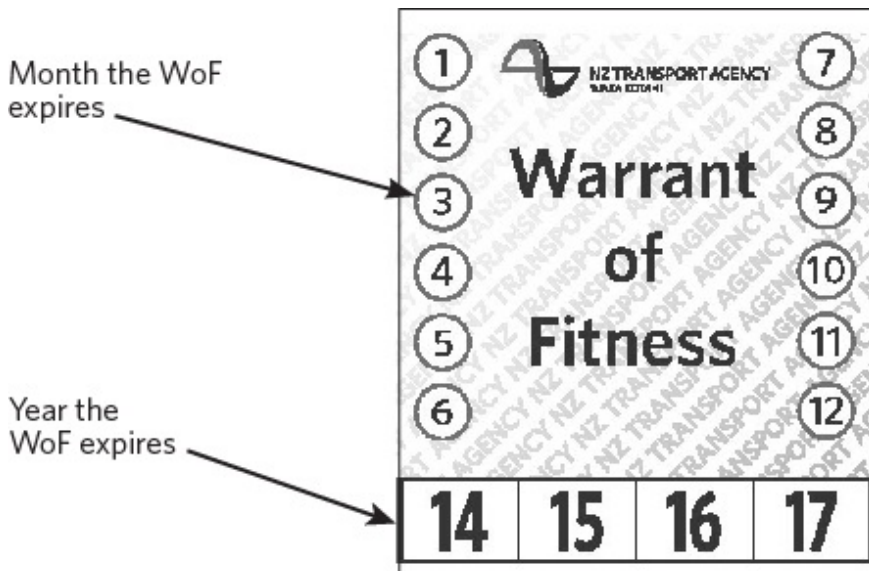
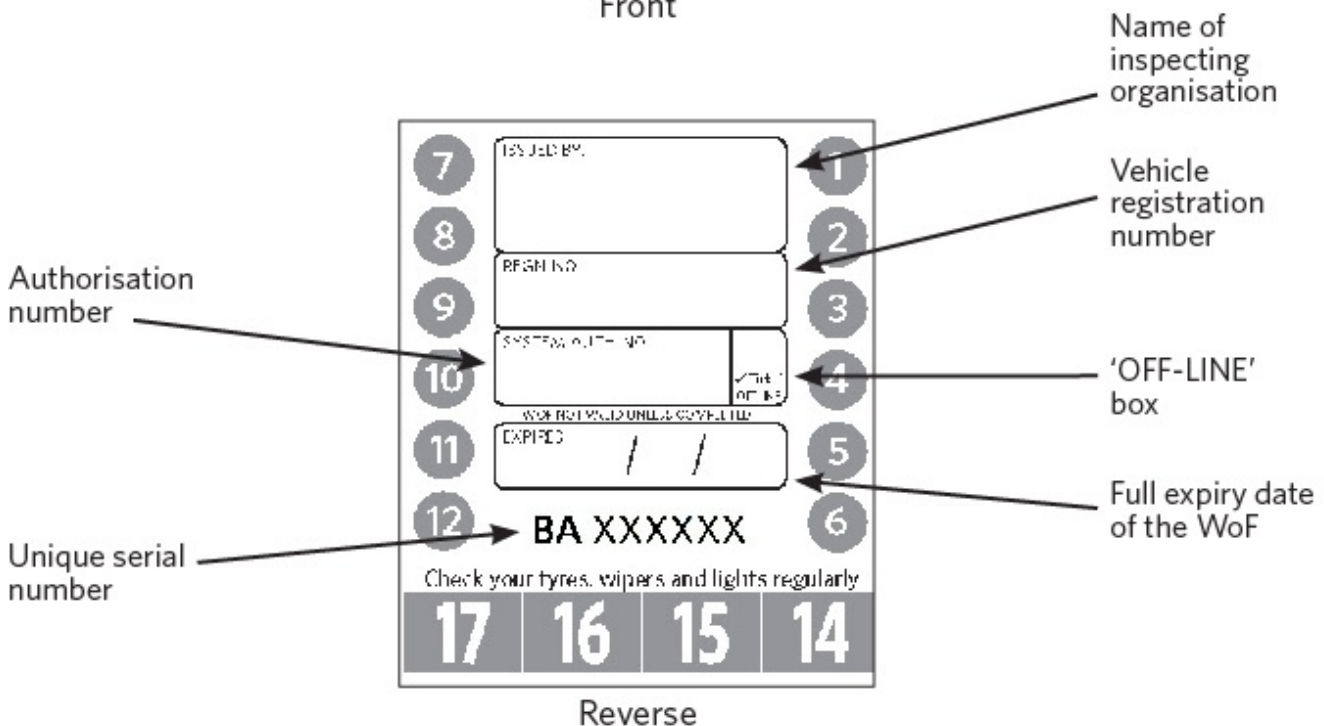


Figure 3-8-2. Warrant of fitness (WoF) label (for expiry dates from 2014 onwards)



Front



Reverse

If the vehicle passes the WoF inspection, the new WoF label must be completed in the following manner:

a) Front side:

- i. select the WoF label with the correct year of expiry of the WoF, and
- ii. using a hole punch of at least 6mm diameter:

- punch out the appropriate number representing the month of the WoF expiry date if using the WoF label in **Figure 3-8-1**, or
- punch out the appropriate numbers representing the month and year of the WoF expiry date if using the WoF label in **Figure 3-8-2**.

b) Reverse side: record the:

- i. name of the inspecting organisation (a business stamp is acceptable), and
- ii. vehicle registration number, and
- iii. system authorisation number, and

iv. full expiry date of the WoF.

Each WoF label has a unique serial number printed on three places of the reverse side. The two small serial number stickers on the left are for cross referencing of the inspection documentation. The vehicle inspector must remove both serial number stickers and attach one to the file copy of the checksheet and the other to the customer's copy of the checksheet.

Affixing the WoF label

The WoF label must be affixed by the vehicle inspector or a delegated employee of the inspecting organisation in one of the following positions:

- a) if the vehicle is fitted with a windscreen:
 - i. to the inside of the windscreen facing outwards on the same side as the steering wheel, and
 - ii. as close as possible to the edge of the windscreen where it is clearly visible from the outside and is not obscured by an anti-glare band or sticker
- b) for a trailer, on the back of the vehicle near the registration plate, or on the right-hand side of the vehicle at the rear, or if this is impracticable, in a position where it can readily be seen
- c) for any other vehicle, in a position where it can readily be seen.

Not more than one WoF label may be displayed at one time. When issuing a new WoF label, the vehicle inspector or a delegated employee of the inspecting organisation must remove the existing label.

Completing the CoF label

Figure 3-8-3. Certificate of Fitness (CoF) label details



If the vehicle passes the CoF inspection, the new CoF label must be completed in the following manner:

- a) Front side:
 - i. select the CoF label with the correct year of expiry of the CoF, and
 - ii. using a hole punch of at least 6mm diameter, punch out the appropriate number representing the month of the CoF expiry date.
- b) Reverse side: record the:
 - i. vehicle registration number, and
 - ii. vehicle make, and
 - iii. full expiry date of the CoF, and
 - iv. name of the inspecting organisation.
- c) Label record (butt): record the:
 - i. vehicle registration number, and

- ii. date the CoF is issued, and
- iii. full expiry date of the CoF, and
- iv. signature of the vehicle inspector.

Each CoF label has a unique serial number which must be recorded on both copies of the checksheet.

Affixing the CoF label


The CoF label must be affixed by the vehicle inspector or a delegated employee of the inspecting organisation in one of the following positions:

- a) if the vehicle is fitted with a windscreen:
 - i. to the inside of the windscreen facing outwards, on the same side as the steering wheel, and
 - ii. as close as possible to the edge of the windscreen where it is clearly visible from the outside and is not obscured by an anti-glare band
- b) for a trailer, on the back of the vehicle near the registration plate, or on the right-hand side of the vehicle at the rear, or if this is impracticable, in a position where it can readily be seen
- c) for any other vehicle, in a position where it can readily be seen.

Not more than one CoF label may be displayed at one time. When issuing a new CoF label, the vehicle inspector must remove the existing label.

3.8.3 Completing the temporary permit ('28 day permit' for CoF vehicles only)

Figure 3-8-4. Temporary permit (28 day permit for CoF vehicles)



NZ TRANSPORT AGENCY
WAKA KOTAHĪ

**Permit for the Temporary Use of a Vehicle
Without a Certificate of Fitness**

Registration no.	Expiry date	XXXXXX
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	

Pursuant to sections 7.10(a) and 9.6(3) of the Land Transport Rule: Vehicle Standards Compliance 2002 ("the rule") the vehicle described in this permit may be used on a road without a current certificate of fitness for a period of 28 days after the date of issue of this permit.
Pursuant to section 9.7 of the rule this permit ceases to be current after the expiry date or if:

- a non-operation order is issued for the vehicle
- the permit is revoked
- the vehicle is a transport service vehicle that suffers significant damage or deterioration.

Class of vehicle	VIN/Chassis no.
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Make and model	
<input style="width: 95%;" type="text"/>	
Name of registered owner	
<input style="width: 95%;" type="text"/>	
Business address	
<input style="width: 95%;" type="text"/>	
Remarks and/or conditions of use	
<input style="width: 95%;" type="text"/>	
<input style="width: 95%;" type="text"/>	
<input style="width: 95%;" type="text"/>	

Date of issue

Issued by

(signature and full name of vehicle inspector)

for

(full name of inspecting organisation)

IMPORTANT NOTE: If the vehicle described in this permit is one that is, or ought to be, operated under a transport service licence, a relevant transport service licence must be held by the person carrying on the service.

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This permit may be issued by an inspecting organisation in the case of a vehicle that does not comply with all applicable requirements, but is safe to be operated subject to specified conditions. The completed permit must be carried in the vehicle.

The permit must be completed in the following manner:

Record the:

1. vehicle registration number, and
2. expiry date of the permit, and
3. validity period of 28 days, and
4. class of the vehicle, and
5. make and model, and
6. VIN or chassis number, and
7. name of the registered owner, and
8. registered owner's business address, and
9. specified conditions relating to the vehicle's operation, and
10. date of issue of the permit, and
11. signature of the vehicle inspector.

- These details must be clearly legible on both copies of the permit.
- Each permit has a unique serial number which must be recorded on both copies of the checksheet.

Page amended **1 January 2014** (see [amendment details](#)).