

This form is used when advising Waka Kotahi NZ Transport Agency that an inspecting organisation will be employing a new vehicle inspector, or that a vehicle inspector will be leaving the employment of the inspecting organisation.

Waka Kotahi requires as much notice as possible to action any vehicle inspector transfer requests. Please ensure all requests are submitted at least 3 days before the date of transfer.

Please email this form to [safervehiclesteam@nzta.govt.nz](mailto:safervehiclesteam@nzta.govt.nz) (scanned copies are acceptable).

## Inspecting organisation / employer details

*This is the inspecting organisation and employer notifying Waka Kotahi of changes.*

Site name

Address

  

MS number

MS

Employer name

Signature

## Details of new vehicle inspector

*This is to advise that we will be employing a new vehicle inspector.*

Full name of  
vehicle inspector

Inspector ID or  
authority #

Start date

Previous employer's  
name and address

  
  

## Details of leaving vehicle inspector

*This is to advise that we have a vehicle inspector who is leaving our inspecting organisation.*

Full name of  
vehicle inspector

Inspector ID or  
authority #

Finish date

New employer's  
name and address