

UPDATE TO APPLICANTS

12 DECEMBER 2019

Below are a few key points to assist you with your application and clarify the Transport Agency's expectations:

1. Deadline and time extensions

The current deadline to submit your application (which includes all supporting information and documentation) is **20 December 2019**. If this deadline presents a problem, please notify the Transport Agency **by 5.00pm NZ Time Tuesday 17 December 2019** via email to borderandentry@nzta.govt.nz, and request an extension of time for submission of information. Please provide reasons for why you anticipate the 20 December 2019 deadline cannot be met and the specific information that requires an extension.

The Transport Agency may grant a time extension in its discretion. The Transport Agency has already granted a limited time extension to provide specific information by 20 January 2019 to one prospective applicant.

It is the Transport Agency's expectation that any other extensions of time will be similarly granted for specific information that you are unable to provide by 20 December 2019, rather than a wholesale extension for your application. The length of any extension granted will be assessed on a case-by-case basis, but will not be any later than 5.00pm NZ Time Monday 20 January 2020. Information submitted after an extension deadline will be deemed incomplete at the Transport Agency's discretion.

2. Payment method

The application fee is to be paid by credit card (the Transport Agency accepts Visa, MasterCard and Debit Visa/MasterCard). Any follow-on charges for hourly rate activities such as site assessments will be invoiced to the relevant applicant, and payment for these will be either by credit card or via internet banking. Alternately we can set up a direct debit arrangement.

3. Methods of submitting applications

Applications may be submitted via email to borderandentry@nzta.govt.nz.

If your application is too large to submit via email or you wish to submit your application using another secure method, the Transport Agency will provide you with an electronic file transfer option. This is by request only and invitations are issued by the Transport Agency. Should you wish to use this option, please send a request email to borderandentry@nzta.govt.nz with "Tempobox Request" in the subject line in order for an invitation to be sent out. The invitation the Transport Agency will send will include a user guide, password requirements and recommended web browser (Chrome) as well as a reminder to **not** upload more than 50 items at a time.

If you wish to submit your application via electronic file transfer, please ensure that you request this option **no later than 5.00pm NZ Time Wednesday 18 December 2019**.