

Use this form in any of these situations:

- The ownership trail is incomplete (for vehicles undergoing used entry certification).
- There's no proof of previous New Zealand registration.
- There's no proof of previous overseas registration.
- You need permission to use non-standard documents.

Privacy

All information contained in your application will be held by Waka Kotahi NZ Transport Agency and treated as confidential subject to the Official Information Act 1982 and the Privacy Act 2020.

Under the Privacy Act 2020, you have the right to request access to and correction of any personal information you supply as a part of this application process from Waka Kotahi. Should you wish to exercise these rights please contact Waka Kotahi, Private Bag 11777, Palmerston North 4442 or email: info@nzta.govt.nz

Fees and payment

The fee for processing an *Alternative documents form* is \$211.92. We won't start work on the application until this is paid.

We'll send you an invoice with payment details and instructions. Payment must be made by the due date or the application will be returned to you as incomplete.

Please make sure you fill in the 'Payer details' section of this form to ensure we send the invoice to the correct person/organisation.

Sending us your application

Send the completed form and any required documentation to

exemptions@nzta.govt.nz (light)
hvexemptions@nzta.govt.nz (heavy)

or

Compliance Response – Safer Vehicles
Waka Kotahi
Private Bag 11777
Palmerston North 4442

Contact us

If you want to contact us about your application, or provide additional supporting information, email us.

exemptions@nzta.govt.nz (light)
hvexemptions@nzta.govt.nz (heavy)

Reason you're applying

Tick any applicable.

- The ownership trail is incomplete (for vehicles undergoing used entry certification).
- There's no proof of previous New Zealand registration.
- There's no proof of previous overseas registration.
- You need permission to use non-standard documents.

Applicant details

Company (trading name)

Applicant name

Postal address

Phone number (daytime)

Mobile number

Email address

Payer details

Name to invoice to (person or registered company)

Postal address for invoice

Email address to send invoice

Phone number

Vehicle details

Make

Year of manufacture

Model

Model code

VIN/chassis number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Reason for request

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Required documentation

You must include these documents with your application.

If you're supplying original documents, we advise sending them via courier.

These documents must be provided before the application can proceed.

- Proof of previous registration (see **Note 1**)
- Ownership trail (original documents leading from the last registered owner to the current New Zealand owner, eg bill of sale, auction invoices, any relevant document may be considered) (see **Note 2**)
- A completed *VIN/chassis verification (CA12)* form www.vehicleinspection.nzta.govt.nz/ca12
- Independently certified translation of any documents not written in English
- Photographs of the vehicle and identifiers

Note 1

Confirmation of de-registration from the country/state of original vehicle licence authority.

Note 2

The applicant (owner/importer) must supply a statutory declaration covering the following points:

- How the vehicle was obtained
- Condition of the vehicle at the time of purchase (eg, registered, unregistered, damaged).

Waka Kotahi discretion

The information contained in this application does not limit the authority of Waka Kotahi to reject or accept an application, taking into account any conditions or matters related to the application, and satisfaction that there is no significant increase in risk to safety posed by the application.

Declaration

I am/have been authorised by the company or party to make this application. The particulars of this application are complete and correct to the best of my knowledge.

Applicant's signature

Date