

When can this form be completed?

This form is to be used by an appointed inspecting organisation applying to relocate an inspecting site.

An IO RELOCATE form must be completed for each additional site.

Applying organisation

Authority number

New Zealand Business Number (NZBN) (if you have one)

Complete A, B or C as applicable.

This application is for the appointment of a:

A. Sole trader

Surname First name(s)

OR B. Partnership*

Surname First name(s)

Surname First name(s)

OR C. Company

Registered company name

*A fit and proper person check will be completed for the IO representative

If more than two directors, please list on a separate sheet.

Directors

Name Phone number

Name Phone number

New site details

Trading name

Business/company physical address

Business/company postal address (if different from physical address)

Phone number

Email address

IO representative details

Surname

First name(s)

Are you or have you been known by any other names? *(name changed by deed poll, marriage, alias)*

Date of birth

Phone number

Mobile number

Email address

Role/position

Responsibilities

Do not submit original documents.

If your evidence of identity is not photo ID please include a clear photo of yourself with this application.

Identification

Provide a clear copy of your evidence of identity with this application

New Zealand driver licence

OR

Other identification *(passport, full original birth certificate)*

Inspection groups

Tick only inspection groups for which the organisation is currently appointed.

WoF vehicle types

1 - Motorcycles

2 - Light motor vehicle (private car/van/truck/other)

4 - Light trailer (GVM not exceeding 3500kg)

5 - Heavy vehicles (exempt from CoF)

Alternative fuels

Other *(please specify)*

CoF A (light) vehicle types:

10 - Transport service licensed light vehicles, not trailers
(includes taxis and taxi meter calibration) MA, MB, MC, MD1, MD2, NA

24 - Other CoF vehicles (includes rental vans) LC, LD, LE, MA, MB, MC, MD1, MD2, NA

25 - Rental motorcycles LC, LD, LE

26 - Rental cars MA, MB, MC, MD1, MD2

CoF B (heavy) vehicle types:

11 - Medium PSV GVM up to 12,000kg MD3 (up to 4500kg), MD4 (up to 5000kg), ME

12 - Large PSV GVM greater than 12,000kg ME

21 - Medium truck up to 12,000kg; medium trailer up to 10,000kg
(truck + trailer) NB, TC

22 - Truck greater than 12,000kg; trailer greater than 10,000kg
(truck + trailer) NC, TD

23 - Large heavy combination truck GCM greater than 39,000kg
(A-train and B-train) NC, TD

Vehicle inspectors

Continue on a separate sheet if necessary

Vehicle inspectors at this site

Vehicle inspector's name

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Authority no.

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Site assessment

Tick one

The site is ready for assessment.

Your site assessment will be arranged at the earliest date if your application is progressed to this stage.

OR

Date the site will be ready for assessment

Insurance

Tick one

I confirm the required insurance has been updated to cover the new site.

If your application progresses to the final stage the organisation will be appointed as an inspecting organisation without delay.

OR

I will provide confirmation of updated insurance at the site assessment.

We'll contact you once your application has been assessed. You must arrange all insurances and confirm this in writing to us within three months of this contact or your application will be declined.

Consent and declaration

To the best of my knowledge and belief, all the information I've given for this application is true and correct.

If this application is approved, the organisation will follow all rules and regulations required of inspecting organisations.

I have authority to act on behalf of the applicant organisation. I'm aware of the Sample notice of appointment published on the vehicle inspection portal (<http://vehicleinspection.nzta.govt.nz/nea>). I understand the notice includes the terms and conditions of appointment that apply if this application is successful. I confirm I've read and understood this notice. I also confirm that I, and anyone else who may have control of the applicant as an appointee, will make sure any person carrying out the appointed activities follows both the current and any additional terms and conditions that may be included in the notice of appointment.

I consent to the New Zealand Police and other relevant persons or authorities sharing with Waka Kotahi all charges and convictions against me and any other information they hold about me.

The information about me that the New Zealand Police may consider relevant to the application, and release to Waka Kotahi in vetting, includes any conviction history, and infringement/demerit reports. It may include other information like:

- active charges and warrants to arrest
- any information received or obtained by the New Zealand Police in any context (including family violence), even where:
- I haven't been charged or charges are withdrawn, or
- I've been acquitted (not guilty) of a charge, or
- I've been discharged without conviction.

I authorise Waka Kotahi to enquire about my character and suitability to operate an inspecting organisation for the purposes of this application and while the organisation is an appointed inspecting organisation (under the Official Information Act 1982 and the Privacy Act 2020).

(Find more information about New Zealand Police vetting at www.police.govt.nz/advice/businesses-andorganisations/vetting/information-about-vetting)

IO representative's full name

Surname

First name (s)

IO representative's signature

IO representative's role/position

Privacy Act 2020

Collection of this information is authorised by Land Transport Rule: Vehicle Standards Compliance 2002. All information contained in your application form will be held by Waka Kotahi 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.

Address to send application

Once you've completed this form, scan and email it (with any additional documentation) to vehicleinspections@nzta.govt.nz or post to the address below:

Provider Licensing
Waka Kotahi NZ Transport Agency
Private Bag 11777
Palmerston North 4442