

VIRM: ENTRY CERTIFICATION AMENDMENT 1 JUNE 2019

List of changes and preview pages

MAY 2019

In this amendment

- Changes as indicated in the March consultation document, including:
 - Updates to the Annex C process including an update to the Annex C permit
 - Clarifications around wheelchairs and seating position numbers
 - General clarifications
- Change as a result of the [Land Transport Rule: Regulatory Stewardship \(Omnibus\) Amendment 2018](#). For insights behind the changes, you can read the [summary of submissions document](#)

LIST OF CHANGES – GENERAL

SECTION	CHANGE DESCRIPTION
Introduction	
5-5 Identifying the vehicle class	<ul style="list-style-type: none"> • Note and images added regarding counting seats in a vehicle with wheelchair positions
9 Definitions and abbreviations	<ul style="list-style-type: none"> • Sleeping berth definition added
Inspection and certification	
1-1 Registering a vehicle for the first time in New Zealand	<ul style="list-style-type: none"> • Table 1-1-3. Proof of standards compliance When a vehicle is a used vehicle manufactured for the USA market: include in the referral, photos of all identifiers and manufacturers data plates, and a photo of the entire vehicle.
1-5 Annex C: conditional operation of a vehicle	<ul style="list-style-type: none"> • Section renamed and re-written. Annex C processes have been clarified. See also reference material 47 Annex C permit
7-2 PSV seating (Omnibus change)	<ul style="list-style-type: none"> • Provide that two seats facing each other do not have to comply with <i>clause 4.1(8)(b)</i> of the Rule (relating to footroom) if the seating position complies with the standard <i>UN/ECE 107</i> (see also the summary of submissions document)
7-5 Seatbelts and seatbelt anchorages	<ul style="list-style-type: none"> • Note 2 about retrofitted seatbelts deleted. Following notes renumbered
9-1 Steering and suspension systems	<ul style="list-style-type: none"> • Note 1 regarding vehicles that comply with approved frontal impact standards are not required to comply with approved steering system standards, deleted

Technical bulletins	
3 Vehicles modified to change vehicle class	<ul style="list-style-type: none"> Expanded to include heavy vehicles
28 Exhaust emissions standards compliance	<ul style="list-style-type: none"> The VIA has ceased issuing exhaust emissions compliance certificates from 28 December 2018. Should any VIA emission certificates be presented with issue dates later than 28 December 2018 or for vehicles that may have been imported after that date, please contact the Transport Agency before accepting them.
39 Identifying class MB, MD1 or MD2 based on seats on Japanese deregistration certificates	<ul style="list-style-type: none"> Deletion of incorrect content stating wheelchair positions are not considered seating positions
45 Recording the number of seats in a vehicle with wheelchair positions	<ul style="list-style-type: none"> Some vehicles have dedicated wheelchair positions and multi-use positions where an occupant can sit if a wheelchair isn't present. This technical bulletin provides clarity over how to record the number of seats. (included as separate PDF with draft images)
Reference materials	
47 Sample Annex C permit	<ul style="list-style-type: none"> Annex C permit redesigned to reflect the new process Note 2 and Note 3 updated to reflect clarifications in the Annex C process
77 VIA and IMVIA Exhaust emission compliance certificates	<ul style="list-style-type: none"> The VIA has ceased issuing exhaust emissions compliance certificates from 28 December 2018.

PREVIEW PAGES

Includes [Land Transport Rule: Regulatory Stewardship \(Omnibus\) Amendment 2018](#) changes

Introduction

5-5 Identifying the vehicle class

Note 2

For the purpose of determining vehicle class, a dedicated wheelchair position (a seating position for transporting a wheelchair and its occupant that is unavailable for other passengers when it is not occupied by a wheelchair) is included in the total seat count. A seating position that can be used for either a wheelchair or occasional/removable seats, but not both simultaneously, is only to be counted as one seat. If a wheelchair position takes up more than one seating position, the number of seating positions is the highest possible count of seated passengers. In the examples below, Figure 1 has 11 seating positions, Figures 2 and 3 have 10 seating positions and Figure 4 has 9 seating positions.

9 Definitions and abbreviations

Sleeping berth	<p>means a position suitable for one person to sleep in a vehicle and need not be a dedicated space (eg a dining table may lower to form the berth's base). The number of berths in the vehicle is generally readily-available from the vehicle manufacturer's website.</p> <p>As an indication (only in the absence of information from the manufacturer), the size of a single berth generally varies from at least 0.6 metres wide by approximately 1.8 metres long while a double berth generally varies from at least 1.2 metres wide by approximately 1.8 metres long. Note: the berth's shape need not be completely rectangular (to accommodate vehicle shape) and luxury motorhomes will likely have wider berths than compact motorhomes.</p>
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Inspection and certification

Registering a vehicle for the first time in New Zealand

Table 1-1-3. Proof of standards compliance

For proof of brakes standard compliance for class MD3, MD4, ME, NB and NC vehicles, see **Technical bulletin 31**. For proof of standards compliance for motorhomes, see **Technical bulletin 11**.

Vehicle is...	Acceptable evidence of standards compliance
<p>a used vehicle manufactured for the USA market</p>	<ul style="list-style-type: none"> • a Federal Motor Vehicle Safety Standard (FMVSS) plate or label affixed to the vehicle. Example: See Reference material 30. <p>and</p> <ul style="list-style-type: none"> • original documents confirming the vehicle was first registered in the US or • in the case of a light vehicle, original documents confirming the vehicle was first registered in Canada is also acceptable. <p>Notes</p> <ul style="list-style-type: none"> • This does not apply to low volume motorcycles. These motorcycles can be identified by the third character of the VIN, which will be a '9'. Boss Hoss motorcycles with 1B9 VINs are an exception and not LVVs. • In the USA, utes, SUVs, and vans are often marketed with model numbers such as 10, 20, 30 or 150, 250, 350 or 1500, 2500, 3500 (eg Chevrolet K20, Ford F150, Ram 3500). Generally only 150 or 1500 models are light vehicles. Therefore, any 20, 250, 2500, 30, 350, or 3500 models that have an FMVSS plate or label showing a GVM of under 3500kgs must be referred to vehicles@nzta.govt.nz for approval to process as light vehicles. Include in the referral, photos of all identifiers and manufacturers data plates, and a photo of the entire vehicle.

1-5 Annex C: conditional operation of a vehicle

An Annex C can be issued only in the following situations:

- To a vehicle that has not been certified for entry or re-entry into service ('an uncertified vehicle') and is to be **operated on a trade plate** only for one or more of the purposes, and subject to the conditions, listed below.
- To a partially completed (eg cab chassis) heavy vehicle that has passed certification for entry or re-entry, and has been registered, and is to be operated only for one or more of the purposes, and subject to the conditions, listed below.

Purposes for conditional operation

- demonstration of a vehicle
- delivery of a vehicle
- completion of construction of a vehicle
- repair or modification of a vehicle
- road-testing of a vehicle in connection with inspection and certification
- evaluation or testing of a vehicle.

A sample Annex C permit is shown in [Reference material 47](#).

1. For a vehicle that has not been certified for entry or re-entry into service and is to be operated on a trade plate

If such a vehicle is presented, an entry certifier must:

1. Inspect the vehicle's safety items in accordance with the requirements for an Annex C. If the vehicle passes the inspection, an Annex C permit can be issued
2. Check the vehicle attributes and enter or update the details using the VIN screen. If the vehicle does not have a body fitted, body type should be recorded as >CC (cab chassis)<
3. Enter the appropriate certifier ID (see below) in the 'Certifier ID' field (only applicable to vehicles entering the fleet).
4. Enter a record of the Annex C permit into the Notes screen of Landata, and a note that the vehicle cannot be registered until it passes entry certification.

Entry certifier	Certifier ID
Vehicle Testing New Zealand	TCERTVT
Vehicle Inspections New Zealand	TCERTVI
Automobile Association	TCERTAA
ITAS Ltd	TCERTITAS
Canterbury Vehicle Compliance Ltd	TCERTCVC

When the vehicle is certifiable, it must be presented to the entry certifier for entry inspection. If the vehicle passes the entry inspection, a certificate of fitness (CoF) and certificate of loading (CoL) will be issued. The vehicle inspector **must** update all vehicle attributes as required.

2. For a partially completed (eg cab chassis) heavy vehicle that has passed certification for entry or re-entry, and has been registered

If such a vehicle is presented, an certifier must:

1. Inspect the vehicle's safety items in accordance with the requirements for an Annex C. If the vehicle passes the inspection, an Annex C permit can be issued
2. Check the vehicle attributes and enter or update the details using the VIN screen. If the vehicle does not have a body fitted, body type should be recorded as >CC (cab chassis)<
3. Enter the certifier ID in the 'Certifier ID' field.
4. The following fields must be obtained and entered at this stage to allow the purchase of RUC:
 - Number of axles
 - Axle spacings
 - Tyre ply
 - Tyre configuration.
5. A CoF isn't issued. The operator is provided with an Annex C permit instead.

When the vehicle has been completed, it must be presented to the certifier for an in-service inspection and to update the vehicle's attributes.

When the vehicle passes the inspection, a certificate of fitness (CoF) and certificate of loading (CoL), as needed, will be issued. The vehicle inspector **must** update all vehicle attributes as required.

Note 1

If the vehicle is complete (but uncertifiable) and requires modification and/or specialist certification (such as a LHD truck), **it cannot be registered on an Annex C**. Such a vehicle may be issued with an **in-service conditional permit** to facilitate transportation.

Note 2

A vehicle that is in-service and is a partially completed heavy vehicle, may be issued an Annex C. **This does not apply to completed vehicles that are waiting for HVS certification or issue of the LT400.**

A vehicle (such as a completed vehicle that is waiting for HVS certification or the issue of an LT400) that is in-service and is not a partially completed heavy vehicle may be issued with an in-service conditional permit (28 day permit) only.

7-2 PSV seating (Omnibus)

Reasons for rejection	Tables and images	Summary of legislation																																			
<p>Table 7-2-1. Minimum seating dimensions and spacings (mm)</p> <table border="1"> <thead> <tr> <th></th> <th>Height above seats (Figure 7-2-2)</th> <th>Shoulder-room width</th> <th>Seat spacing</th> <th>Foot room (Figure 7-2-9)</th> </tr> </thead> <tbody> <tr> <td colspan="5">All PSVs except dedicated primary-school and intermediate-school buses</td> </tr> <tr> <td>9 seats or less</td> <td>No requirement</td> <td>No requirement</td> <td>For seats facing same direction: 650 (Figure 7-2-4, Figure 7-2-5), or 660 (Figure 7-2-6), or 760 (Figure 7-2-7)</td> <td>300 wide, and 300 deep (unless compliant with UN/ECE 107)</td> </tr> <tr> <td>More than 9 seats</td> <td>850 for driver's seat and any passenger seat located in-line with the driver's seat 900 all other seats</td> <td>450 shoulder room (Figure 7-2-3)</td> <td>For seats facing each other: 1300 (Figure 7-2-8) (1200 for outdoor-access vehicles) (Figure 7-2-8)</td> <td></td> </tr> <tr> <td colspan="5">Dedicated primary-school and intermediate-school buses</td> </tr> <tr> <td>9 seats or less</td> <td>No requirement</td> <td>No requirement</td> <td>For seats facing same direction: 600 (Figure 7-2-4, Figure 7-2-5, Figure 7-2-6, Figure 7-2-7)</td> <td>250 wide, and 250 deep (unless compliant with UN/ECE 107)</td> </tr> <tr> <td>More than 9 seats</td> <td>850 for driver's seat and any passenger seat located in-line with the driver's seat 900 all other seats</td> <td>300 shoulder room²</td> <td>For seats facing each other: 1200 (Figure 7-2-8)</td> <td></td> </tr> </tbody> </table>				Height above seats (Figure 7-2-2)	Shoulder-room width	Seat spacing	Foot room (Figure 7-2-9)	All PSVs except dedicated primary-school and intermediate-school buses					9 seats or less	No requirement	No requirement	For seats facing same direction: 650 (Figure 7-2-4, Figure 7-2-5), or 660 (Figure 7-2-6), or 760 (Figure 7-2-7)	300 wide, and 300 deep (unless compliant with UN/ECE 107)	More than 9 seats	850 for driver's seat and any passenger seat located in-line with the driver's seat 900 all other seats	450 shoulder room (Figure 7-2-3)	For seats facing each other: 1300 (Figure 7-2-8) (1200 for outdoor-access vehicles) (Figure 7-2-8)		Dedicated primary-school and intermediate-school buses					9 seats or less	No requirement	No requirement	For seats facing same direction: 600 (Figure 7-2-4, Figure 7-2-5, Figure 7-2-6, Figure 7-2-7)	250 wide, and 250 deep (unless compliant with UN/ECE 107)	More than 9 seats	850 for driver's seat and any passenger seat located in-line with the driver's seat 900 all other seats	300 shoulder room ²	For seats facing each other: 1200 (Figure 7-2-8)	
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7-5 Seatbelts and seatbelt anchorages

Note 2 deleted.

9-1 Steering and suspension systems

Note 1 deleted

Technical bulletins

3 Vehicles modified to change vehicle class

Step three

If the vehicle complied with New Zealand legal requirements in its original condition, the vehicle inspector must determine whether or not the modified vehicle complies with legal requirements for vehicles operating in-service in New Zealand.

If a vehicle has modifications that exceed the low volume vehicle (LVV) or heavy vehicle threshold, it must undergo LVV or HVS certification according to its new class or be re-configured back to manufacturer's specifications.

Step four

The vehicle should be recorded in LANDATA as its original-new class. A note must be added to the vehicle record, stating that vehicle modifications have resulted in a change of class (and identify the new-previous class).

28 Exhaust emissions standards compliance

Acceptable proof of exhaust emissions rule compliance for used vehicles from Japan

a) For vehicles border checked for entry into New Zealand before 1 February 2008, an original Japanese de-registration, export or completion inspection certificate with an emissions code as a prefix (ie before a hyphen) at the beginning of the industry model code (see circled area on [Figure 28-1-1](#)).

b) For vehicles border checked for entry into New Zealand on or after 1 February 2008, an original de-registration, export or completion inspection certificate with an acceptable emissions code listed in [Table 1](#) or [Table 2](#). This code is known as a prefix (ie before a hyphen) at the beginning of the industry model code (see circled area on [Figure 28-1-1](#)).

c) Proof of compliance letters issued by VTNZ can be accepted as proof of emissions compliance (see [Reference material 81](#)).

Note For used vehicles imported from Japan that require fuel consumption information, exhaust emissions data will be printed in the test regime field of the fuel consumption statement.

The VIA (formerly IMVIA) ceased issuing exhaust emission compliance certificates from 28 December 2018. Should any VIA emission certificates be presented with issue dates later than 28 December 2018 or for vehicles that may have been imported after that date, please contact the Transport Agency (vehicles@nzta.govt.nz) before accepting them. See [Reference material 77](#) for a sample of the certificate.

39 Identifying class MB, MD1 or MD2 based on seats on Japanese deregistration certificates

However, some of these seating positions, as defined by Japan, are either wheelchair positions or occasional seats (often referred to as dickie seats or jump seats). In New Zealand, wheelchair positions are not considered seating positions and the occasional seats are not suitable as seating positions nor do they have the appropriate seatbelts. Also, many importers would prefer to remove the occasional seats and discard them. The issue is the vehicle would then become a 9-seater (or 12-seater) and therefore change class to an MB (or MD1). In both these situations these vehicles would be deemed non-compliant MD1s (or MD2s) and would either have to be brought in line to meet MD1 (or MD2) requirements or have an exemption issued at a cost.

Extract taken: from NZTA Vehicle Portal > VIRMs > Entry certification > Technical bulletins > Recording the number of seats in a vehicle with wheelchair positions

45 Recording the number of seats in a vehicle with wheelchair positions

Background

Some vehicles have dedicated wheelchair positions and multi-use positions where an occupant can sit if a wheelchair isn't present. This technical bulletin provides clarity over how to record the number of seats.

Determining a vehicle's class

Because wheelchair positions are included in the total seat count, they have an impact when determining a vehicle's class.

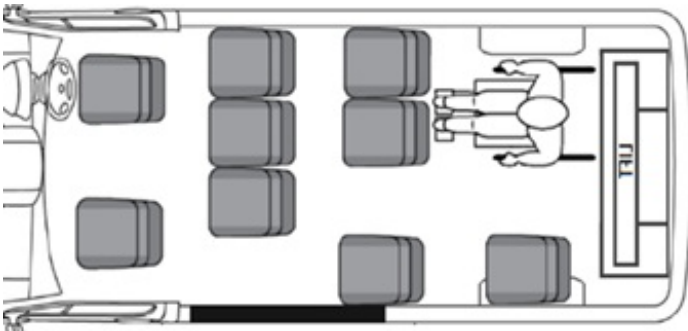
Note: Vehicles of class MA, MB and MC do not have an upper GVM limit so a 9-seat van with a GVM of 4,000kg could be class MB.

Dedicated wheelchair positions

A dedicated wheelchair position is a seating position for transporting a wheelchair and its occupant that is unavailable for other passengers when it is not occupied by a wheelchair.

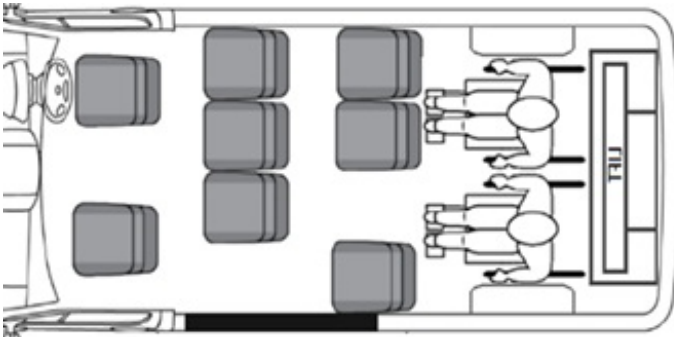
All dedicated wheelchair positions are included in the total seat count.

Figure 45-1-1



- This vehicle has 1 dedicated wheelchair position.
- **The total number of seats should be recorded as 10.**
- **It's classed as an omnibus.**

Figure 45-1-2



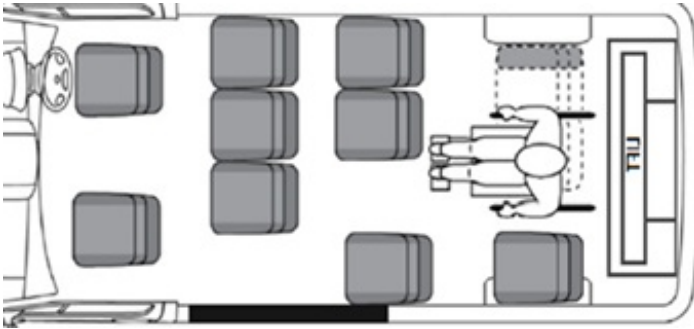
- This vehicle has 2 dedicated wheelchair positions.
- **The total number of seats should be recorded as 10.**
- **It's classed as an omnibus.**

Multi-use wheelchair positions

A seating position that can be used for either a wheelchair or seat, but not both simultaneously, is only to be counted as one seat.

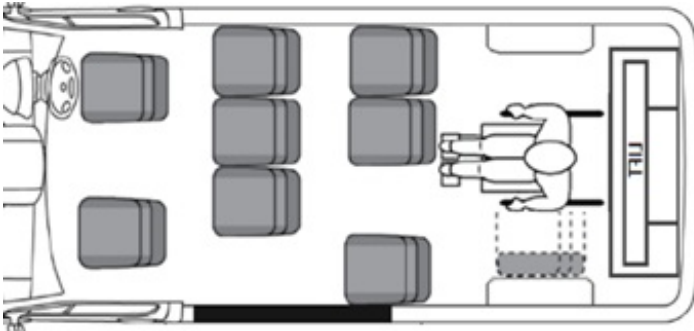
If a wheelchair position takes up more than one multi-use seating position, the number of seating positions is the highest possible count of seated passengers.

Figure 45-1-3



- This vehicle has a multi-use wheelchair position.
- There could be 9 occupants in seats and 1 in the wheelchair.
- If the wheelchair position isn't used, there could be 11 occupants.
- **The number of seats should be recorded as 11.**
- **It's classed as an omnibus.**

Figure 45-1-4



- This vehicle has a multi-use wheelchair position.
- There could be 8 occupants in seats and 1 in the wheelchair.
- If the wheelchair position isn't used, there could be 9 occupants.
- **The number of seats should be recorded as 9.**
- **Its class is MB.**

Reference materials

47 Sample Annex C permit

ANNEX C PERMIT

For the conditional operation of a vehicle prior to entry certification, or for the in-service conditional operation of a partially completed heavy vehicle

- This permit can be issued to a vehicle that has not been certified for entry or re-entry into service ('an uncertified vehicle') and is to be operated on a trade plate only for one or more of the purposes, and subject to the conditions, listed below. It is only rarely that an Annex C conditional permit will be issued to a light vehicle.
- This permit can be issued to a partially completed (eg cab chassis) heavy vehicle that has been registered and is to be operated only for one or more of the purposes, and subject to the conditions, listed below.

This conditional permit may only be issued by a vehicle inspector or inspecting organisation appointed by the NZ Transport Agency.

Vehicle and operator details	
Vehicle year of manufacture or year of first registration in any country	<input type="text"/>
Make	<input type="text"/>
Model	<input type="text"/>
VIN/chassis	<input type="text"/>
Purposes for conditional operation	
The above vehicle may be operated solely for one or more of these purposes:	
<ul style="list-style-type: none">• demonstration of a vehicle• delivery of a vehicle• completion of construction of a vehicle• repair or modification of a vehicle• road-testing of a vehicle in connection with inspection and certification• evaluation or testing of a vehicle.	
Inspector's statement	
I have inspected the vehicle identified above according to requirements and conditions imposed by the NZ Transport Agency under Land Transport Rule: Vehicle Standards Compliance 2002 and I am satisfied that the vehicle is safe to be operated subject to the conditions stated above.	
Checked by (<i>inspector's name</i>)	<input type="text"/>
Inspector ID	<input type="text"/>
Signature	<input type="text"/>
Inspecting organisation's name and location	<input type="text"/>
Conditions	
This permit is subject to the following conditions:	
<ul style="list-style-type: none">• The vehicle must have a vehicle identification number (VIN) issued/decoded by an inspector or inspecting organisation appointed by the Transport Agency• The vehicle must be fitted with a valid trade plate or registered (as applicable)• This conditional permit must be current and must be carried in the vehicle whenever it is operated• The vehicle must be operated only by the company or the company's employees or other authorised personnel• The 'Inspector's statement' must be completed by the inspector following inspection of the vehicle according to requirements and conditions imposed by the Transport Agency.• An overdimension vehicle, including a high-productivity motor vehicle, must obtain a valid permit prior to conditional operation.• Any conditions imposed by the vehicle inspector.	
Issue date	<input type="text"/>
Expiry date (<i>6 months after issue date</i>)	<input type="text"/>



Note 1

The inspection requirements for a heavy vehicle to operate on an Annex C conditional permit are the same as an In-service CoF inspection, relevant to the vehicle class, with the exception of:

- HVS certification (eg load anchorages, towing connections)
- CoL details
- Mudguards which are not required to be fitted
- Lighting equipment that is not required to be fitted:
 - Side-facing direction indicator lamps (a warning device that indicates to the driver that a lamp has failed may also be non-functional if electrical load of 'repeater' is necessary for its operation)
 - Side-marker lamps
 - Registration-plate illumination lamps
 - Additional rear-reflectors if reflectors are incorporated in rear lamp unit.

All fitted lighting equipment must meet applicable requirements (however, rearward-facing equipment is not required to meet position requirements).

Note 2

For an uncertified vehicle with trade plates that isn't to be entry certified, proof of standards compliance is not required for an Annex C to be issued.

If a partially completed (eg cab chassis) heavy vehicle is to be registered, proof of standards compliance is required.

Note 3

An overdimension vehicle, including a high-productivity motor vehicle, must obtain the relevant permit before an Annex C conditional permit can be issued.

77 VIA and IMVIA Exhaust emission compliance certificates

The VIA (formerly IMVIA) ceased issuing exhaust emission compliance certificates from 28 December 2018. Should any VIA emission certificates be presented with issue dates later than 28 December 2018 or for vehicles that may have been imported after that date, please contact the Transport Agency (vehicles@nzta.govt.nz) before accepting them.