

Heavy vehicle specialist certification

Local manufacturer inspecting organisation application

All questions must be answered truthfully. Failure to complete any question may result in the application being returned. Appointments will be made under 2.2(1)(i) of the Land Transport Rule: Vehicle Standards Compliance 2002.

Applicant information

Contact name

Position

Business name

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

Business address

Postal address (if different from above)

Email address

Telephone number

Mobile number

Business details

Describe your business

Approximate number of trucks/trailers per annum **repaired**:

Approximate number of trucks/trailers per annum **built**:

Total number of **full-time equivalent staff**:

Number of staff holding a **welding certificate**:

Insurance

Do you currently have public liability insurance (minimum of \$250,000)?

Yes - please provide evidence

No - state when you intend to have this in place

Insurance

(continued from previous page)

Do you currently have professional indemnity insurance (minimum of \$1,000,000)?

- Yes - please provide evidence
 No - state when you intend to have this in place

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Procedure documentation

Do you currently have a procedure documentation sheet?

- Yes - please provide evidence
 No - state when you intend to have this in place

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Fit and proper person check

Have any directors or senior managers ever been convicted of a criminal offence?

- No
 Yes - give details below (attach a separate sheet if you need more room).

Offence	Date

Have any directors or senior managers ever been convicted of a transport-related offence?

- No
 Yes - give details below (attach a separate sheet if you need more room).

Offence	Date

Has the business received any complaints relevant to the services applied for?

- No
 Yes - give details below (attach a separate sheet if you need more room).

Offence	Date

In relation to any previous service, have you ever had any warning from (or had your authority suspended or revoked by) Waka Kotahi, its legacy organisations or the Ministry of Transport?

- No
 Yes - give details below (attach a separate sheet if you need more room).

Offence	Date

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, I will follow all rules and regulations required of inspecting organisations.

I'm aware of the *Sample notice of appointment* published on the vehicle inspection portal (<https://vehicleinspection.nzta.govt.nz/noa-hvsc>). I understand the notice includes the terms and conditions of appointment that apply if this application is successful. I also confirm that I 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 as 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-and-organisations/vetting/information-about-vetting)

Applicant's signature

Date

Sending your application

Send your completed application, and any supporting documentation, to:
vehicleinspections@nzta.govt.nz

or

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

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.