

Important information for WoF vehicle inspectors adding inspection groups (VI3)

This document provides a summary of what is required when applying to add motorcycles, light trailers or light motor vehicle to your current warrant of fitness (WoF) authority.

REQUIREMENTS	DETAILS	SUPPORTING DOCUMENTATION AND LINKS
Where do I send my application?	Completed application forms need to be sent to Commercial Licensing Team - Inspectors NZ Transport Agency Private Bag 11777 Palmerston North 4442 Alternatively scan and email the application form to vehicleinspections@nzta.govt.nz	DOWNLOAD >> VI3 APPLICATION TO ADD INSPECTION GROUPS
Accepting conditions and requirements	Submitting an application to the NZ Transport Agency will amount to acknowledgement and acceptance of the conditions and requirements of the appointment.	
Incomplete applications	We can only process your application if you complete the form accurately, provide all the required documentation and pay the application fee. If you submit an incomplete application or do not pay the fee your application will be	

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	<p>delayed.</p>	
<p>Application fees</p>	<p>An application to add inspection groups to a WoF authority is charged at an hourly rate of \$184 (GST inclusive).</p> <p>There is a minimum charge of \$184 (one hour) for processing an application, however the indicative fee for processing most applications to add an inspection group is \$460 (including GST).</p> <p>There are a variety of circumstances that might affect the final fee charged by the Transport Agency including; whether the paperwork has been correctly completed and the complexity of the application.</p>	<p>For more information on the new vehicle certification administration fees go to www.nzta.govt.nz/vehicle-cert-fees or read the following documents.</p> <p>DOWNLOAD >> VEHICLE CERTIFICATION ADMINISTRATION FEES GUIDE</p> <p>DOWNLOAD >> VEHICLE CERTIFICATION ADMINISTRATON FEES QUESTIONS AND ANSWERS</p>
<p>Payment options</p>	<p>Within a month from completion of the job you will be sent an invoice which will be due for payment on the 20th of the following month. Failure to pay this invoice may result in your authority being suspended until full payment is made.</p>	
<p>Fit and proper check</p>	<p>The Transport Agency reserves the right to conduct a fit and proper check at any time during the course of your appointment.</p>	<p>DOWNLOAD >> FIT AND PROPER PERSON GUIDELINES FOR INSPECTING ORGANISATIONS AND VEHICLE INSPECTORS.</p>
<p>VI skills, qualifications and experience</p>	<p>Your IO will need to confirm that you have the required technical skills, qualifications and work history and experience as outlined in the VIRM, prior to submitting an application.</p>	<p>http://vehicleinspection.nzta.govt.nz/virms/in-service-wof-and-cof/introduction/appointments</p>

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Code of conduct for vehicle inspectors	If you haven't already, you will be asked to sign and agree to the <i>NZ Transport Agency vehicle inspector code of conduct</i> , which provides the minimum ethical and behavioural standards that are expected of all VIs whom we appoint.	DOWNLOAD>> VEHICLE INSPECTOR CODE OF CONDUCT
More information	If you have any questions regarding the application process for WoF vehicle inspectors please email vehicleinspections@nzta.govt.nz or call 0800 699 000.	