

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

Complete A, B **or** C as applicable.

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

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

Authority number

This application is for the appointment of an additional site for:

A. Sole trader

Surname

First name(s)

OR

B. Partnership*

Surname

First name(s)

Surname

First name(s)

OR

C. Company

Registered company name

Registered company number

Directors

Name

Phone number

Name

Phone number

New site details

Trading name

Business/company physical address

STREET <input type="text"/>	SUBURB <input type="text"/>
TOWN/CITY <input type="text"/>	POST CODE <input type="text"/>

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

STREET/PO BOX <input type="text"/>	SUBURB <input type="text"/>
TOWN/CITY <input type="text"/>	POST CODE <input type="text"/>

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)*

Are you legally entitled to work in New Zealand?

No

Yes

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

Vehicle inspectors at this site

Vehicle inspector's name

Authority no.

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

I state that, to the best of my knowledge and belief, all the information I have given for this application is true and correct.

I further declare that if this application is approved the organisation will comply with all Rules and Regulations regarding this application.

I have authority to act on behalf of the applicant organisation. I am aware of the *Sample notice of appointment* which is published on the Transport Agency's website (<http://vehicleinspection.nzta.govt.nz/noa>). I understand that this *Sample notice of appointment* sets out the terms and conditions of appointment that will apply should this application be successful. I affirm that I have read and understood that notice. I also affirm that I, the applicant, and any other person who is or is likely to have control of the applicant as an appointee, will ensure, if the applicant is appointed, that the applicant and any person carrying out the activities for which the applicant is appointed, abide by the terms and conditions of that *Sample Notice of Appointment* and any other terms and conditions that may be specified as part of that Notice.

I consent to the disclosure by the NZ Police and other relevant persons or authorities of all charges and convictions against me and any other information they hold about me to the Transport Agency.

The information about me that the NZ Police may consider relevant to my application and release to the Transport Agency in vetting comprises any conviction history, infringement/demerit reports; and it may include any other information such as active charges and warrants to arrest, any information received or obtained by NZ Police, and any interaction I have had with NZ Police in any context, even where I have not been charged, or charges are withdrawn, or I have been acquitted (not guilty) of a charge, or I have been discharged without conviction. Further information about NZ Police vetting can be found at www.police.govt.nz/advice/businesses-and-organisations/vetting/information-about-vetting.

I authorise the Transport Agency to make all enquiries as to my character and suitability to operate an inspecting organisation for the purposes of this application and for the term of my appointment as an inspecting organisation (under the Official Information Act 1982 and the Privacy Act 1993).

IO representative's full name

Surname

First name (s)

IO representative's signature

IO representative's role/position

Privacy Act 1993

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 the NZ Transport Agency and treated as confidential subject to the Official Information Act 1982 and the Privacy Act 1993.

Under the Privacy Act 1993, you have the right to request access to and correction of any personal information you supply as a part of this application process from the Transport Agency. Should you wish to exercise these rights please contact the NZ Transport Agency, Private Bag 11777, Palmerston North 4442 or email: info@nzta.govt.nz.

Fees

An application to relocate an inspecting organisation is charged at an hourly rate of \$184.00 (GST inclusive).

There is a minimum charge of \$184.00 (one hour) for processing an application.

Payment

Within one 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.

Address to send application

Print and complete this form and send it with any additional sheets/forms to the address below:

Vehicle Inspections
NZ Transport Agency
Private Bag 11777
Palmerston North 4442

OR scan and email to vehicleinspections@nzta.govt.nz