

When can this form be completed?

This form is to be used if you are an appointed WoF and/or CoF inspecting organisation (IO) applying to add or delete vehicle inspection types within your current WoF and/or CoF appointment.

An IO appointed for CoF A and/or CoF B can use this form to add WoF.

This form cannot be used if:

- an IO appointed for WoF is applying to add CoF A or CoF B
- an IO appointed for CoF A is applying to add CoF B
- an IO appointed for CoF B is applying to add CoF A.

For the above a **COFIO** form must be used.

Applying organisation

Complete A, B or C as applicable.

This application is 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

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

Directors

Name

Phone number

Name

Phone number

Name

Phone number

Inspecting organisation details

Site ID

Trading name

Business/company physical address

STREET	SUBURB
TOWN/CITY	POST CODE

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

STREET/PO BOX	SUBURB
TOWN/CITY	POST CODE

Email address

Do you carry out repairs at your site? Yes No

Inspection groups

Tick the boxes to indicate the groups to be added to the inspecting organisation's authority.

A new certificate of authorisation will be issued accordingly.

(Please tick appropriate answers)

The applying organisation already holds an appointment for WoF and/or CoF and is applying to add WoF groups:

- 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)

The applying organisation already holds an appointment for CoF A and is applying to add CoF A groups:

- 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

The applying organisation already holds an appointment for CoF B and is applying to add CoF B groups:

- 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

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

Vehicle inspectors

Continue on a separate sheet if necessary.

Vehicle inspectors at this site

Vehicle inspector's name

Authority no.

Have any of these vehicle inspectors ever had their authority suspended or revoked?

No

Yes → Provide year(s) and reason(s)

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

Date

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 add an authority 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