

Correct as at 20th February 2020. It may be superseded at any time.

Extract taken from: NZTA Vehicle Portal > VIRMs > Entry certification > Pre-registration and VIN

2 Pre-registration and VIN

1 Vehicle records

1-1 Finding vehicle records

When a vehicle is presented for pre-registration, the vehicle must be inspected and the chassis or frame number, or vehicle identification number (VIN), must be located on the vehicle ([Table 4-1-1](#) describes permitted VIN locations).

The entry certifier must then check to see if a record of the vehicle already exists in the LANDATA computer system. If a vehicle record does exist, the entry certifier must ensure that the record is correct. If no record exists, and the vehicle is a used import, the owner must apply to Transport Agency for a border check exemption before the entry certifier can create a record in LANDATA for that vehicle.

If assistance is required in determining which is the correct record to use, or if a record cannot be found when there should be one, contact the Transport Agency on 0800 804 580, or fax the Commercial Licencing Team, Vehicle Certifier Administration on 06 953 6267.

- Vehicles registered in New Zealand prior to 1996 or vehicles that have undergone a border inspection only will often be recorded with a vehicle identifier that does not match the vehicle. In such cases, care must be taken to use the search procedures to find these vehicle records.
 - Always ensure that the correct VIN, chassis or frame number has been keyed.
-

1 VIN, chassis and frame numbers

To have a vehicle record, a vehicle must have a vehicle identifier. This will be a vehicle identification number (VIN), or a chassis or frame number.

A VIN is a series of digits and letters structured so that every vehicle has a unique identifying number, according to an international standard (ISO 3779). The VIN always contains exactly 17 characters and never contains the letters O, Q or I.

1.1 Recording vehicle identifiers

Spaces should never be keyed for VIN, chassis or frame numbers. Some may exist in historical records; these should be corrected wherever possible.

A VIN may physically have punctuation characters but these must never be recorded or keyed.

A dash may be recorded in a frame or chassis number.

1.2 Vehicles with two identifiers

Occasionally, a vehicle may be presented with two vehicle identifiers (ie two VINs, or a VIN and a chassis number).

For example:

A European vehicle sourced from the United States of America (US) may have two VINs assigned if the original European VIN does not meet US standards.

A vehicle previously registered in Japan may have a Japanese chassis number assigned in addition to the original manufacturer's identifier.

In such cases, an entry certifier must note what the identifiers are and must explain why there are two identifiers in the Notes screen.

1.2.1 Recording a vehicle with a VIN and a chassis number

Enter:

- the VIN in the VIN field, and
- the chassis number in the chassis number field.

Important: The chassis number can only be keyed after all the attributes have been recorded using the VIN number as the identifier.

1.2.2 Recording a vehicle with two legally affixed VINs

Record:

- the VIN from the previous registration record in the VIN field, and
- the other VIN in the chassis number field.

In cases where this may cause confusion (eg the previous registration record VIN is not as visible as the other VIN, or would not be used in a manufacturer's recall), the opposite may be recorded if approval is given by the Vehicle Certifiers Registers team.

1.3 VIN, chassis or frame number removed or damaged during repair

For all vehicles, if the VIN, chassis or frame number has been damaged or removed during repair or the vehicle has two identifiers as a result of the repair, an entry certifier must:

1. complete a 'VIN approval' form ([Reference material 53](#)), attach specific information relating to the repairs, and forward it to:

Exemption Assessments
 NZ Transport Agency
 Private Bag 11777
 Palmerston North 4442

Fax: 06 953 6267

2. verify the VIN or chassis number from other sources (eg the original parts, registration papers, purchase receipts, insurance documentation), and key all details in LANDATA using this number
3. verify that any vehicle identifiers on discarded parts have been erased/destroyed
4. always record an explanation in the notes screen.

1.4 VIN, chassis or frame number not found, or modified/tampered with

For all vehicles, if the VIN, chassis or frame number cannot be located or the identifier that has been located appears to have been modified, removed, tampered with, or appears to be a reproduction, an entry certifier must:

1. complete a 'Vehicle report' form ([Reference material 54](#)) and email it to NIC@police.govt.nz, and
2. complete a 'VIN approval' form ([Reference material 53](#)) and forward to:

Exemptions
 Customer Assessments
 NZ Transport Agency
 Private Bag 6995
 Wellington 6141

3. attempt to find a VIN or chassis number from other sources (eg registration papers, purchase receipts, insurance documentation), and key all details in LANDATA using this number
4. if an identifier still cannot be found, access the VIN screen without entering an identifier. A blank screen will display. All details are to be keyed and a record created for the vehicle
5. always record an explanation in the notes screen
6. do not approve the vehicle for registration until approval is given by the Transport Agency.
 - Used vehicles imported from Japan with a vehicle identifier that has been partially or totally removed cannot be processed for entry into New Zealand unless the vehicle has been re-identified by the Japanese Ministry of Land, Infrastructure and Transport (MLIT) and issued with an authentic export certificate that lists the new identifiers. See [Reference material 76](#) for an example of the method used by the MLIT to re-identify vehicles that have been stolen and recovered.

1.5 Vehicle matched on the vehicle of interest database

When a vehicle identifier is specified in the LANDATA system, the system also searches against the 'vehicle of interest' (VOI) system on the enforcement database to determine whether a vehicle with the same identifier has been reported stolen.

If a match is found on the VIN screen, the following warning message will display, along with the details of the vehicle(s) found:

'Vehicle identifier matched on external system'.

This message may be displayed even if the vehicle details are not available on the LANDATA database. The warning message is deliberately vague, so it does not raise any suspicion if the vehicle owner or dealer happens to see the message.

1.5.1 What to do if a match is found

If the warning message is displayed, or if there are any doubts regarding a vehicle's identity, proceed with the VIN allocation without arousing suspicion.

If a 'Vehicle report' form (Reference material 54) has not already been submitted for the vehicle, one should be completed and emailed to the NZ Police immediately. If you are unable to email the report immediately, do it as soon as possible. If, for any reason, you are unable to complete a 'Vehicle report' form or forward it to the NZ Police, contact the Transport Agency as soon as possible to report the event. Try to note all details that may help identify the vehicle and any person(s) associated with it. Do not place yourself or your colleagues at risk. You should continue with all phases of the certification process, except approving the vehicle for registration and printing the MR2A registration form. In such cases, approval for registration can only be carried out if the vehicle match is removed, or approval is granted by the Transport Agency.

Page amended **1 November 2014** (see [amendment details](#)).

1-2 Selecting a vehicle record

When accessing the VIN screen, LANDATA checks for all records recorded against a VIN, chassis or frame number. This captures multiple vehicles with the same chassis or frame number, and vehicles with multiple records.

If there are multiple records available for a vehicle identifier, the VIN authority allocation/confirmation screen will display with a list of records found for the specified identifier (see **Figure 1-2-1**).

Spaces in chassis or frame numbers

When transmitting from the escape field, the system will only read as far as the next space (eg if VIN GC5 123456 is keyed, LANDATA will only read VIN GC5. The correct record will not display).

Some older records have a space in the chassis or frame number. For these vehicles:

1. type >VIN< in the escape field and transmit
2. a blank VSPCV screen will display
3. enter the chassis or frame number with the space in the VIN/chassis field and transmit
4. LANDATA will recognise the complete number as it will read the whole number between the delimiters (> <).

1 Used vehicles

See **Table 1-2-1**.

2 Vehicles undergoing re-registration

In 1986 the motor vehicle register (MVR) was computerised. This means only paper records will exist for most vehicles registered in New Zealand prior to 1986. A record will exist in LANDATA for most vehicles on the road in New Zealand from 1986 onwards, although the chassis number is recorded incorrectly in a number of cases.

In March 1994 LANDATA was introduced. However, its use was limited to assigning VINs to vehicles and recording entry certification. Vehicles were still registered separately on the MVR system. Duplicate records still exist in LANDATA (the VIN and the MVR record), although in most cases the records have been merged. In October 1995, the MVR was copied onto LANDATA and it was fully phased out by the beginning of 1996. Therefore, whether or not a vehicle record exists on LANDATA will depend on when it was last registered. If you suspect a vehicle record should be on LANDATA but you cannot find one, fax the details to Vehicle Certifiers Registers on 06 953 6282 and request a LANDATA search.

See **Table 1-2-2**.

2.1 If a vehicle record is found but the chassis field is blank

The record will not be accessible from the VIN screen.

Contact the Transport Agency on 0800 804 580 or fax the Commercial Licencing Team, Vehicle Certifier Administration on 06 953 6282 for assistance.

3 New and scratch-built vehicles

New and scratch-built vehicles may have been entered into LANDATA by another entry certifier. In this case, the existing record must be used.

If the warning message Warning VIN does not decode Contact TRC 0800 804 580 displays, do not continue until the VIN has been decoded.

The Transport Agency will attempt to decode the VIN from their sources. If this is not possible, the vehicle owner/importer must provide decode data.

If no record exists, a record must be created using a blank VIN screen.

A scratch-built vehicle must not be recorded using the existing record of a donor vehicle.

4 Permanent registration of a temporary import

A temporarily imported vehicle that is presented to an entry certifier for permanent registration is required to go through the full certification process. In some cases this may require the applicant to apply for a border check exemption.

There is no requirement for the owner to provide a letter from Customs authorising the owner to have their vehicle permanently registered in New Zealand.

Table 1-2-1

Step	Action				
1	Type >VIN< in the escape field and transmit The VIN authority allocation/confirmation screen displays				
2	Does the vehicle have an identifier?	NO	Transmit A blank VIN allocation screen displays Continue from Pre-registration and VIN 2 Vehicle attributes)		
		YES	Type the vehicle identifier in the VIN/chassis field and transmit LANDATA will search for a vehicle record for the identifier entered Note : If the identifier has 17 characters (excluding punctuation characters) and does not contain the letters I, O or Q, it is likely to be an ISO VIN. In this case, type the identifier without punctuation characters. If the identifier does not appear to be an ISO VIN, type the punctuation characters but not spaces		
3	Is a vehicle found to match the identifier?	NO	A blank VIN allocation screen displays If the identifier is a valid VIN, this will display in the VIN field. If not, it will display in the chassis number field Used vehicles imported before 1 March 1999 were not required to undergo a border check, so there will not be a vehicle record available on LANDATA. The vehicle owner must supply a biosecurity document and New Zealand Customs entry documents to prove the date of entry into New Zealand Continue from step 4 Note : If the vehicle had a previous plate, a query can be completed on the PHIS screen to show whether the recorded identifier is different. Refer to Pre-registration and VIN 5-3 for procedures		
		YES	<table border="1" data-bbox="523 1662 1497 1792"> <tr> <td data-bbox="523 1662 788 1792">Only one vehicle is found</td> <td data-bbox="788 1662 1497 1792">The VIN allocation screen displays with the vehicle details Continue from step 6</td> </tr> </table>	Only one vehicle is found	The VIN allocation screen displays with the vehicle details Continue from step 6
		Only one vehicle is found	The VIN allocation screen displays with the vehicle details Continue from step 6		
	<table border="1" data-bbox="523 1792 1497 2154"> <tr> <td data-bbox="523 1792 788 2154">More than one vehicle is found</td> <td data-bbox="788 1792 1497 2154"> The specify vehicle screen displays a list of vehicle records with the specified identifier The screen displays four records at a time Enter navigation commands in the scroll field to move between records as required Refer to Table 1-2-2. Navigation commands in the Introduction of this manual Continue from step 5 </td> </tr> </table>	More than one vehicle is found	The specify vehicle screen displays a list of vehicle records with the specified identifier The screen displays four records at a time Enter navigation commands in the scroll field to move between records as required Refer to Table 1-2-2 . Navigation commands in the Introduction of this manual Continue from step 5		
More than one vehicle is found	The specify vehicle screen displays a list of vehicle records with the specified identifier The screen displays four records at a time Enter navigation commands in the scroll field to move between records as required Refer to Table 1-2-2 . Navigation commands in the Introduction of this manual Continue from step 5				

Step	Question	Response	Action
	Have you entered the correct identifier?	YES	Continue from step 7
		NO	<p>Type >R< in the escape field and transmit</p> <p>The previous screen will display</p> <p>Type the correct vehicle identifier and transmit</p> <p>Continue from step 3</p>
5	Is the correct vehicle record displayed?	YES	<p>Type >X< in the select field next to the correct record and transmit</p> <p>The VIN authority allocation/confirmation screen displays the details of the selected vehicle</p> <p>Continue from step 6</p>
		NO	<ul style="list-style-type: none"> • If you have entered the correct VIN/chassis number, continue from step 10 • If an incorrect VIN/chassis number has been entered, type >R< in the escape field and transmit to return to the previous screen <p>Enter the correct VIN/chassis number and continue from step 3</p>
6	Are the displayed details correct?	YES	Continue from step 10
		NO	<ul style="list-style-type: none"> • If you have entered the correct VIN/chassis number, continue from step 10 • If an incorrect VIN/chassis number has been entered, type >R< in the escape field and transmit to return to the previous screen <p>Enter the correct VIN/chassis number and continue from step 3</p>
7	Is a border check date displayed?	YES	Continue from step 10
		NO	Continue from step 8
8	Was the vehicle imported into New Zealand before 1 March 1999?	YES	Continue from step 9
		NO	<p>Type >VSEARCH< in the escape field and transmit to search for the border check record</p> <p>Refer to Pre-registration and VIN 5-4 for procedures</p>
9	Is documentation proving the vehicle was imported before 1 March 1999 provided?	YES	Type the importation date in the border check field and continue from step 10
		NO	<p>Do not continue</p> <p>Advise the vehicle owner to obtain the necessary documentation</p> <p>Type >C< in the escape field and transmit to cancel the transaction</p>
10	Are there any notes to view?	YES	<p>Type >notes< in the escape field and transmit</p> <p>Refer to the LATIS manual for procedures on viewing notes</p>
		NO	<p>Enter the vehicle attributes</p> <p>Refer to Pre-registration and VIN 2 - Vehicle attributes</p>
11			<p>Type >VIN< in the escape field and transmit</p> <p>The VIN authority allocation/confirmation screen displays</p>

Step	Action	
	Do not enter any details in the VIN/chassis field. Transmit	
	A blank VIN authority allocation/confirmation screen displays	
	Enter the vehicle attributes	
	Refer to Pre-registration and VIN 2 Vehicle attributes	
13	If this message displays	Then &
	Valid VIN entered	The 17-character VIN is decodable Proceed with VIN assignment Refer to Pre-registration and VIN 3-1
	Chassis number entered	A chassis number has been entered Proceed with VIN assignment Refer to Pre-registration and VIN 3-1
	Chassis number entered Warning: VIN does not decode Contact TRC on 0800 804 580	The 17 character identifier cannot be decoded Do not proceed with the VIN allocation until the identifier is decoded. Contact the Transport Agency who will attempt to decode the VIN from their sources. If this fails, inform the vehicle owner that they are legally required to provide sufficient decode data under Land Transport Rule: Vehicle Standards Compliance 2002
	Vehicle identifier matched on external system	A match has been found on the vehicle of interest (VOI) database Proceed with the VIN assignment without causing suspicion Refer to Pre-registration and VIN 3-1

Table 1-2-2

Step	Action	
1	Type > VIN (vehicle identifier) < in the escape field and transmit The VIN authority allocation/confirmation screen displays	
2	Is the correct vehicle record displayed?	YES Update the vehicle details Refer to Pre-registration and VIN 2 - Vehicle attributes
		NO Continue from step 3
3	Are you satisfied that no record exists?	YES Use a blank VIN authority allocation/confirmation screen to enter the vehicle attributes Refer to Pre-registration and VIN 2 - Vehicle attributes
		NO Contact the Vehicle Certifiers Registers team for assistance

Figure 1-2-1. Example VIN authority allocation/confirmation screen

SCROLL: If there are more than four examples, you can view the full listing using >NEX< or >BAC< commands in the scroll field to display more records.

SELECT: When you have identified the correct record, type an 'X' in the select column next to the record you require and transmit. This will take you to the VIN screen for that record.

PLATE: Indicates the vehicle is currently registered.

```

VCPCVT00000931OCT05  >0510<  >INQ<  START of table reached
VIN      VIN Authority Allocation/Confirmation  LTPRO
Escape >                                     < 5.60v18
VIN/Chassis >12345
Select >                                     SCROLL < >NEX<
Plate >                                     Make Model Year Colours
VIN >                                     VIN Chassis
Owner name
TRAILER LOCAL 1974 WHITE
TRAILER BURNETT 1971 GREY
HOMEBUILT LIGHT 1987 GREY
LANDROVER STATION WAGON 1948 BROWN/BLACK
SKIDD
12345
JOE BLOGGS
31/10/2006  MENUMAIN  INSPECTORG  013966
Next >                                     < > . <

```

Page amended 1 November 2014 (see [amendment details](#)).

2 Vehicle attributes

2-1 Recording vehicle attributes

1 Requirement to capture vehicle attributes

A number of vehicle attributes are required to be maintained by the LANDATA system.

For new vehicles imported by the manufacturer's representative, this information is supplied by the manufacturer.

For vehicles processed by entry certifiers, the required attributes must be captured as part of the VIN allocation process. Before a VIN can be assigned to a vehicle, details about the vehicle must be recorded and captured in LANDATA. A standard worksheet is used to record the required attributes. The entry certifier must examine the vehicle and record the details on this worksheet before entering the vehicle details into LANDATA. Details must not be recorded or entered prior to the inspection. This worksheet is an important document, as it also serves as an audit trail of the vehicles processed.

2 Mandatory and optional attributes

Vehicle attributes can be classified as mandatory, optional or not applicable depending on the type of vehicle. [Table 11-2-4](#) and [Table 11-2-5](#) detail which vehicle attributes are mandatory, optional or not applicable for each vehicle type.

All mandatory vehicle attributes must be recorded on the vehicle attribute worksheet before proceeding.

- [Table 11-2-4. Approved exhaust emission standards for new petrol-, CNG- and LPG-powered vehicles](#)
- [Table 11-2-5. Approved exhaust emission standards for new diesel-powered vehicles](#)

Table 2-2-1. Vehicle attribute requirements by vehicle type

Submodel	O	O	O	O	O	O	O	O	O	O	O	O	O
Industry model code	3	3	3	3	3	3	3	3	3	3	3	3	3
Variant	3	3	3	3	3	3	3	3	3	3	3	3	3
Vehicle year	M	M	M	M	M	M	M	M	M	M	M	M	M
Body type	N	M	N	N	N	N	M	M	M	N	N	N	N
Imported LHD	M	M	M	M	M	M	M	M	M	M	M	M	M
GVM	N	4	N	N	N	N	N	4	4	4	N	N	4
CC rating	M	N	M	M	N	M	M	M	M	M	M	M	M
Engine type	M	N	M	M	N	M	M	M	M	M	M	M	M
Alternative fuel	O	N	O	O	N	O	O	O	O	O	O	O	O
Assembly type	M	M	M	M	M	M	M	M	M	M	M	M	M
Odometer reading	M	N	N	N	N	N	M	M	M	M	M	M	M
Odometer unit	M	N	N	N	N	N	M	M	M	M	M	M	M
Class	N	N	O	O	N	O	O	O	O	O	N	N	O
Number of axles	N	M	N	N	N	N	N	M	M	M	N	N	M
Country of origin	M	M	M	M	M	M	M	M	M	M	M	M	M
Test regime	See 11-2 Exhaust emissions Summary of legislation 1-7												
FC urban	See 11-2 Exhaust emissions Summary of legislation 1-7												
FC extra urban	See 11-2 Exhaust emissions Summary of legislation 1-7												
FC combined	See 11-2 Exhaust emissions Summary of legislation 1-7												
A/C Fitted	M	M	M	M	M	M	M	M	M	M	M	M	M
Gas Type	7	7	7	7	7	7	7	7	7	7	7	7	7
FIS	M	M	M	M	M	M	M	M	M	M	M	M	M
Special permits	N	N	N	O	N	O	O	O	O	O	N	N	O
Tare	O	O	O	O	O	O	M	M	O	O	O	O	O

2-2 Vehicle attributes definitions

1 Vehicle type

Each vehicle type defined for the LANDATA system is represented by a two-digit code that is assigned to the vehicle. **Table 2-2-1** describes these vehicle types.

2 Registration indicator

Each registration indicator is represented by code. **Table 2-2-2** describes valid registration indicators.

3 Border check date

All used vehicles imported into New Zealand on or after 1 March 1999 must undergo a preliminary border check. This information is then electronically downloaded to LANDATA.

Once the information is downloaded, the date the border check was undertaken by MAF displays in the 'border check date' field.

If an exemption from border check requirements is granted, the Lead Specialist, Border Checks, Data Integrity will enter a border check record against the vehicle with a note stating that an exemption has been granted.

4 Date of first New Zealand registration

This is required for vehicles being re-registered only.

It is the date the vehicle was registered for the first time in New Zealand. The 'VIN allocation' screen will display this date if it is available.

This information may be changed if there is supporting documentation for an earlier registration in New Zealand. If the date is not displayed, it must be entered based on documentation provided by the vehicle owner.

5 Engine number

If a vehicle has an engine, a complete and correct engine number must be recorded in this field. Where a manufacturer's engine prefix and serial number is used, this must also be recorded.

If >0<, >OO<, >UNK< or >UNKNOWN< are entered in this field, an error message will appear. The codes to be used when an engine number is not available are set out in **Table 2-2-3**.

6 Country of previous registration

This is required for used imported vehicles only. This field indicates the country that the vehicle was previously registered in. Countries are represented by a three-digit code. **Table 2-2-4** lists the available codes representing each country.

7 First registration date (1st reg date)

This is the first date the vehicle was registered in any country. The information may be entered using any of the formats described in **Table 2-2-5**.

8 Number of seats

This is the number of seats in the vehicle, including the driver's seating position.

- If a vehicle owner presents a vehicle converted to a motorhome, completed before 1 October 2003, the entry certifier must request proof, and record details of this evidence in the vehicle notes to assist with future enquiries. See [Technical bulletin 24](#) for information about recording the number of seats in self-propelled motorhomes.

9 Colour

The vehicle colour recorded on LANDATA must be on the defined list of colours (detailed in **Table 2-2-6**).

There are two types of vehicle colour that may be recorded: basic and secondary.

9.1 Colour – Basic

This is the main colour of the vehicle (refer to **Table 2-2-6** for acceptable colours).

9.2 Colour – Secondary

If the vehicle has two colours, the secondary colour is entered in this field (refer to **Table 2-2-6** for acceptable colours).

10 Make, model and sub-model

The LANDATA database has a list of vehicle makes and models. When vehicle make and model are entered on the 'VIN allocation' screen, they are validated against this list. Sub-model is free text and is not validated. Valid makes and models can be viewed in the MODEL screen. Use >NEX<, >BAC< and >INQ< in the scroll fields to navigate through the list of makes and models. For more information using the screen refer to the Introduction Table 2 for LANDATA navigation commands and the LANDATA Agents' manual Chapter 8, page 8-B-18 for using the model screen.

To keep the number of models at a manageable level, a high level of definition is used for the model. For example:

- Make: Mitsubishi
- Model: V3000
- Sub-model: Super Saloon.

Adding a make to LANDATA

Email requests to add makes to FRR@nzta.govt.nz. Please include the make, the number of vehicles they expect manufacturer or import year, the contact details of the manufacturer or importer and the model(s). Adding makes does take some time due to their impact on other systems, please allow some time for these to be added.

Make on LANDATA for one-off vehicles

In some cases, generally individual vehicles adding a make to LANDATA may not be appropriate. In such cases, the relevant default make (see table below) should be used. The actual make and model should be keyed into the model and sub-model fields.

Adding models to LANDATA

Notify the contact centre via phone, fax or email. Well-known or self-evident examples of models can be entered quite quickly, but occasionally the contact centre will make some checks – so if the vehicle is obscure and there is available documentation, please include this to speed up the process.

Default makes for low volume vehicles

Code	Restricted to
AG.MACH. Fullstops must be entered.	Exclusively designed and used on a road for agricultural operations
CUSTOMBUILT	N/A
FACTORY(space)Built	N/A
HOMEBUILT	N/A
LVV	Scratch-built vehicles certified by LVVTA. Model must be either CUSTOM or REPLICA Note: The default make of LVVTA still exists in LANDATA but should no longer be used.
MOBILE MACHINE	N/A
MOPED	N/A
MOTORCYCLE	N/A
NON-HIGHWAY	Maximum speed not exceeding 30km/h
OVL	Vehicles entitled to an Overseas Visitors Licence and registered on an MR2C form
TRACTOR	Designed principally for traction at speeds not exceeding 50km/h
TRAILER	Without motive power and capable of being drawn or propelled by a motor vehicle from which it is readily detachable
TRIKE	Class LE1 or LE2
VETERAN	Pre-1919 date of manufacture or first registration
VINTAGE	1 January 1919 to 13 December 1931 date of manufacture or first registration

Determining a vehicle's make, model and sub-model

Maker, in relation to a vehicle, means the name given for market identification purposes to a group or groups of vehicles by a company or organisation that owns that name.

The make, model and sub-model must be that originally given by the manufacturer to the vehicle and must not be changed.

Examples:

1. A Honda Crossroad re-badged as a Land Rover Discovery cannot be changed from Honda Crossroad.
2. A Holden Commodore Berlina that is modified to HSV specifications cannot be changed from Holden Commodore Berlina, nor can HSV be added.

Used imports and re-registrations

The make, model and sub-model from the de-registration or previous registration documents must be recorded. Reference material 13 provides translation information for some common Japanese makes.

New vehicles

The make, model and sub-model from the manufacturers' documentation must be recorded. Most New Zealand new light vehicles certified since 1996 will have a model code recorded and the description in these model codes must be used. The contact centre can provide model code data if required for these vehicles.

Scratch-built light vehicles

The make of a vehicle that donated parts cannot be used, except for replicas. For replicas, the make of the vehicle being copied must not be recorded in the make field – it may be used in the model or sub-model field for replicas if preceded by the word 'REPLICA'.

Some low volume vehicle manufacturers have their make recognised in LANDATA (eg T-CAR, FRASER, ALMAC). If in LANDATA use the manufacturers make not LVV.

Examples:

1. Make: >LVV< Model: >REPLICA< Sub-model >MG<
2. Make: >LVV< Model: >CUSTOM< Sub-model >TRIKE<

Do not enter a year in the model or sub-model field.

Some used import scratch-built vehicles will have registration documents that use the year, make and model of the vehicle they are replicating, for example, recently constructed hotrods built in the US are often registered as 1930s Fords. When this occurs, use the New Zealand scratch-built requirements, not the year make and model shown on the overseas paperwork.

Scratch-built heavy vehicles

The name of the chassis manufacturer must be recorded.

11 Industry model code

This field contains a 20-character alphanumeric code that must be recorded in the VIN screen for all used vehicles where the previous country of registration is Japan.

If no industry model code is available, record '**NONE**' in this field.

For all other vehicles, the industry model code must be recorded if it is available.

12 Variant

This field contains a four-character numeric code that describes the characteristics of the vehicle. It must be recorded for all used vehicles where the previous country of registration is Japan.

If the variant is not available on the de-registration or export certificate, enter the code '**9999**' in the variant field.

13 Vehicle year

This is a mandatory field that must record the year of first registration anywhere.

13.1 Used vehicles being registered or re-registered in New Zealand

Enter the year of first registration.

Where the year of first registration is genuinely unavailable, the year of manufacture or the model year is to be entered.

Examples of this are:

- vehicles previously registered in the US
- vintage vehicles where registration documents are not available
- vehicles previously registered in more than one country.

In such cases, the VIN decode is an acceptable method of determining the year of manufacture or model year.

13.2 Used unregistered vehicles

For vehicles that have been used unregistered (eg farm bikes), ask the owner when they plan to register the vehicle and enter this year in the vehicle year field; the previous country field should be entered as **XXX**.

13.3 New and scratch-built vehicles

Enter the model year or year of manufacture. When the vehicle is registered, it will be over-written with the registration year. The overwritten data will be stored but can only be accessed by the Transport Agency.

- If a vehicle meets the definition of scratchbuilt, but the registration documents describe the vehicle as production or modified production, complete the fields using the rules that apply for a scratchbuilt vehicle – not what is shown on the registration documents.

14. Vehicle and body types

Table 2-2-8 outlines all valid vehicle and body type combinations.

14.1 Vehicle type

This field contains a two-character numeric code that describes the vehicle type.

14.2 Body type

This field contains a two-character alpha code that describes the body type.

15 Imported left-hand drive

This field must be set to >Y< (Yes) or >N< (No) to indicate whether or not the vehicle is a left-hand drive vehicle (at the time of inspection).

16 Gross vehicle mass (GVM)

In Kilograms. Also called gross laden weight (GLW).

GVM is mandatory for:

- All MA, MB, MC, MD1, MD2, and NA class vehicles with petrol, diesel, LPG, or CNG engines and manufactured on or after 1 January 2000, except for special interest vehicles, motorsport vehicles or immigrants vehicles.
- All Heavy vehicles.

For heavy vehicles as rated by the vehicle manufacturer, modifier, the Transport Agency or a Transport Agency appointed certifier.

For used light vehicles, a figure from the previous registration or de-registration documents, or from the vehicle manufacturer's data, may be used.

For new light vehicles the manufacturers data may be used.

For vehicles that have undergone a multi-stage manufacturing process, the GVM to be recorded is the GVM assigned by the final stage manufacturer.

For used light vehicles where previous registration documents indicate the GVM may exceed 3,500kg, an official New Zealand chassis rating must be obtained (refer to Reference material 37 for chassis rating request forms).

17 CC rating

This field indicates the vehicle's engine capacity in cubic centimeters (cc).

- If the vehicle is solely electric, record the numeric code >1<. If the vehicle is an electric hybrid record the CC rating of the non-electric on-board motor.

18 Engine type

This field contains a two-character numeric code that describes the vehicle's engine type. **Table 2-2-9** outlines all valid engine type codes.

19 Alternative fuel

This field contains a two-character code that describes what powers the vehicle's alternative fuel system, if it has one fitted. **Do not enter an alternative fuel where electricity or hydrogen is used.**

- The code >03< must be entered if the alternative fuel system is powered by CNG.
- The code >04< must be entered if the alternative fuel system is powered by LPG.

20 Assembly type

This field, along with the country of origin, defines where the vehicle was manufactured and assembled.

Table 2-2-10 outlines valid codes used to describe assembly type.

21 Odometer reading

This field contains the odometer reading at the time of the inspection, to the nearest whole number. It does not include a decimal point or fraction of a mile or kilometre.

This field may be blank only if >N< is recorded in the odometer units field.

If the entry certifier finds an odometer reading already recorded in LANDATA that is believed to be incorrect, the entry certifier must fax a copy of the vehicle attributes checksheet and any other official inspection documents (shipping and auction/sales documents are not appropriate) showing the odometer reading in the previous country of registration to: NZ Transport Agency, Permitting Assessments, Border Checks, email BorderChecks@nzta.govt.nz, or fax (06) 953 6267 .

The Transport Agency will compare the reading with records. If this shows that the reading has been incorrectly keyed, the Transport Agency will amend the reading. If the border inspection records do not show a keying error, but the paperwork provided proves an error has occurred, the Transport Agency will arrange for the border check odometer reading to be inactivated.

If the entry certifier suspects the odometer has been tampered with (eg the odometer reading at the time of entry inspection is less than that recorded during the border check), the entry certifier must:

1. note that the odometer reading is suspect on the attributes checksheet and on the vehicle record in LANDATA
2. provide the vehicle owner with written notice of the discrepancy
3. forward the vehicle details to the New Zealand Police. A form is provided in Reference material 34
4. record the details of the Police contact (station and officer) the file was sent to.

22 Odometer units

This field contains an alpha code that describes the unit of measurement that the vehicle's odometer uses. Valid odometer unit codes are outlined in **Table 2-2-11**.

23 Vehicle class

This field contains a code which describes the vehicle class, as defined in the [VIRM: Entry certification, Introduction Vehicle equipment standards classifications](#).

- refer to [Technical bulletin 3](#) for guidance when determining the vehicle class for a modified vehicle.

24 Number of axles

This field describes the number of axles the vehicle has.

25 Country of origin

This field describes the country where the vehicle (or kit) was principally manufactured. For example, the country of origin recorded for a vehicle assembled in New Zealand from a Japanese CKD kit should be Japan. Refer to **Table 2-2-4** for LANDATA codes representing countries.

26 Test regime

The vehicle exhaust emissions standard to which the vehicle has been tested. See [Technical bulletin 28: Exhaust emissions standard compliance](#) and [11-2 Exhaust emissions](#) for further information on determining exhaust emissions compliance.

Codes to be used

- Where fuel consumption information is mandatory the test regime code is entered as provided by the fuel consumption statement.
- For other vehicles:
 - Imported from Japan where the industry model code has a 1 to 3 character pre-fix the test regime will be the letter 'J', followed by the 1–3 character prefix of the industry model code recorded on the de-registration or export certificate.

- Imported from other than Japan or from Japan but without the prefix on the industry model code the appropriate test regime code must be used for the exhaust emissions standard recorded on the proof of standards compliance documentation. See **Table 2-2-13** for codes to be used.

27 Fuel consumption information

Fuel consumption and CO₂ is mandatory for all MA, MB, MC, MD1, MD2, and NA class vehicles with petrol, diesel, LPG, or CNG engines and manufactured on or after 1 January 2000, except for special interest vehicles, motorsport vehicles, immigrant's vehicles or low volume vehicles. You need to verify that fuel consumption and CO₂ information has been provided before entering the vehicle into service.

Note: Petrol, diesel, LPG or CNG includes hybrids that use one of these power sources.

Step one:

Go to <https://importer.fuelsaver.govt.nz> and:

- Login with your email address
- Create the Fuel Consumption Statement
- See the User Guide on how to use Fuel Saver
- If you have a complete and correct Fuel Consumption Statement print it off now for use in Step Two

Note 1

Statements headed 'incomplete Fuel Consumption Statement' cannot be used

Step Two:

Go to <https://importer.fuelsaver.govt.nz/certifier> and

- Confirm that the vehicle details are present and match the vehicle being certified and
- Confirm that the Fuel Consumption and CO₂ values are recorded and
- Enter the VIN and the entry certifier's ID.
- sign and retain a copy of the fuel consumption statement.

Note 2

If the <https://importer.fuelsaver.govt.nz/certifier> page has the message 'Warning: This vehicle cannot be certified because it has incomplete WLTP values. It requires an exemption to be certified' and/or the Fuel Consumption Statement has the message 'This Fuel Consumption Statement is only valid with an exemption issued by NZTA the vehicle cannot be certified until an exemption from section 2.2(2) of the Land Transport Rule: Fuel Consumption Information 2008 has been issued. A copy of the exemption must be held in the file. To find information about how to apply for an exemption in this case go to www.nzta.govt.nz/vehicles/importing-a-vehicle/step-2-evidence/used-vehicles-from-japan.

Note 3

If there is no fuel consumption and CO₂ values on <https://importer.fuelsaver.govt.nz> these will need to be sourced (from below) and manually entered into the Statement of Compliance section of <http://importer.fuelsaver.govt.nz> and verified by the certifier before the vehicle is entered into service.

Fuel consumption and CO₂ values must be sourced from any one of:

- Statements of Compliance
- Type Approval Certificate
- Manufacturer's website
- Australian Green Vehicle Guide (www.greenvehicleguide.gov.au)
- US fuel economy website (www.fueleconomy.gov)
- UK fuel data website (www.vcacarfueldata.org.uk).

Note 4

Statements headed 'incomplete Fuel Consumption Statement' cannot be used.

Step three:

Enter fuel consumption information into LANDATA from the Fuel Consumption Statement.

There are three fields for recording fuel consumption information in LANDATA: FC urban, FC extra urban and FC combined.

Whether all 3 fields are required or only combined will depend on the Test Regime code. **Table 2-2-13** shows the number of fields required for each code.

The value must be to one decimal place and be between 02.0 and 60.0. If presented with a fuel consumption statement that has value of less than 2.0, this value cannot be entered.

1. If the engine type code is 09 or above, key the test regime shown on the statement and FC values of zero
2. IF the engine type code is 08 or less, key the test regime as **AZZZZZ** or **EZZZZZ** or **JZZZZZ** or **UZZZZZ** as appropriate and FC values of zero

Note 5

Statements headed 'incomplete Fuel Consumption Statement' cannot be used.

28 A/C fitted

This field indicates if an air conditioning unit is fitted to a vehicle. If a vehicle has an air conditioning unit fitted >Y< must be entered. If a vehicle has no air conditioning unit fitted enter >N<.

29 Gas type ([Note 6](#))

This field contains a three character code which describes the gas type used in the air conditioning unit. Refer to **Table 2-2-12** for LANDATA codes for gas types.

- LANDATA will use this information to determine if, on first registration in New Zealand, a Synthetic Greenhouse Gas (SGG) levy will be collected. It will also be used to track changes in the use of SGGs in the NZ vehicle fleet.
- If the vehicle has an air conditioning unit fitted the type of gas used must be recorded, inspect the vehicle to obtain the type of gas used.
- "unknown" can only be used where the unit is not labelled with the gas type.

30 Frontal impact standards

This field indicates whether or not the vehicle has been manufactured to a recognised frontal impact standard. If a vehicle has been manufactured to an approved frontal impact standard, >Y< must be recorded in this field. If the vehicle was not manufactured to an approved frontal impact standard, or is exempt from frontal impact standard requirements, >N< must be recorded in this field.

See Vehicle structure 3-2 Determining frontal impact compliance for information on determining whether a vehicle complies with an approved frontal impact standard.

31 Special permit codes

There are several special permit codes that may be recorded against a vehicle. If the vehicle is a left-hand drive vehicle, the appropriate code must be recorded in the first 'special permit code' field (see [Table 5-3-1](#) for valid special permit codes for left-hand drive vehicles). Other special permit codes include IM – Immigrants Vehicle, MS – Motorsport vehicle, SP – Special interest vehicle.

32 Tare weight

In Kilograms. Also known as unladen weight. Refers to the weight of the vehicle together with the fuel in the fuel system (if any) and the equipment and accessories on it that are necessary for its operation for the purpose for which it was designed.

This is mandatory for:

- All MA, MB, MC, MD1, MD2, and NA class vehicles with petrol, diesel, LPG, or CNG engines and manufactured on or after 1 January 2000, except for special interest vehicles, motorsport vehicles or immigrant's vehicles.
- All Heavy vehicles.

Always ensure that the information is for the vehicle being certified. Enter this figure in the tare field on the VALOC screen. A copy of the alternative documentation must be kept in the vehicle file.

Note 1

If tare weight is not recorded on the vehicle documentation, instruct the vehicle importer to obtain the tare weight. This may be obtained from a weigh bridge, or from alternative documents such as:

- the vehicle handbook/manual,
- the manufacturer's label on the vehicle,
- from the manufacturer's website,
- from the vehicle manufacturer or manufacturer's representative, or
- from Government regulatory websites.

33 Certifier ID

This field contains the identification code of the approved vehicle inspector certifying that the vehicle complies with relevant Transport Agency acts, regulations and rules. The certifier ID must only be entered when the vehicle passes entry-level certification.

34 Synthetic Greenhouse Gas (SGG) levy on motor vehicles

A Synthetic Greenhouse Gas (SGG) levy is collected when a new or used motor vehicle is first registered in New Zealand. The SGG levy does not apply to vehicles being re-registered ([Note 6](#)). SGGs are refrigerants used in air-conditioning systems of motor vehicles. They have very high global warming potentials and impact on climate change.

By placing an added cost on SGGs, the government aims to encourage industry to use alternative low global-warming refrigerants, which don't impact on climate change.

The process requires vehicle information to be captured and recorded in the NZ Transport Agency's LANDATA system during entry certification. The data recorded confirms whether a vehicle has an air-conditioning unit and if so, what refrigerant the unit is gassed with.

LANDATA will use this information to automatically charge the levy with the registration fee when the vehicle is registered. This is similar to how an ACC levy is collected with a motor vehicle licence.

Step One:

Inspect the vehicle to see if it has an air conditioning system fitted to it.

Step two:

If the vehicle has an air conditioning system fitted to it, record on the check sheet the type of refrigerant that is used in the air conditioning system.

Step three:

Record in LANDATA if the vehicle has air conditioning YES/NO and if yes, select from the drop down list the type of refrigerant that is used in the air conditioning system

Note 1

Fuel consumption information (when available) can be provided for the FC urban, FC extra urban and FC combined cycles when tested to European or US standards.

As a minimum, combined cycle data must be entered for all vehicles.

Note 2

Where fuel consumption is unknown, enter the appropriate test regime code. Refer to [Technical bulletin 28](#).

Note 3

Green vehicle websites are:

Green Vehicle Guide (www.greenvehicleguide.gov.au)

US fuel economy website (www.fueleconomy.gov)

UK fuel data website (www.vcacarfueldata.org.uk).

Any fuel consumption data that is sought via the websites listed above must match the country that the vehicle has been previously registered in (eg data from the US website cannot be used for a vehicle that has only been registered in the UK).

Note 4

An EC Certificate of Conformity (CoC) issued by the vehicle manufacturer for individual passenger cars that have undergone European Commission Whole Vehicle Type Approval (EC WVTA). The CoC is linked to the EC Whole Vehicle Approval Plate – if a vehicle has a CoC, it will also have a Whole Vehicle Approval Plate. A sample CoC is shown in Reference Material 49. The fuel consumption information is recorded in item 46.2 of the CoC.

Note 5

The code 'XXX' is also recorded for used vehicles that have not been previously registered (eg demonstration vehicles).

Note 6

When a vehicle (with air conditioning fitted) is presented for re-registration enter into LANDATA:

- Air conditioning – Yes
- Type of gas - Unknown.

Table 2-2-1. LANDATA-defined vehicle types

Code	Type	Description
01	Mopeds¹ (Note 5)	A motor vehicle that is a class LA or LB vehicle as detailed in Identifying the vehicle class .
02	Trailers and trailer caravans	A motor vehicle that is: <ul style="list-style-type: none"> a) without motive power, designed to be drawn behind a motor vehicle b) a class TA, TB (Note 1), TC or TD vehicle as detailed in Identifying the vehicle class. Trailer caravans are also included.
03	Tractors^{1,2}	A motor vehicle that has a maximum speed of 50km/h and is designed for traction. Tractors are not defined as a vehicle class, but need to be classified separately for registration purposes.
04	Agricultural machines^{1,2}	A motor vehicle that is a self-propelled machine designed and used exclusively for agricultural purposes (eg cropping machines, hay balers).
05	Trailers not designed for normal highway use¹	A motor vehicle that is: <ul style="list-style-type: none"> a) a certificate of fitness (CoF) exempt trailer by design, not usage, and b) not capable of being towed at normal highway speeds.
06	Mobile machines not designed for normal highway use¹	A motor vehicle that is a special-purpose vehicle not capable of normal highway speeds (eg grass mowers, weed sprayers).
07	Passenger cars and vans	A motor vehicle that is: <ul style="list-style-type: none"> a) a class MA, MB, MC or LE vehicle as detailed in Identifying the vehicle class. b) a car or van (including off-road passenger vehicles) with a capacity of up to nine seats⁴.
08	Goods vehicles (vans, utilities, trucks)	A motor vehicle that is a class NA, NB or NC vehicle, including all goods vehicles, as detailed in Identifying the vehicle class .
09	Passenger vehicles (buses)	A motor vehicle that is: <ul style="list-style-type: none"> a) a passenger vehicle with a capacity of 10 or more seating positions b) a class MD, MD1, MD2, MD3, MD4 or ME vehicle as detailed in Identifying the vehicle class.
	Self-propelled	A motor vehicle that is a class NA, NB or NC vehicle as detailed in Identifying the vehicle class .

Code	caravan Type	Description
10		All self-propelled caravans, irrespective of weight, are included. Must be permanently equipped with features intended to make the vehicle suitable as a dwelling place and must include at least one sleeping berth and one table, both of which maybe of design that allows them to be retracted or folded away.
11	Motorcycles	A motor vehicle of class LC, LD or LE as detailed in Identifying the vehicle class , that has two (or three) wheels, including: <ul style="list-style-type: none"> a) any vehicle with motorcycle controls declared by the NZTA to be a motorcycle, and b) a motorcycle with a side car⁴.
12	All-terrain vehicles (ATVs) ³	A vehicle that: <ul style="list-style-type: none"> a) has three or more wheels, principally designed for off-road use b) may be fitted with motorcycle controls but is not classified as a motorcycle c) has a gross laden weight of less than 1000kg d) has an engine capacity of more than 50cc e) is restricted in its use on public roads f) is not a four-wheel-drive class MC or NA vehicle.
13	Special purpose vehicles ²	A motor vehicle that is: <ul style="list-style-type: none"> a) a self-propelled special purpose vehicle capable of normal highway speeds (eg cranes on a truck chassis, mobile dental clinics, x-ray units, truck-mounted top-dressing loaders incapable of carrying other goods, ie it does not have a hopper and a tank for aviation gasoline or other goods – those vehicles are Type 08 Goods vehicles) b) a class NA, NB or NC vehicle as detailed on Identifying the vehicle class.
23	Agricultural tractors capable of more than 50km/h	A motor vehicle tha: <ul style="list-style-type: none"> a) meets the definition of agricultural tractor in the Land Transport Rule: Vehicle Standards Compliance 2002, and b) is capable of more than 50 km/h.

¹ Not subject to VIN requirements.

² Does not include ATVs.

³ If used without restriction, an ATV must be classified as a passenger car or goods vehicle and must comply with all the requirements for those classes.

⁴ Because vehicles are defined by class in vehicle standard regulations and rules but not in other legislation, some class LE1 motor tricycles may be registered as a type 07 'motorcar', and some may be registered as type 11 'motorcycle'.

Table 2-2-2. Valid registration indicators

Code	Indicator	Description
	New	In relation to a vehicle, means a vehicle that: <ul style="list-style-type: none"> a) has not been registered and operated in New Zealand or any other country, and b) has not been operated on a road in New Zealand or any other country as a demonstration or courtesy vehicle, and c) has not been used for training or testing purposes, and d) is not a scratch-built vehicle that contains components that were fitted to a vehicle operated on the road in New Zealand or any other country.

Code	Indicator	Description
N		<p>When processing new vehicles, consider the vehicle's mileage. If it has more than 'delivery miles' on the odometer, it could be an ex-demonstration, ex-courtesy, ex-training or ex-testing vehicle, so it would not meet the definition of new.</p> <p>If any of the following occur, then a vehicle must be treated as used unless approval from the Transport Agency is obtained to treat it as new:</p> <ul style="list-style-type: none"> • You are in doubt a vehicle meets the definition of new, or • A vehicle has traveled more than 250km and is a LA, LB, LC, LE, MA, MB, MC or NA class (with the exception of NA class motorhomes), or • A vehicle has traveled more than 2000km and is a MD3, MD4, ME, NB, NC, TC, TD class or a NA class motorhome. <p>Requests should be emailed to vehicles@nzta.govt.nz, and include a statement from the importer detailing how the vehicle has been operated and stating it has not been registered or operated for any of the purposes included in the definition of new.</p> <p>When a parallel import is presented from the UK with a V308, a PDI is not required.</p>
U	Used vehicle	<p>In relation to a vehicle, means a vehicle, including one that has been used for the purpose of demonstration in connection with the sale of a similar vehicle, that has, at any time before being offered or displayed for sale:</p> <p style="margin-left: 40px;">a) been registered under:</p> <p style="margin-left: 80px;">i. the Transport Act 1962, or</p> <p style="margin-left: 80px;">ii. Part 17 of the Land Transport Act 1998, or</p> <p style="margin-left: 80px;">iii. any corresponding legislation in any other country,</p> <p>or</p> <p style="margin-left: 40px;">b) been used for a purpose not connected with its manufacture or sale.</p> <p>Notes</p> <ul style="list-style-type: none"> • Any significant repair to a vehicle, such as one that requires specialist certification, is considered use after manufacture or sale. Therefore, any vehicle that has been damaged to the point that it requires any specialist certification for the repairs must be treated as used. • For a motorcycle that is sold new in New Zealand but is not registered and is used off-road and later it is presented for registration: Provided there is proof of sale as a new vehicle in New Zealand a VIN screen is to be populated as if a new vehicle and then it is to be changed to 'used' before proceeding with the usual used vehicle certification process.
R	Re-registrations	<p>In relation to a vehicle, means that a vehicle has been previously registered in New Zealand and not substantially modified from its original condition to become scratch-built, including a light vehicle that has been registered under:</p> <p style="margin-left: 40px;">a) the Transport Act 1962, or</p> <p style="margin-left: 40px;">b) Part 17 of the Land Transport Act 1998.</p>
S	Scratch-built	<p>In relation to a vehicle, means a motor vehicle that is either:</p> <p style="margin-left: 40px;">a) assembled from previously unrelated components and construction materials that have not been predominantly sourced from donors of a single make or model and that, in its completed form, never previously existed as a mass-produced vehicle, although the external appearance may resemble or replicate an existing vehicle, or</p> <p style="margin-left: 40px;">b) a modified production vehicle that contains less than the following componentry from a mass-produced vehicle of a single make and model:</p> <p style="margin-left: 80px;">i. 40% of the chassis rails and 50% of the cross-members, or alternatively 40% of a spaceframe, or 40% of the floorpan of a unitary constructed body, whichever is appropriate, and</p> <p style="margin-left: 80px;">ii. for light vehicles, 40% of the bodywork (based on surface area of body panels but not including the floorpan, internal bracing, sub-panels, bulkheads or firewall).</p>

Code	Indicator	Description
		Note: Heavy vehicles generally fit the modified production vehicle category but can only be considered scratch-built if they meet the 40% criterion. Any dispute is to be referred to Technical Services Vehicles team, Wellington.

Table 2-2-3. Codes to be entered when an engine number is not available

Code	Reason for use
Removed	Deliberate removal of the engine number by grinding, machining etc.
Rusted Unreadable	Rust/corrosion damage has made the engine number unreadable.
Covered	The engine number is covered by non-removable parts.
Not stamped	No number stamped by the manufacturer (eg replacement engine).

Table 2-2-4. LANDATA codes representing countries

PRT

Country	Code
Argentina	ARG
Australia	AUS
Austria	AUT
Belgium	BEL
Brazil	BRA
Canada	CAN
Czech Republic	CZE
China	CHN
Denmark	DNK
France	FRA
Germany	GER
Greece	GRC
Hong Kong	HKG
Hungary	HUN
India	IND
Indonesia	IDN
Italy	ITA

Country	Code
Japan	JPN
Malaysia	MYS
Mexico	MEX
Netherlands	NLD
New Zealand	NZL
Norway	NOR
Philippines	PHI
Poland	POL
Portugal	
Singapore	SGP
Slovakia	SVK
South Africa	SAF
South Korea	KOR
Spain	ESP
Sweden	SWE
Switzerland	CHE
Taiwan	TWN
Thailand	THA
Turkey	TUR
United Kingdom	GBR
Union of Soviet Socialist Republics (USSR) – Russia	SUN
United States of America	USA
Yugoslavia	YUG
Country is known, but not listed above	OTH
Country is unknown ¹	XXX

¹ The code 'XXX' is also recorded for used vehicles that have not been previously registered (eg demonstration vehicles).

Table 2-2-5. Acceptable first registration date formats

Format	Details	Description
>CCYY<	Year	Only vehicle year is known
>MM/CCYY<	Month and year	Month and year are known
>DD/MM/CCYY<	Day, month and year	Full date is known
Blank		No details are known

Table 2-2-6. Defined vehicle colours

Black	Blue	Brown	Cream	Gold
Green	Grey	Orange	Pink	Purple
Red	Silver	White	Yellow	

Table 2-2-7 Default makes for low volume vehicles

Code	Restricted to
AG.MACH. Fullstops must be entered.	Exclusively designed and used on a road for agricultural operations
CUSTOMBUILT	N/A
FACTORY(space)Built	N/A
HOMEBUILT	N/A
LVV	Scratch-built vehicles certified by the Low Volume Vehicle Technical Association
MOBILE MACHINE	N/A
MOPED	Maximum speed not exceeding 50km/h and power output not exceeding 2kW
MOTORCYCLE	N/A
NON-HIGHWAY	Maximum speed not exceeding 30km/h
OVL	Vehicles entitled to an Overseas Visitors Licence and registered on an MR2C form
TRACTOR	Designed principally for traction at speeds not exceeding 50km/h
TRAILER	Without motive power and capable of being drawn or propelled by a motor vehicle from which it is readily detachable
TRIKE	Class LE1 or LE2
VETERAN	Pre-1919 date of manufacture or first registration
VINTAGE	1 January 1919 to 13 December 1931 date of manufacture or first registration

Table 2-2-8. Vehicle and body type combinations

Vehicle type code	Vehicle type	Body type code	Body type description
01	Moped	MC	Motorcycle
02	Trailer/caravan	TB	Boat trailer
		TC	Caravan
		TD	Domestic trailer
		TF	Flat-deck trailer
		TO	Other commercial trailer
03	Tractor	TA	Tractor
04	Agricultural machine	OR	Agricultural machine – Other

⁰⁵ Vehicle type code	Trailer not designed for highway use Vehicle type	^{OR} Body type code	Non-highway trailer – Other Body type description
06	Mobile machine	MM	Mobile machine
07	Passenger car/van	CV HA LV SL SP SW UT	Convertible Hatchback Light van Saloon Sports car Station wagon Utility
08	Goods van/truck/utility	AT CC FT HV LV OT SW UT	Articulated truck Cab/chassis Flat-deck truck Heavy van Light van Other truck Station wagon Utility
09	Bus	HB LB	Service coach Mini bus
10	Motor caravan	SC HB	Self-propelled caravan Heavy bus
11	Motorcycle	MC	Motorcycle
12	All-terrain vehicle	MC	Motorcycle
13	Special purpose vehicle	CC MM OT	Cab/chassis Mobile machine Other truck

Table 2-2-9. Engine type codes

Code	Type	Definition
01	Petrol	
02	Diesel	
03	CNG	
04	LPG	
05	Electric	Electric motor/s only. The batteries are charged from an external source.
06	Other	
07	Petrol hybrid	Propelled by either a petrol or diesel engine and an electric motor. No external source of charging for the battery.
08	Diesel hybrid	
09	Electric hybrid petrol	Propelled by an electric motor where the battery is charged from an onboard petrol or diesel generator not directly connected to the drive wheels but no external source of electricity to charge the battery.
10	Electric hybrid diesel	
11	Plug-in petrol hybrid	Propelled by either a petrol or diesel motor and electric motor. The batteries can be externally charged.
12	Plug-in diesel hybrid	
13	Electric (petrol extended)	Propelled by an electric motor where the battery is charged from an onboard petrol or diesel generator not directly connected to the drive wheels and an external source of electricity.
14	Electric (diesel extended)	
15	Electric hydrogen fuel cell	Propelled by an electric motor/s. Electricity is sourced from a hydrogen fuel cell.
16	Electric other fuel cell	Propelled by an electric motor/s. Electricity is sourced from a fuel cell other than hydrogen.

Table updated 1 July 2017.

Table 2-2-10. Assembly type codes

Code	Description
1	Imported fully built-up
2	New Zealand assembled or built

Table 2-2-11. Odometer unit codes

Code	Description
M	Miles
K	Kilometres
N	No odometer

Table 2-2-12. Gas types

This list will be confirmed following consultation with manufacturers to create the initial load.

Code	Gas Description	SGG Type	Notes
G01	HFC-134a (R134a)	HFC	Only SGG currently attracting levy
G02	HFO-1234yf (R1234yf)	HFO	Expected on new vehicles 2014+
G03	HFO-1234ze (R1234ze)	HFO	
G04	CFC-11 (Freon-11 / R-11)	CFC	
G05	CFC-12 (Freon-12 / R-12)	CFC	Most common 'old' gas prior to HFC-134a
G06	CFC-13 (Freon 13 / R-13)	CFC	
UNK	Unknown	N/A	Where gas type cannot be determined
Z00	HFC-23 (R-23)	HFC	
Z01	HFC-32 (R-32)	HFC	
Z02	HFC-41 (Freon 41)	HFC	
Z03	HFC-125 (R-125)	HFC	
Z04	HFC-134 (R-134)	HFC	
Z05	HFC-143 (R-143)	HFC	
Z06	HFC-143a (R-143a)	HFC	
Z07	HFC-152 (R-152)	HFC	

Code	Gas Description	HEC SGG Type	Notes
Z08	HFC-152a (R-152a)	HFC	
Z09	HFC-161 (R-161)	HFC	
Z10	HFC-227ea (R-227ea)	HFC	
Z11	HFC-236cb (R-236cb)	HFC	
Z12	HFC-236ea (R-236ea)	HFC	
Z13	HFC-236fa (R-236fa)	HFC	
Z14	HFC-245ca (R-245ca)	HFC	
Z15	HFC-245fa (R-245fa)	HFC	
Z16	HFC-365mfc (R-365mfc)	HFC	
Z17	HFC-43-10mee	HFC	Not used as a re Fridgerant
Z18	CFC-113	CFC	
Z19	CFC-114	CFC	
Z20	CFC-115	CFC	
Z21	Halon-1301 (R13B1)	H	
Z22	Halon-1211 (Freon 12B1 / R-12B1)	H	
Z23	Halon-2402 (R-114B2)	H	
Z24	Carbon tetrachloride	HCFC	Used in creating re Fridgerants but not used directly as a re Fridgerant
Z25	Methyl bromide	HCFC	Not used as a re Fridgerant
Z26	Methyl chloroform	HCFC	Not used as a re Fridgerant
Z27	HCFC-21	HCFC	
Z28	HCFC-22	HCFC	
Z29	HCFC-123	HCFC	
Z30	HCFC-124	HCFC	
Z31	HCFC-141b	HCFC	
Z32	HCFC-142b	HCFC	
Z33	HCFC-225ca	HFC	

Code	Gas Description	HEC SGG Type	Notes
Z34	HCFC-225cb		
Z35	R403B	HCFC	
Z36	R404A	HFC	
Z37	R407C	HFC	
Z40	R408A	HCFC	
Z41	R410A	HFC	
Z42	R413A	HFC	
Z43	R416A	HFC	
Z44	R417A		
Z45	R422A		
Z46	R507A		

Table 2-2-13. Test regime codes

LANDATA test regime description	Technical bulletin 28 description	LANDATA code	# of FC values
Vehicles imported from Japan where the Industry Model Code has a 1 to 3 character pre-fix (eg DBA-ACM21W)		the test regime will be the letter 'J', followed by the 1–3 character prefix of the industry model code recorded on the de-registration or export certificate	1
Vehicles imported from Japan where the Industry Model Code has no pre-fix		Use the code for test regime as below	
AUSTRALIAN ADR 30/01	Smoke Emission Control for Diesel Vehicles	A30/01	1
AUSTRALIAN ADR 37/00	Emission Control for Light Vehicles	A37/00	3
AUSTRALIAN ADR 37/01	Emission Control for Light Vehicles	A37/01	3
AUSTRALIAN ADR 79/00	Emission Control for Light Vehicles	A79/00	1
AUSTRALIAN ADR 79/01	Emission Control for Light Vehicles	A79/01	1
AUSTRALIAN ADR 79/02	Emission Control for Light Vehicles	A79/02	1
AUSTRALIAN ADR 79/03	Emission Control for Light Vehicles	A79/03	1
AUSTRALIAN ADR 79/04	Emission Control for Light Vehicles	A79/04	1

AUSTRALIAN ADR 80/00 description	Emission Control for Heavy Vehicles Technical bulletin 28 description	A80/00 LANDATA code	# of FC values
AUSTRALIAN ADR 80/01	Emission Control for Heavy Vehicles	A80/01	1
AUSTRALIAN DESIGN RULE 80/02	Emission Control for Heavy Vehicles	A80/02	1
AUSTRALIAN DESIGN RULE 80/03	Emission Control for Heavy Vehicles	A80/03	1
AUSTRALIAN UNKNOWN	Only to be keyed if shown on a complete Fuel Consumption Statement or the Fuel Consumption statement has a value is less than 2.0	AZZZZZ	0
2001/1/EC	EU Directives Amendment	E01001	1
2001/27/EC	Amendment of Directive 88/77/EEC	E01027	3
2001/100/EC	EU Directives Amendment	E01100	1
2002/80/EC	EU Directives Amendment	E02080	1
2003/76/EC	EU Directives Amendment	E03076	1
ADAPTATION OF DIRECTIVE 72/306/EEC		E05021	1
ADAPTATION OF DIRECTIVE 70/220/EEC		E06096	1
595/2009		E59509	3
692/2008/EC		E69208	3
692/2008A/EC		E6928A	3
70/220/EEC	EU Base Directive	EXXXXX	0
715/2007/EC		E71507	3
72/306/EEC	Measures to be taken against the emission of pollutants from diesel engines for use in vehicles	E72306	3
88/76/EEC	Amendment of Directive 70/220/EEC	E88076	3
88/77/EEC	Measures to be taken against the emission of gaseous pollutants from diesel engines for use	E88077	3

LANDATA test regime	in vehicles	LANDATA code	# of FC values
88/436/EEC	Technical bulletin 28 description Amendment of Directive 70/220/EEC	E88436	
89/458/EEC	Amendment of Directive 70/220/EEC	E89458	1
89/491/EEC	Adaptation of Directives 70/157/EEC, 70/220/EEC, 72/245/EEC, 72/306/EEC, 80/1268/EEC and 80/1269/EEC E89491	E89491	3
91/441/EEC	Amendment of Directive 70/220/EEC	E91441	1
91/542/EEC	Amendment of Directive 88/77/EEC	E91542	3
93/59/EEC	Amendment of Directive 70/220/EEC	E93059	1
94/12/EC	Amendment of Directive 70/220/EEC	E94012	1
96/1/EC	Amendment of Directive 88/77/EEC	E96001	3
96/44/EC	Amendment of Directive 70/220/EEC	E96044	1
96/69/EC	Amendment of Directive 70/220/EEC	E96069	1
97/20/EC	Adaptation of Directive 72/306/EEC	E97020	3
98/69/EC	Amendment of Directive 70/220/EEC	E98069	1
98/77/EC	Amendment of Directive 70/220/EEC	E98077	1
1999/96/EC	Amendment of Directive 88/77/EEC	E99016	3
1999/102/EC	EU Directives Amendment	E99102	1
UN/ECE 15	UN/ECE Regulations	ECE15	1
UN/ECE 24	UN/ECE Regulations	ECE24	1
UN/ECE 49	UN/ECE Regulations	ECE49	1
UN/ECE 83	UN/ECE Regulations	ECE83	1
EURO I		EUR1	1
EURO II		EUR2	1
EURO III		EUR3	3
EURO III COMBINED VALUE ONLY		EUR3A	1
EURO IV		EUR4	3

LANDATA description EURO V COMBINED VALUE ONLY	Technical bulletin 28 description	EUR4A LANDATA code	# of FC values
EURO V		EUR5	3
EURO V COMBINED VALUE ONLY		EUR5A	1
EURO VI		EUR6	3
EURO VI COMBINED VALUE ONLY		EUR6A	1
EUROPEAN UNKNOWN	Only to be keyed if shown on a complete Fuel Consumption Statement or the Fuel Consumption statement has a value is less than 2.0	EZZZZZ	0
JAPAN 98	Japan 98 means Japan Safety Regulations for Road Vehicles, Article 31 – Emission Control Device, as revised by Japanese Ministry of Transport Ordinance 22 issued on 31 March 1997	J98	1
JAPAN 00/02	Japan 00/02 means Japan Safety Regulations for Road Vehicles, Article 31 – Emission Control Device, as revised by Japanese Ministry of Transport Ordinance 65 issued on 30 September 1998	J00/02	1
JAPAN 02/04	Japan 02/04 means Japan Safety Regulations for Road Vehicles, Article 31 – Emission Control Device, as revised by Japanese Ministry of Transport Ordinance 31 issued on 5 September 2000	J02/04	1
JAPAN 05/07		J05/07	1
JAPAN 2008		JC2008	1

JAPAN 2009 LANDATA test regime	Technical bulletin 28 description	J2009 LANDATA code	1 # of FC
JAPAN 2010		J2010	values
JAPAN 2016		J2016	1
JAPANESE UNKNOWN	Only to be keyed if shown on a complete Fuel Consumption Statement or the Fuel Consumption statement has a value is less than 2.0	JZZZZZ	0
US2001	Fed Reg 40 Light duty trucks OR Title 13, California Code of Regulations in force Dec 2001	US2001	3
US2004	Fed Ref 40 Light-duty vehicles, light-duty trucks and medium-duty passenger vehicles OR New and IN-Use highway vehicles and engines 2004 and later model year diesel heavy duty engines OR Title 13, California Code of Regulations in force Dec 2004	US2004	3
US STANDARD 2007		US2007	3
US STANDARD 2008		US2008	3
US96	Fed Reg 40 1996 and later model year Otto-cycle heavy – duty engines OR Title 13, California Code of Regulations in force 31 Dec1996	US96	1
US98D	Fed Reg 40 1998 and later model year diesel heavy – duty engines OR Title 13, California Code of Regulations in force Dec 1998	US98D	1

US98P LANDATA test regime description	Technical bulletin description 1999 Technical Bulletin 28 description heavy	US98P LANDATA code	1 # of FC values
	– duty engines OR Title 13, California Code of Regulations in force Dec 1998		
UNITED STATES UNKNOWN	Only to be keyed if shown on a complete Fuel Consumption Statement or the Fuel Consumption statement has value is less than 2.0	UZZZZZ	0
2006 MODEL 2005 MANUFACTURE		05MANU	0
EXEMPTION ISSUED	Exemption issued from the Land Transport Rule: Vehicle Exhaust Emissions 2007 and/or the Land Transport Rule: Fuel Consumption Information 2008	EXEMPT	0
NEW VEHICLE NOT ON WEBSITE	Only to be keyed if shown on a complete Fuel Consumption Statement	J333	0
USED JAPANESE VEHICLE NOT ON WEB	Only to be keyed if shown on a complete Fuel Consumption Statement	J555	0
NO FUEL CONSUMPTION NOT ON WEB	Only to be keyed if shown on a complete Fuel Consumption Statement	J777	0
YOM 2000 BUT 1999 VEHICLE		J999	0
LOW VOLUME VEHICLE UNKNOWN (SCRATCHBUILT & MODIFIED PRODUCTION)	Only to be keyed if shown on a complete Fuel Consumption Statement and vehicle has an LVV plate.	LZZZZZ	0
REG POST 1990 MANUFACTURE PRE 1990		PRE90	0

Page amended **2 December 2019** (see [amendment details](#)).

2-3 Amending vehicle attributes or status

The status of a vehicle or the attributes recorded against it may be changed at any time after the vehicle record is created. There are two reasons to amend vehicle details:

1. to correct a data entry error
2. to reflect a modification to the vehicle.

When correcting data entry errors, the file must be checked before changes are made and a record of the correct data must be held in the vehicle file.

When amending vehicle attributes or status due to vehicle modifications, the vehicle and documentation must be checked to ensure certification requirements are met ([Note 1](#)).

1 VIN screen

The system will allow changes to be made at any time before the MR2A is printed. Some managers and staff have a higher level of access and can make changes after the MR2A has been printed. Where those staff members are unavailable, requests to make changes should be emailed to the Permitting Assessments team at frr@nzta.govt.nz or faxed to 06 953 6267. The request must be supported with documentation (eg if a registration date was keyed incorrectly, a copy of the de-registration certificate should be supplied with the request).

1.1 ICORE and ILOAD screen – CoF vehicles

If the vehicle requires a CoF, changes may also be made on CoF screens, provided the entry certifier has the appropriate CoF authority for the vehicle.

Changes to the vehicle type field can only be made by entry-level inspectors.

1.2 IVATT screen – WoF vehicles

If the vehicle requires a WoF, changes may also be made on WoF screens, provided the entry certifier has the appropriate WoF authority for the vehicle.

Changes to the vehicle type field can only be made by entry-level inspectors.

1.3 Documenting changes

1. Corrections to data entry errors will be covered by data held in the entry certification file.
2. Changes due to modifications for CoF vehicles should be carried out in accordance with CoF procedures.
3. Changes due to modification for WoF vehicles should be recorded:
 - a) in the IVCERT screen if low volume vehicle (LVV) certification has been issued, or
 - b) in NOTES if the vehicle does not require LVV certification.

2 Removing the border check damage flag

A damaged flag may be recorded against a vehicle by a border inspection organisation performing the border check. See Technical bulletin 36 Removing a border damage flag.

2.1 Light vehicles

If a vehicle is flagged on LANDATA by a border inspection organisation as damaged and the vehicle inspector determines that the damage does not exceed the threshold for requiring repair certification, an application must be made to remove the damage flag.

Forms to request the removal of a border damage flag are available in [Reference material 17](#). The vehicle inspector must complete this form and give it to the supervisor authorised to remove damage flags.

2.2 Heavy vehicles

Once appropriate heavy vehicle specialist certification has been carried out as required, the border damage flag must be removed from a heavy motor vehicle. An entry certifier must complete a 'Request to remove border damage flag' form (see [Reference material 17](#)) and give it to the supervisor authorised to remove damage flags.

Note 1

Certification requirements for modified vehicles are listed in [Inspection and certification 1-6-1\(2\)](#).

3 VIN assignment

3-1 Assigning a VIN

All vehicles first registered or re-registered in New Zealand on or after 1 April 1994 must have a vehicle identification number (VIN) assigned and affixed.

Under [Land Transport Rule: Vehicle Standards Compliance 2002](#), the VIN must be assigned and affixed as soon as practicable. A VIN must be:

- assigned to a vehicle before any compliance work is carried out on the vehicle, and
- affixed to the vehicle before the initial compliance inspection is completed.

An entry certifier may assign and affix a VIN while documentation is pending, but must make a note of this on the notes screen

to ensure that it is subsequently obtained and verified. In cases where a particular entry-level inspector is only carrying out the VIN assignment process, the VIN must be affixed immediately.

A vehicle may have an original VIN assigned by the manufacturer, or it may need to have an Transport Agency '7AT' VIN assigned to it.

When a vehicle record is retrieved from the database and the details are displayed on the screen, the entry certifier must check these details to ensure they match the vehicle presented.

A reference field is available on the 'VIN authority allocation/confirmation' screen that may be used to assist an entry certifier in locating documentation specific to a vehicle. The reference may be overtyped at a later date, until the point when the vehicle is approved for registration (at this point, the field is locked).

Scratchbuilt vehicles with used donor parts from high volume production vehicles (eg Ford, Holden, Range Rover) should not be assigned any high volume VIN from the donor parts.

1 Determining VIN requirements

To determine whether or not the identifier located on the vehicle is a valid VIN, type the identifier into the escape field of the 'VIN authority allocation/confirmation' screen and transmit.

1.1 Valid VIN

If the identifier entered in the escape field of the 'VIN authority allocation/confirmation' screen is a valid VIN, the 'VIN allocation' screen will display with message 'Valid VIN entered'. The identifier will display in the VIN field.

The entry certifier must check, correct and complete all vehicle details required for the vehicle type.

If there is a substantial difference ([Note 1](#)) in any of the vehicle attributes listed below between the vehicle attributes displayed and the actual vehicle presented, complete a 'Vehicle report' form ([Reference material 54](#)) and email it to the NZ Police (NIC@police.govt.nz).

• Make	• Fuel type	• Year of manufacture
• Model	• Vehicle type	• Year of first registration
• Submodel		

Do not alter the displayed vehicle details without approval from the Transport Agency.

Contact Transport Agency on 0800 804 580 and select option 4 - inspections.

1.2 17-character identifier not recognised by LANDATA

If the identifier entered in the escape field of the 'VIN authority allocation/confirmation' screen is a 17-character identifier that LANDATA cannot decode, the 'VIN allocation' screen will display the message 'WARNING VIN does not decode – Contact TRC'.

Some invalid VINs may be difficult to identify, as they look like a VIN and have the correct vehicle year recorded as the tenth character and a valid check digit as the ninth character. However, the world manufacturer identifier (WMI) belongs to someone other than the vehicle manufacturer. This problem is not identified until the VIN decode is investigated in detail. In such cases, the Permitting Assessments team may ask the importer to provide VIN decode information, and may advise that a '7AT' VIN be issued following investigation.

Do not continue. Please refer all 17-digit numbers that do not decode to the Transport Agency (contact 0800 804 580). If you have the manufacturer's VIN decode information available email it directly to FRR@nzta.govt.nz.

1.3 Other

If an identifier was not entered, or if the identifier entered in the escape field of the 'VIN authority allocation/confirmation' screen is not a valid VIN, the 'VIN allocation' screen will display the message 'Chassis number entered'.

LANDATA will assign a '7AT' VIN to the vehicle.

Most Japanese imports require a new VIN to be assigned.

2 Checking vehicle details

Once a VIN has been recognised or assigned to the vehicle and the vehicle details are displayed on the 'VIN allocation' screen, the entry certifier must ensure that the vehicle details that are mandatory for the vehicle type are correct and complete. If no vehicle details are displayed, the vehicle attributes recorded on the vehicle attributes checksheet must be entered.

When all mandatory vehicle attributes are correct and complete, the entry certifier must ensure the following fields are set as explained below.

Field	Should be set to ...
Certifier ID	Blank ; it is not applicable to the VIN assignment process. Nothing should be entered in this field until the vehicle has passed the entry-level inspection and certification process and the MR2A is to be printed.
Print MR2A	>Y< only to provide a VIN checksheet. An MR2A printed at this stage must not be used as a registration document. Its sole purpose is to provide printed details of the vehicle and the VIN that has been assigned to it. Note: You don't have to print on an MR2A form, plain paper is acceptable.
Approved for registration?	>N<. The vehicle has not been approved for registration.

3 System validation

Transmit once all fields have been completed as above.

LANDATA will validate the data entered and redisplay the 'VIN allocation' screen with the vehicle's VIN displayed in the VIN field.

The system will display an error message at the bottom of the screen if any data entry errors were made (eg an invalid country or vehicle model). Correct errors and transmit.

Note 1

Substantial difference means a variation that cannot be satisfactorily explained.

Page amended **1 June 2018** (see [amendment details](#)).

3-2 Assigning a VIN to a registered vehicle

Most vehicle types are required to have a VIN if they are registered or re-registered in New Zealand on or after 1 April 1994. Vehicles that were registered in New Zealand before this date and have their original chassis identification attached are not required to have a VIN affixed. However, a VIN may be affixed at the vehicle owners request.

If a vehicle does not have any identifiers (ie a VIN or chassis number), it is required to have a VIN assigned and affixed before its next warrant of fitness inspection.

Most motor vehicles have had some form of chassis number assigned to them. Where chassis numbers or VINs are missing or where the LANDATA chassis number does not match the actual chassis number, the vehicle may have been stolen or involved in a major accident at some point in its life. Because of this, you are required to complete a Vehicle report form ([Reference material 54](#)) and email a copy to the NZ Police (NIC@police.govt.nz).

Before assigning the VIN, the entry certifier must inspect the vehicle and record its attributes on a vehicle attributes worksheet. This worksheet must be retained for a minimum of two years. The VIN must be assigned to a registered vehicle using the vehicle details by plate screen.

The following process outlines how to assign a VIN to a registered vehicle.

Step	Action		
1	Type > DETAILP (space) (plate number)< in the escape field and transmit. The vehicle details by plate screen displays details for the plate number entered.		
2	Is a chassis number displayed?	NO	Contact the Transport Agency on 0800 804 580 for assistance.
		YES	Note the chassis number and continue from step 3.
3	Type > VINASGN (space) (chassis number)< in the escape field and transmit. The system will search for vehicle records with that chassis number.		
4	Is more than one vehicle record displayed?	YES	The assign VIN to a registered vehicle screen displays with a list of vehicles with that chassis number. Use scroll commands to find the correct record if required. Type >X< in the select field alongside the correct record and transmit. The assign VIN to registered vehicle screen will display the vehicle details. Continue from step 5.
		NO	The assign VIN to a registered vehicle screen displays with the vehicle details.
5	Are the displayed details correct?	YES	Continue from step 6.
		NO	<ul style="list-style-type: none"> • If you have you entered the correct plate and/or chassis number, contact the Transport Agency on 0800 804 580. • If you have selected the wrong vehicle record, type >R< in the escape field and transmit to return to the previous screen. Enter the correct chassis number and continue from step 4.
6	Do you want to print an MR2A VIN checksheet?	YES	Transmit. The message Vehicle has been assigned a VIN displays at the top of the screen with a VIN in the VIN field.
		NO	Type >N< in the print MR2A field and transmit. The message Vehicle has been assigned a VIN displays at the top of the screen with a VIN in the VIN field.
7	Affix the VIN. Refer to Pre-registration and VIN 4-1 .		

3-3 Assigning a VIN to a low volume vehicle

Many manufacturers who make vehicles in small quantities (ie fewer than 500 per year) do not have the authority to issue VINs. These manufacturers must obtain a VIN for each vehicle they make from an entry certifier. The entry certifier then stamps the VIN directly on to a nominated structural part of the vehicle.

However, some low volume vehicle manufacturers do have the necessary authority to assign and affix a VIN, so will not have to go through this process. These VINs will all start with 7A9.

1 Application for VIN assignment

A low volume vehicle manufacturer must complete a vehicle attributes worksheet, similar to the sheet used by entry certifiers. This describes the vehicle that is being (or will be) manufactured. This worksheet comprises two parts that describe the attributes required based on the vehicle type.

The vehicle attributes worksheet is submitted with an application for a VIN. If the vehicle is covered by the Low Volume Vehicle Code, the application must be endorsed by one of the organisations belonging to the Low Volume Vehicle Technical Association (LVVTA), which is responsible for checking that the vehicle is built in accordance with the requirements of the Low Volume Vehicle Code.

Particular care is required for the recording of make, model and year of manufacture attributes.

The completed and endorsed application must be presented to an entry certifier for the assignment of a VIN. If the vehicle attributes worksheet is not complete in any way, the application must be rejected.

Vehicle attributes must be entered into LANDATA as described in [Pre-registration and VIN 3-1](#) and [Pre-registration and VIN 3-2](#), with the exception of the print MR2A checksheet field.

This field must be set to >Y< to print a VIN checksheet that is used to notify the vehicle manufacturer of the assigned VIN. It is not to be used as a registration document. The system will print an MR2A checksheet displaying:

- the vehicle details, and
- the VIN assigned to the vehicle, and
- the words Affix this VIN to vehicle with chassis number XXXXXX.

Attach the MR2A to one copy of the vehicle attributes worksheet and send it to the vehicle manufacturer.

Retain the other copy of the vehicle attributes worksheet for future reference. The documents should be filed so that they can be easily retrieved.

4 VIN affixing

4-1 Methods for affixing a VIN

If the vehicle being processed requires a new VIN to be affixed, the MR2A checksheet is printed with the required information. This must be used as a checksheet to ensure that the VIN is affixed to the correct vehicle. The VIN must be assigned and affixed at the same location as the computer and VIN embossing equipment are sited.

Application of VINs at offsites

Authority will be given to all approved Entry Certification sites to assign and affix VINs at a location different from the approved site based on the following conditions:

- All VIN procedures as documented in the VIRM must be followed
- The VIN allocation procedure must be started and completed at the same location and at the same time
- The agent will by necessity have a VIN embossing machine at the location of the VIN allocation. The embosser maybe transported from location to location but must remain secure at all times
- In addition to the embosser, the process must be undertaken using a secure computer with approved access to Landata, and an approved MR2A printer
- The agent will advise the Transport Agency Service Supply Management team in writing of any location they wish to use for applying VINs
- All vehicles which have the VIN applied, offsite will have the fact recorded in NOTES
- The person applying the VIN must be employed solely by an entry certifier unless prior written approval is given by the Transport Agency
- Any transactions undertaken in contravention of these conditions will result in approval for the use of this procedure being withdrawn from the offending agent.

The VIN must be located on a non-removable structural part of the vehicle, in a position that it can be easily read. The VIN must not obscure an existing chassis number when it is affixed.

Table 4-1-1 describes permitted locations for a VIN to be affixed to a vehicle ([Note 1](#)).

There are two methods for affixing a VIN to a vehicle:

- For cars, vans, trucks and buses without a separate chassis, the VIN is embossed on a plate and affixed to the vehicle in a location described in **Table 4-1-1**.
- For motorcycles, mopeds, trucks, buses with a separate chassis and heavy trailers, the VIN is stamped directly onto the

chassis in a location described in **Table 4-1-1**. If it is physically difficult to stamp a VIN in the specified location (eg the material is unable to be adequately stamped), a VIN plate may be affixed in the location that stamping would normally be carried out. If this is not possible, contact the NZTA to obtain agreement on the position and/or method of affixing the VIN.

Quality assurance (QA) controls

The VIN that is affixed to the vehicle is the key to identifying that vehicle on LANDATA. Therefore, in order to minimise the risk of errors when affixing the VIN, the procedures for affixing a VIN require two people to be involved:

- one person who is responsible for affixing the VIN
- another person who is responsible for checking that the correct VIN has been affixed. This person is the QA controller.

Where a site has only a single staff member, the customer can play the role of the QA controller in checking the VIN. Prior approval from the NZTA must be granted in order to operate in this way.

1 VIN plate

When affixing a VIN plate to a vehicle, print an MR2A with the vehicle details to use as a VIN checksheet.

1. Emboss the plate with the VIN specified on the VIN checksheet.
2. Check that the embossed VIN matches the VIN detailed on the VIN checksheet.
3. Clean the area of the vehicle where the VIN plate is to be affixed with prepsol to remove any grease or oil-based contaminant. Wipe off with a clean rag.
4. Scrub the same area with a non-woven fibre abrasive to remove any silicon-based film.
5. Clean the area again with acetone or methyl ethyl ketone (MEK).
6. Peel off the adhesive backing strip from the VIN plate and stick the strip to either the VIN checksheet or the vehicle attributes worksheet.
7. Apply the VIN plate to the prepared area using a soft roller to ensure there are no air bubbles under the plate.
8. Drill two holes into the vehicle to match the rivet holes on the VIN plate, and rivet the plate to the vehicle.
9. Have the QA controller check the embossed VIN against the VIN specified on the VIN checksheet. The QA controller must sign the VIN checksheet to confirm this verification.

2 Etching the rear windscreen

If the VIN has been assigned by the LANDATA system and affixed on a Transport Agency VIN plate riveted to the vehicle and the vehicle has a glazed rear windscreen, the VIN must be etched onto it. This includes vehicles that are fitted with a separate chassis such as some classic cars, muscle cars, hot rods, etc.

The etched VIN should be easily read from the left side of the vehicle. It may be etched from either the inside or the outside, provided that it is legible from the outside of the vehicle. Etching of the rear windscreen involves a sand-blasting technique, as follows:

1. Assemble the individual letters and digits that make up the VIN in a stencil magazine, making sure that the characters are evenly spaced.
2. Check that the assembled characters in the stencil match the VIN that is printed on the VIN checksheet.
3. Place the stencil magazine against the rear windscreen rubber seal or flashing, on a relatively flat part of the glass as near as practicable to the bottom left corner of the windscreen.
4. Ensure that the rubber seal or flashing does not prevent the stencils from making contact with the glass. Hold the stencil magazine firmly during the etching process to prevent movement, and ensure that the stencils do not move apart.
5. Place the nozzle of the etching gun against each stencil in turn, giving a quick blast against each. Do not give a long continuous blast along the entire length of the stencil magazine.
6. Lift the gun off the stencil, but do not move the stencil magazine. Check that each letter and digit of the VIN has been etched clearly. If required, blast individual stencils again.
7. Once complete, have the QA controller check that the VIN has been etched correctly. The QA controller must sign the VIN

checksheet to confirm this verification.

3 Stamping a VIN

When stamping a VIN directly on to a vehicle, print an MR2A with the vehicle details to use as a VIN checksheet.

1. Stamp the VIN in the appropriate location.
2. Have the QA controller check the stamped VIN against the VIN specified on the VIN checksheet. The QA controller must sign the VIN checksheet to confirm this verification.
3. Spray the VIN with a sealing spray.

Note 1

In addition to any of these locations, if the vehicle has a rear windscreen, the VIN must be etched on it as close as practicable to the bottom left corner.

Table 4-1-1. Permitted locations for a VIN to be affixed to a vehicle

Vehicle	Permitted VIN locations
Passenger car Off-road passenger vehicle that is not forward controlled	<ul style="list-style-type: none"> • in the engine compartment on the right-hand side of the firewall • in the engine compartment on the right-hand side adjacent to the mounting point of the front suspension • in a location inside the engine compartment approved by the NZTA for a specified vehicle or vehicle model • on the firewall or inner guards so it is visible from the front of the vehicle • on the left "B" pillar below the manufacturer's ID decal (if fitted).
Forward-controlled passenger vehicle (van) Off-road vehicle	<ul style="list-style-type: none"> • in the passenger compartment, on the top of the right-hand wheel arch, adjacent to the seat cushion • in the passenger compartment, on the inner panel of the right-hand A pillar, adjacent to where the floor meets the A pillar • in the passenger compartment, on the B pillar (this is less likely to suffer accident damage) • under bonnet (if applicable), placed in such a way that it can be viewed from the front of the vehicle, and/or is adjacent to the manufacturers plate.
Goods vehicle Omnibus Heavy trailer	Vehicles with a separate chassis: <ul style="list-style-type: none"> • on the outside of the chassis, adjacent to the right front wheel arch. Vehicles without a separate chassis: <ul style="list-style-type: none"> • in the passenger compartment, on the top of the right-hand wheel arch, adjacent to the seat cushion • in the passenger compartment, on the inner panel of the right-hand A pillar, adjacent to the where the floor meets the A pillar • in the passenger compartment, on the B pillar (this is less likely to suffer accident damage).
Motorcycles Mopeds	<ul style="list-style-type: none"> • on the frame under the riders seat • on a non-removable part of the mainframe in a position where it is visible but not prone to damage.

4-2 Repairing incorrectly affixed VINs

Despite the procedural requirement for a second person (the QA controller) to verify the affixed VIN, it is still possible for errors to occur. Procedures for correcting errors are outlined below.

1 Correcting a VIN plate

If an incorrect VIN is affixed to a vehicle, it must be removed and the correct VIN (as printed on the VIN checksheet for that vehicle) must be affixed.

1. Remove the incorrect VIN plate from the vehicle.
2. Make a new plate with the correct VIN.
3. Have the new plate checked by the QA controller.
4. Fix the correct VIN plate to the vehicle.
5. Process the original incorrect VIN plate as required for audit purposes and destruction (the number of VIN plates issued must be checked against LANDATA).

2 Correcting a VIN etched on a rear windscreen

If a VIN is etched onto a rear windscreen incorrectly and the owner wants the glass replaced, the windscreen must be replaced at the sole expense of the entry certifier. The correct VIN must then be etched on the new windscreen.

However, if the owner of the vehicle is willing to have the VIN corrected on the same windscreen, the incorrect VIN must be masked out and completely over-etched. The correct VIN must then be etched just above or below the original incorrect VIN.

3 Correcting a stamped VIN

A maximum of three stamping errors can be corrected by crossing out the individual letters or digits, and by stamping the correct letter or digit just above or below the crossed errors.

A hash character (#) must be used to cross out incorrect letters or digits. If a hash character is not available, an X or a dollar sign (\$) may be used.

Example:

6 D 9 ~~#~~ 0 F ~~#~~ K 2 A 2 ~~#~~ 7 1 0 3 6
 J D 5

As an alternative, all letters and digits may be machined out and the entire VIN stamped again.

If there are more than three stamping errors, all letters and digits must be crossed out and the entire VIN must be stamped again, just above or below the original incorrect VIN.

Example:

~~#~~ ~~#~~ ~~#~~ ~~#~~ ~~#~~ ~~#~~ ~~#~~ ~~#~~ ~~#~~ ~~#~~ ~~#~~ ~~#~~ ~~#~~ ~~#~~ ~~#~~ ~~#~~
6 D 9 J 0 F D K 2 A 2 5 7 1 0 3 6

4 Recording a VIN correction

When a stamped or etched VIN has been corrected, details of the correction must be recorded in the vehicle notes. This is to prevent suspicion arising when the VIN is inspected at a later date. If a VIN plate has been removed and a new one attached in such a way that there is no sign of the correction, this step is not required. The minimum details to be recorded are the number of characters in the VIN that were corrected and the positions of these characters.

Example:

6 D 9 ~~#~~ 0 F ~~#~~ K 2 A 2 ~~#~~ 7 1 0 3 6
 J D 5

VIN corrected in 3 positions: 4, 7, 12

4-3 Damaged or missing VINs

Sometimes a vehicle is damaged in such a way that the vehicle identifier is no longer readable.

If a vehicle has been damaged so that the VIN is no longer readable, it must have its original VIN affixed by an entry certifier. A new VIN is not assigned. The VIN may be a LANDATA assigned 7AT VIN, or it may be one assigned by the manufacturer. See [Pre-registration and VIN page 1-1\(1.3\)](#) for more information.

If a vehicle that does not have a VIN has been damaged so that the chassis or frame number is no longer readable, it must have a 7AT VIN assigned and affixed. Procedures for assigning a VIN to a currently registered vehicle are described in [section 3-2](#).

1 Inspection required

When a vehicle owner applies to an entry certifier to have a VIN re-affixed or assigned, the vehicle must be inspected by a vehicle inspector authorised to carry out entry certification. The vehicle inspector must complete a VIN approval request form ([Reference material 53](#)).

All identifiers (VIN, chassis, engine, body and frame numbers) must be recorded and their location and condition noted. What is right with the vehicle and its identifiers is just as important as what is wrong.

A VIN must not be affixed or re-affixed to a vehicle until approval from the Transport Agency has been sighted. Once approval is received, the details on the approval document, on the LANDATA system and on the actual vehicle presented must be matched. **Table 4-3-1** describes what action must be taken depending on how details match. A tick represents a match between details; a cross represents a difference between details.

Table 4-3-1. Matching details when affixing/re-affixing a VIN

Vehicle presented	LANDATA vehicle record	Approval from the the NZTA	Action
✓	✓	✓	Affix the VIN to the vehicle. A note, such as VIN plate re-affixed, must be added to the vehicle record.
✓	✓	✗	There may be an error on the approval. Refer the vehicle owner to the Transport Agency. Do not continue.
✓	✗	✓	An incorrect VIN has been entered in LANDATA. Type the correct VIN in the VIN/chassis field of the VIN allocation screen and transmit.
✗	✓	✓	Complete a Vehicle report form (Reference material 54) and email the NZ Police. Ensure that a clear, verifiable identity of the person presenting the vehicle is available. Do not continue to process until approval is obtained from the Transport Agency. Type >C< into the escape field and transmit to cancel the transaction.

If there is no VIN recorded for the vehicle in LANDATA, refer to [section 3-2](#) for information on assigning a VIN to a currently registered vehicle.

5 Left-hand drive vehicles

5-1 Left-hand drive categories

The new left hand drive categories described below apply to vehicles presented for certification after 1 April 2010. A vehicle that is presented for certification after 1 April 2010 that was border checked before 1 April 2010 can be processed using the

rules that applied prior to 1 April 2010.

A vehicle presented for certification after 1 April 2010 that was border checked after 1 April 2010 maybe eligible to be processed under the old rules. In these cases the owner will need to apply to the vehicles section of the Transport Agency for consideration of their case.

Table 5-1-1 describes the only categories under which a left-hand drive vehicle may be registered.

Table 5-1-1. Left-hand drive vehicle categories

Category	Description
<p>A</p>	<p>Class MA vehicles less than 20 years old:</p> <ul style="list-style-type: none"> • The vehicle must be class MA, and <ol style="list-style-type: none"> 1. be issued with a Category A left-hand drive vehicle permit by the Transport Agency, and 2. be manufactured in a country other than New Zealand less than 20 years before the vehicle is certified for entry in New Zealand <ul style="list-style-type: none"> • The vehicle must not be operated in a transport service and must be registered in the name of the person who obtained the original Category A LHD permit for a period of 4 years. <p>Requirements that the vehicle must meet:</p> <p>To issue a vehicle with a Category A LHD vehicle permit, the Transport Agency must either deem it to have historic value, or it must be a vehicle that was not manufactured in right-hand drive form that meets three of the following four requirements:</p> <ul style="list-style-type: none"> • The vehicle (or its make, model and submodel) is identified as being a collectors item in a commercially produced motoring publication • The vehicles make and model and submodel has been (or was) manufactured in annual volumes of 20,000 units or less • The vehicle is, and was manufactured as, a two-door coupe or a convertible • The vehicle is, and was manufactured as, a high-performance vehicle. <p>The owner must also comply with the following requirements:</p> <ul style="list-style-type: none"> • Must be a New Zealand citizen or resident • Must not have received a Category A LHD vehicle permit during the two years before your application • Have the vehicle registered in their name • Must prove the other necessary standards for the vehicle year.
<p>B</p>	<p>Light vehicles that are 20 years old or more:</p> <ul style="list-style-type: none"> • The vehicle must be class MA, MB, MC or NA. Its gross vehicle mass must not exceed 3.5 tonnes, and it must have been manufactured in a country other than New Zealand 20 years or more before the vehicle is certified. • The vehicle must not be operated in a transport service.
<p>C</p>	<p>Specialist vehicles. There are five sub-groups in this category:</p> <p>Category C1:</p> <ul style="list-style-type: none"> • The vehicle must have dual steering columns and controls. <p>Category C2:</p> <ul style="list-style-type: none"> • The vehicle must be used solely or principally as: <ol style="list-style-type: none"> a) a mobile crane, or b) a vehicle which operates wholly or partly on self-laying tracks, or c) an agricultural tractor or self-propelled agricultural harvesting machine, or d) an earthmoving machine. • The Transport Agency must confirm in writing that it is satisfied the operation of the vehicle requires it to

Category	Description
	<p>be a left-hand drive vehicle or that the vehicle is only available as a left-hand drive vehicle</p> <p>Category C3:</p> <ul style="list-style-type: none"> The Transport Agency must confirm in writing that it is satisfied that the vehicle has special characteristics, or is equipped for special operational purposes, such that conversion to right-hand drive is impractical. <p>Category C4:</p> <ul style="list-style-type: none"> The vehicle must be identified as a hearse by the original vehicle manufacturer (eg Ford, General Motors). <p>Category C5:</p> <ul style="list-style-type: none"> The vehicle must be a class MA or class MC motor vehicle that is used in motor sport competition and is operated in accordance with the conditions of a valid motor sport authority card.
D	<p>Vehicles operated by diplomats</p> <ul style="list-style-type: none"> The vehicle must be operated by a person who is, for the time being, entitled to diplomatic immunity from jurisdiction.
E	<p>Vehicles exempt from registration and licensing</p> <ul style="list-style-type: none"> The vehicle must be exempt from registration and licensing requirements.
F	<p>Former crown vehicles</p> <ul style="list-style-type: none"> The vehicle must be formerly owned by the Crown.
G	<p>Motorcycles with side cars</p> <ul style="list-style-type: none"> The motorcycle may have a sidecar fitted to the right-hand side of the motorcycle.

5-2 Document requirements

Table 5-2-1 details the documentation requirements for each left-hand drive category. The documentation must be sighted by the entry certifier processing the left-hand drive vehicle.

Table 5-2-1. Documentation requirements for left-hand drive vehicles

Category	Required documentation
A	See Technical bulletin 33
B	<ul style="list-style-type: none"> Overseas registration papers (pink slip or certificate of title), and evidence of vehicle ownership (eg a purchase receipt, bill of sale, or similar in the owners name).
C	<p>Category 1</p> <ul style="list-style-type: none"> Overseas registration papers (pink slip or certificate of title) or a manufacturers completion certificate, and, evidence of vehicle ownership (eg a purchase receipt, bill of sale, or similar in the owners name). <p>Category 2</p> <ul style="list-style-type: none"> Overseas registration papers (pink slip or certificate of title) or a manufacturers completion certificate, and, evidence of vehicle ownership (eg a purchase receipt, bill of sale, or similar in the owners name), and written confirmation from the Transport Agency that it is satisfied the operation of the vehicle requires it to be a left-hand drive vehicle or that the vehicle is only available as a left-hand drive vehicle. <p>Category 3</p> <ul style="list-style-type: none"> Overseas registration papers (pink slip or certificate of title) or a manufacturers completion certificate, and evidence of vehicle ownership (eg a purchase receipt, bill of sale, or similar in the owners name), and written confirmation from the Transport Agency writing that it is satisfied that the vehicle has special characteristics, or is equipped for special operational purposes, such that conversion to right-hand drive is impractical. <p>Category 4</p> <ul style="list-style-type: none"> Overseas registration papers (pink slip or certificate of title) or a manufacturers completion certificate, and evidence of vehicle ownership (eg a purchase receipt, bill of sale, or similar in the owners name), and written confirmation from the original vehicle manufacturer (eg Ford, General Motors) that the vehicle was manufactured as a hearse. <p>Category 5</p> <ul style="list-style-type: none"> Overseas registration papers (pink slip or certificate of title) or a manufacturers completion certificate, and evidence of vehicle ownership (eg a purchase receipt, bill of sale, or similar in the owners name).
D	<ul style="list-style-type: none"> Overseas registration papers (pink slip or certificate of title), and a recent letter of accreditation from the Ministry of Foreign Affairs and Trade stating that the importer has been posted to New Zealand.
E	<ul style="list-style-type: none"> Written evidence from the Transport Agency that the vehicle is exempt from registration and licencing requirements, and evidence of vehicle ownership (eg purchase receipt, bill of sale).
F	<ul style="list-style-type: none"> Written evidence from a governemnt department that the vehicle was formerly owned by the crown, and evidence of vehicle ownership (eg purchase receipt, bill of sale)..
G	<ul style="list-style-type: none"> Evidence of vehicle ownership (eg purchase receipt, bill of sale)

Note 1

All documents supplied in support of an application to register a left-hand drive vehicle must be original.

Note 2

If the owner is unable to supply the required documents, the vehicle must not be certified.

Note 3

Entry certifiers must retain copies of all documentation in their original form for a minimum of two years. If the vehicle owner requests that original documents be returned to them, verified copies must be retained in the vehicle file. The recipients name and the reason for return must be recorded in the LANDATA notes.

Note 4

Left-hand drive vehicles that were entry certified into New Zealand before 1 April 2010 are also able to be continued to be registered, and so are vehicles temporarily imported into New Zealand.

Note 5

LHD vehicles imported temporarily must be cleared through the New Zealand Customs Service with the appropriate documents *Carnet de Passage en Douanes*, *Triptyque* or the relevant New Zealand Customs Service import declaration form.

The vehicle will then need to be registered as an overseas vehicle and pass a warrant of fitness inspection. This will allow you to operate the vehicle on overseas plates for up to 12 months.

5-3 Completing the left-hand drive process

A left-hand drive vehicle must be recorded as the appropriate type in the special permit types field in the VIN authority allocation/confirmation screen. **Table 5-3-1** lists valid permit type codes.

Table 5-3-1. Special permit type codes

Code	Description
A	Left-hand drive Category A (Note 1)
B	Left-hand drive Category B
C1	Left-hand drive Category C1
C2	Left-hand drive Category C2
C3	Left-hand drive Category C3
C4	Left-hand drive Category C4
C5	Left-hand drive Category C5
D	Left-hand drive Category D
E	Left-hand drive Category E
F	Left-hand drive Category F
G	Left-hand drive Category G

Note 1

Where code A is entered, a note stating the following must be added to the vehicle notes:

Vehicle ceases to qualify for left-hand drive exemption if the registered person changes before [DDMMYYYY].

The date specified must be either four years after first registration in New Zealand or when the vehicle reaches 20 years of age, whichever is earlier.

Once all the required documentation has been checked and the certification completed, the entry certifier prints an MR2A form and fills in the owners name (Category A only) before handing it to the owner. A copy of the completed MR2A showing the name of the person who the permit was issued to must be archived with the vehicle file. The vehicle must be registered in the name of the person shown on the permit and the warrant of fitness is not to be issued until the vehicle is registered.

Category A vehicles must have NOTES entered in LANDATA showing the restrictions on change of ownership to complete the process. The LHD permit number may have already been entered in LANDATA notes by the Transport Agency. If it hasnt, it is most likely that the vehicle did not exist in LANDATA at the time when the permit was issued. In this case. Please advise the Transport Agency accordingly so that the Permit details can be added to NOTES.

- Please see [Technical bulletin 33: Category A left-hand drive vehicles](#) for more extensive information.

Any queries about individual cases involving left-hand drive vehicles not covered by these procedures should be referred to the Transport Agency call centre, on 0800 699 000.

Reprinting MR2A forms

Please see [Inspection and certification 1-9, section 2.2 Reprinting an MR2A for a left-hand drive vehicle](#).

Page amended **1 November 2014** (see [amendment details](#)).