

WAKA KOTAHI

NZ TRANSPORT AGENCY

This form is to be used when incorrect vehicle inspection details have been submitted to Waka Kotahi NZ Transport Agency. It is only able to be completed and submitted by an inspecting organisation and its staff.

Fill out all sections as required. An incomplete or incorrectly completed form can result in delays with your request. Documentation is required for all corrections other than a TCERT removal.

Site and inspector details	Site information					
	Inspector name	Inspector ID				
	Email	Phone number				
Requested changes	Select the reason for the change request and then fill out the appropriate section on page two or page three of this form.					
	Correction to vehicle VIN/chassis number (registered vehicle)					
	 Correction to vehicle detail from an entry compliance error Odometer correction 					
	Missed inspection					
	TCERT removal					
Required documents	Checksheet					
Attach these document when you email in the	Manufacturer's documentation					
completed form.	De-registration papers					
	Other (please specify)					
Additional notes	Enter any additional notes that you think are relevant					
Declaration	I declare that the information supplied in this form is correct and	complete.				
	Inspector's signature	Date				
Send completed form to	Email the completed form with along with supporting documenta inspections@nzta.govt.nz	ation to:				

Correction to vehicle VIN/chassis number (registered vehicle)

Notes

- This section can only be completed by an entry certification agent unless approval has been given by Waka Kotahi for a WoF site to complete. If you need approval email inspections@nzta.govt.nz
- If applying under this section you must supply photos of ALL the vehicle ID tags/plates with your request.
- Do not utse this form if a vehicles's VIN/chassis number has been tampered with/removed. Refer to the VIRM: In-service certi ication 1-1 VIN and chassis number.

Plate number	Inspection date								
Inspected by									
Incorrect VIN/chassis number in LANDATA									
Correct VIN/chassis number to be entered into LANDATA									
		I	1		1				
Correction to vehicle detail from an entry compliance error									
Note: any changes to be made on an already registered vehicle MUST have supporting documents from the manufacturer. This can be a statement of compliance, de-registration papers or similar.									
Vehicle VIN/chassis number									
Date of entry certification									
Incorrect vehicle details									
Correct vehicle details									
Odometer correction									

Note: corresponding checksheet must be provided. Please do not alter or overwrite the odometer reading on the inspection checksheet. If written incorrectly the vehicle MUST be re-sighted and the current odometer reading confirmed.

Plate number

Incorrect odometer reading entered into LANDATA

Correct odometer reading

Date correct odometer reading sighted

Missed inspection							
Fill in all relevant fields							
Plate number	Inspector ID						
VIN							
Date of inspection	Date of recheck (if applicable)						
Fail details							
Pass details							
Expiry date of inspection	Odometer reading						
Checksheet number	WoF label number						
System authority number (if available)	TSL number (if required)						
TCERT removal							
Plate number							
VIN							
Date compliance competed							
	ID to be added to the LANDATA record after TCERT removal						

