

Heavy vehicle inspecting organisation/vehicle inspector Engineer's application

HVSC02

This application form is to apply to Waka Kotahi NZ Transport Agency to be appointed as a heavy vehicle specialist inspection and certification vehicle inspector and inspecting organisation (known as HVSC engineer).

To apply for this appointment, you must have passed the relevant exam and meet the relevant requirements including a fit and proper person check, competency and capability, in-service performance, and insurance cover. Please ensure you understand all appointment requirements before you apply.

More information is available at <https://vehicleinspection.nzta.govt.nz/applications/hvs>

Applicant details

Full name

Date of birth

 / /

Driver licence number

Personal contact details

Phone/mobile number

Email address

Address

Employment contact details

Employed by (business name)

New Zealand Business Number (NZBN) (if you have one)

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Employer's authority number/HV code

Phone/mobile number

Email address

Website address

Employment address

Employment postal address (if different from above)

Please note: Waka Kotahi publishes your business phone/mobile numbers, email address and website for vehicle owners to get in touch with you.

Are you presently (or already) a heavy vehicle specialist certifier?

No

Yes (provide your certifier ID)

Certification information

Certification categories being applied for as an engineer

- Towing connections (HVET)
- Load anchorages (HVEA)
- Chassis modification (HVEC) **Note:** You must hold HVET and HVEA before applying for HVEC
- Brake certifier (HVEK)
- Log bolsters (HVEL) **Note:** You must hold HVEC to apply for HVEL
- Static roll threshold, Level 1 (HVS1)
- Static roll threshold, Level 2 (HVS2)
- Static roll threshold, Level 3 (HVS3)
- Swept path (HVP1) **Note:** You must hold HVEC to apply for HVP1
- Swept path (HVP2) **Note:** You must hold HVEC and HVP1 to apply for HVP2

Swept path (HVP1) additional information

What software will you use?

Please provide a test calculation with your application

- Test calculation provided with application

Qualifications and experience

If you are applying for your first appointment as a certifier and the related exam wasn't hosted by Waka Kotahi, please include your curriculum vitae outlining your qualifications and experience. You must supply copies of your qualification certificates (including academic transcripts).

If your exam was hosted by Waka Kotahi, we already have this information.

Exam details

- Confirm that you have passed all relevant exams, including externally run exams, and courses for your certification categories **and have attached copies of your exam results with this application.**

Insurance

Do you currently have public liability insurance (minimum of \$1,000,000)?

- Yes - please provide evidence
- No - state when you intend to have this in place

Do you currently have professional indemnity insurance (minimum of \$1,000,000)?

- Yes - please provide evidence
- No - state when you intend to have this in place

If you answer 'yes' to any of these questions please list all previous offences/convictions including traffic infringement notices either in New Zealand or overseas and also include any charges pending.

If further space is required attach separate sheet(s).

Have you ever been convicted of any criminal offence either in New Zealand or overseas?

- No
- Yes (provide details below)

Have you ever been convicted of any traffic offence either in New Zealand or overseas? (including **speed camera infringements**, vehicle impoundment, roadside suspension or any other traffic offence except parking infringements)

- No
- Yes (provide details of the offences - nature of offence and penalty)

Do you have any charges pending for criminal or traffic offences either in New Zealand or overseas?

- No
- Yes (provide details of the offences - nature of offence and penalty)

Have you ever been declared bankrupt?

- No
- Yes (list dates of discharge)

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Have you ever been involved in the management or control of any company that has been placed in receivership or liquidation?

- No
- Yes (provide details)

Privacy Act 2020

Collection of this information is authorised by Land Transport Rule: Vehicle Standards Compliance 2002. All information contained in your application form will be held by Waka Kotahi and treated as confidential subject to the Official Information Act 1982 and the Privacy Act 2020.

Under the Privacy Act 2020, you have the right to request access to and correction of any personal information you supply as a part of this application process from Waka Kotahi. Should you wish to exercise these rights please contact Waka Kotahi, Private Bag 11777, Palmerston North 4442 or email: info@nzta.govt.nz

Consent and declaration

To the best of my knowledge and belief, all the information I've given for this application is true and correct.

If this application is approved, I will follow all rules and regulations required of vehicle inspectors and inspecting organisations.

I'm aware of the *Sample notice of appointment* published on the vehicle inspection portal (<https://vehicleinspection.nzta.govt.nz/noa-hvsc>). I understand the notice includes the terms and conditions of appointment that apply if this application is successful. I also confirm that I will make sure any person carrying out the appointed activities follows both the current and any additional terms and conditions that may be included in the notice of appointment.

I consent to the New Zealand Police and other relevant persons or authorities sharing with Waka Kotahi all charges and convictions against me and any other information they hold about me.

The information about me that the New Zealand Police may consider relevant to the application, and release to Waka Kotahi in vetting, includes any conviction history, and infringement/demerit reports. It may include other information like:

- active charges and warrants to arrest
- any information received or obtained by the New Zealand Police in any context (including family violence), even where:
 - I haven't been charged or charges are withdrawn, or
 - I've been acquitted (not guilty) of a charge, or
 - I've been discharged without conviction.

I authorise Waka Kotahi to enquire about my character and suitability to operate as an inspecting organisation and vehicle inspector for the purposes of this application, and while the organisation is an appointed inspecting organisation and I am appointed as a vehicle inspector (under the Official Information Act 1982 and the Privacy Act 2020).

(Find more information about New Zealand Police vetting at www.police.govt.nz/advice/businesses-and-organisations/vetting/information-about-vetting)

Applicant's signature

Date

Where to send your application

Please email this form along with supporting documentation, including exam results, to **vehicleinspections@nzta.govt.nz** (scanned copies are acceptable).

You can also print and complete this form and send it with any additional sheets/forms to the address below:

Provider Licensing
Waka Kotahi NZ Transport Agency
Private Bag 11777
Palmerston North 4442