

Office use only  
Reference number:

### Privacy

All information contained in your application will be held by the NZ Transport Agency and treated as confidential subject to the Official Information Act 1982 and the Privacy Act 1993.

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

### Fees

The indicative fee for processing an application to use alternative documents is \$184. This is based on the hourly rate of \$184 per hour (including GST) and has to be paid before the Transport Agency starts work on the application.

There are a variety of circumstances that might affect the final fee charged by the Transport Agency. Circumstances include the complexity of the issue, uniqueness of the application or whether the investigations or analysis involved with the application has already been largely completed as part of a previous application.

The Transport Agency will advise the applicant if the fee for processing the exemption is going to be more than the indicative fee.

### Contact us

If you wish to contact our office regarding your application, or provide additional supporting information, you can do this by emailing us at one of these addresses:

- Light vehicles - [exemptions@nzta.govt.nz](mailto:exemptions@nzta.govt.nz)
- Heavy vehicles - [HVexemptions@nzta.govt.nz](mailto:HVexemptions@nzta.govt.nz)

### Payment

Enclose the application fee with the application. Please make cheque to NZ Transport Agency and note on back the following information:

1. The last six digits of the vehicle's VIN
2. Code: CA03
3. Reference: Applicant surname

**Send the completed form, along with the application fee and required documentation, to:**  
NZ Transport Agency  
Exemption Assessments  
Private Bag 6995  
Wellington 6141



**Note 1****These documents must be provided before the application can proceed.**

- Proof of previous registration (see Note 2)
- Ownership trail (*original documents leading from the last registered owner to the current New Zealand owner, eg bill of sale, auction invoices, any relevant document may be considered*) (see Note 3)
- Written VIN/chassis verification (*accepted from approved inspecting organisations on their letterhead only, with signature and ID number*)
- Independently certified translation of any documents not written in English
- Photographs of the vehicle and identifiers.

**Note 2**

Confirmation of de-registration from the country/state of original vehicle licence authority.

**Note 3**

The applicant (owner/importer) must supply a statutory declaration covering the following points:

- How the vehicle was obtained
- Condition of the vehicle at the time of purchase (*eg, registered, unregistered, damaged*).

**The NZ Transport Agency's discretion to approve applications**

The information contained in this application does not limit the NZ Transport Agency's authority to reject or accept an application, taking into account any conditions or matters related to the application, and satisfaction that there is no significant increase in risk to safety posed by the application.

**The NZ Transport Agency's discretion to approve applications**

I am/have been authorised by the company or party to make this application. The particulars of this application are complete and correct to the best of my knowledge.

Applicant's signature

Date