

Inspecting organisation Application to change inspection groups

When can this form be completed?

Appointed WoF and/or CoF inspecting organisations (IO) can use this form to apply to add vehicle inspection types within their current WoF and/or CoF appointment.

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

This form cannot be used if:

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

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

Applying organisation

Complete A, B or C as applicable.

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

This application is for:

A. Sole trader

Surname

First name(s)

OR

B. Partnership*

Surname

First name(s)

Surname

First name(s)

OR

C. Company

Registered company name

Registered company number

Directors

Name

Phone number

Name

Phone number

Name

Phone number

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

Inspecting organisation details

Site ID

Trading name

Business/company physical address

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

Email address

Do you carry out repairs at your site? Yes No

Inspection groups

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

A new Certificate of appointment will be issued accordingly.

(Please tick appropriate answers)

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

- 1 - Motorcycles
- 2 - Light motor vehicle (private car/van/truck/other)
- 4 - Light trailer (GVM not exceeding 3500kg)
- 5 - Heavy vehicles (exempt from CoF)
- Alternative fuels
- Other (please specify)

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

- 10 - Transport service licensed light vehicles, not trailers (includes taxis and taxi meter calibration) MA, MB, MC, MD1, MD2, NA
- 24 - Other CoF vehicles (includes rental vans) LC, LD, LE, MA, MB, MC, MD1, MD2, NA
- 25 - Rental motorcycles LC, LD, LE
- 26 - Rental cars MA, MB, MC, MD1, MD2

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

- 11 - Medium PSV GVM up to 12,000kg MD3 (up to 4500kg), MD4 (up to 5000kg), ME
- 12 - Large PSV GVM greater than 12,000kg ME
- 21 - Medium truck up to 12,000kg; medium trailer up to 10,000kg (truck + trailer) NB, TC
- 22 - Truck greater than 12,000kg; trailer greater than 10,000kg (truck + trailer) NC, TD
- 23 - Large heavy combination truck GCM greater than 39,000kg (A-train and B-train) NC, TD

IO representative details

Surname

First name(s)

Are you or have you been known by any other names? *(name changed by deed poll, marriage, alias)*

Date of birth

Phone number

Mobile number

Email address

Role/position

Responsibilities

Do not submit original documents.

If your evidence of identity is not photo ID, please include a clear photo of yourself with this application.

Identification

Provide a clear copy of your evidence of identity with this application

New Zealand driver licence

OR

Other identification *(passport, full original birth certificate)*

Vehicle inspectors

Continue on a separate sheet if necessary.

Vehicle inspectors at this site

Vehicle inspector's name

Authority no.

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

No

Yes → Provide year(s) and reason(s)

Consent and declaration

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, the organisation will follow all rules and regulations required of inspecting organisations.

I have authority to act on behalf of the applicant organisation. I've read and understood the existing Notice of appointment and understand it includes the terms and conditions that apply if this application is successful. I confirm that I, and anyone else who may have control of the applicant as an appointee, 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 an inspecting organisation for the purposes of this application and while the organisation is an appointed inspecting organisation (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-andorganisations/vetting/information-about-vetting)

IO representative's full name

Surname

First name (s)

IO representative's signature

Date

IO representative's role/position

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.

Address to send application

Once you've completed this form, scan and email it (with any additional documentation) to vehicleinspections@nzta.govt.nz or post to the address below:

Provider Licensing
Waka Kotahi
Private Bag 11777
Palmerston North 4442