

# REPAIR CERTIFIER APPLICATION

## DETAILS OF THE APPLICANT

Complete all fields

Surname  First name(s)

Date of birth

Phone number  Mobile number

Email address

Physical address

Postal address (if different from physical address)

Driver licence number  Version number  Class(es) held

Is your driver licence current for the classes held?

- No → Provide details below
- Yes

Are you legally entitled to work in New Zealand?

- No
- Yes

## WORK HISTORY

EMPLOYER NAME AND PHONE NUMBER	POSITION HELD	EMPLOYMENT DATES (from - to)

**WORK HISTORY  
(CONTINUED)**

Have you ever been appointed as a Waka Kotahi (or predecessor organisations) vehicle inspector before?

- No
- Yes

If 'Yes' what was your authority number?

If 'Yes' have you had any warnings or suspensions or had your authority revoked?

- No
- Yes → Provide details below


**FIT AND PROPER PERSON**

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 of the offence(s) (nature of offence and penalty)


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

(including vehicle impoundment, roadside suspension, speed camera infringements or any other traffic offence except parking infringements)

- No
- Yes → Provide details of the offence(s) (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 offence(s) (nature of offence and penalty)


Have you ever been declared bankrupt?

- No
- Yes → List date(s) of discharge

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:


## DOCUMENTS CHECKLIST

Tick that you have attached the following copies - send this with the application form. If you tick NO, please provide further details.	Yes	No
Verified copies of National Certificate in panel beating or another qualification accepted by NZQA	<input type="checkbox"/>	<input type="checkbox"/>
Proof of at least 10 years' experience in panel beating	<input type="checkbox"/>	<input type="checkbox"/>
References from previous employers, detailing the type of work carried out	<input type="checkbox"/>	<input type="checkbox"/>
A personal statement detailing the work carried out for each position held	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of advanced motor body structural repair and welding training completed within the last six months (training records training courses etc)	<input type="checkbox"/>	<input type="checkbox"/>
Proof of active involvement in on-going advanced training in motor body structural repair and welding, ie I-CAR Collision or other welding qualifications	<input type="checkbox"/>	<input type="checkbox"/>
Copy of current New Zealand drivers' licence	<input type="checkbox"/>	<input type="checkbox"/>
Completed the <i>Repair certifier application</i> form	<input type="checkbox"/>	<input type="checkbox"/>
Completed the <i>Fit and proper person and disclosure consent</i>	<input type="checkbox"/>	<input type="checkbox"/>

## PAYMENT DETAILS

The repair certifier application fee is **\$1644.50** (GST inclusive).

We will send you an invoice for payment. Payment must be made by the due date or the application will be returned to you as incomplete.

Once you have received the invoice, payment can be made via direct credit into our bank account. Alternatively, you can pay via cheque or you can call us and we can take a credit card payment securely over the phone. Further details about how to pay will be included on the invoice.

## PRIVACY STATEMENT

Collection of this information is authorised by Land Transport Rule: Vehicle Standards Compliance 2002 (the **Rule**).

The information contained in the application will be used to assess the application under the Rule. If the application is successful, it may also be used to make an appointment, and to monitor and review the applicant under the Rule.

All information contained in the application form will be held by Waka Kotahi NZ Transport Agency and subject to the Official Information Act 1982 and the Privacy Act 1993. The information contained in your application may be shared with NZ Police for the purposes of assessing the fitness and propriety of the applicant and persons associated with the applicant in accordance with clauses 2.5 and 2.6 of the Rule.

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

## APPLICANT'S CONSENT

I consent to the disclosure by the NZ Police and other relevant persons or authorities of all charges and convictions against me and any other information they hold about me to Waka Kotahi NZ Transport Agency.

The information about me that the NZ Police may consider relevant to my application and release to Waka Kotahi in vetting comprises any conviction history, infringement/demerit reports; and it may include any other information such as:

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

Further information about New Zealand Police vetting can be found at [www.police.govt.nz/advice/businesses-and-organisations/vetting/information-about-vetting](http://www.police.govt.nz/advice/businesses-and-organisations/vetting/information-about-vetting)

I authorise Waka Kotahi to make all enquiries as to my character and suitability to operate as a repair certifier for the purposes of this application and for the term of any appointment as a repair certifier (under the Official Information Act 1982 and the Privacy Act 1993).

## APPLICANT'S DECLARATION

I declare that the information supplied in this application is correct and complete. I authorise Waka Kotahi NZ Transport Agency to make all enquiries as to my character and suitability to be a repair certifier for the purposes of this application and for the term of any appointment as a repair certifier (under the Official Information Act 1982 and the Privacy Act 1993).

Applicant's signature

Date

## ADDRESS TO SEND APPLICATION

You can post your completed application form to the below address:

Vehicle Inspections  
Waka Kotahi NZ Transport Agency  
Private Bag 11777  
Palmerston North 4442

Alternatively, you can scan and email your application to [vehicleinspections@nzta.govt.nz](mailto:vehicleinspections@nzta.govt.nz)