

Apply to be a new light vehicle entry certification inspecting organisation and vehicle compliance inspector

NLEAPP

Use this form to apply for appointment as a new light vehicle entry inspecting organisation (IO) and vehicle compliance inspector (VCI) or change the VCI for an existing appointment.

Application type

What are you applying for?

- A new appointment as an IO and VCI.
- To change the VCI for an existing appointment.

Applying organisation

Complete A, B or C as applies to you.

If you're applying for a new appointment each person named in this section must complete a *Fit and proper person disclosure and consent* (FP01) and send it to us with this application.

[Fit and proper person disclosure and consent \(FP01\)](#)

New Zealand business number (NZBN) (if you have one)

A. Sole trader

Full name

OR B. Partnership

Full name

Full name

Full name

OR C. Company

Registered company name

Registered company number

Directors

Full name

Full name

Full name

If there are more than 3 directors, list them on a separate sheet.

Contact person for this organisation

Please complete these details if the contact person for the IO is to be a different person to the VCI.

If you're applying for a new IO appointment (including change of ownership), the contact person named in this section must complete a *Fit and proper person disclosure and consent* (FP01) and send it to us with this application.

[Fit and proper person disclosure and consent \(FP01\)](#)

Contact name

Position/job title

Phone

Mobile

Email address

New IO details

Trading name

Physical address

Postal address (if different from above)

Phone

Mobile

Email address

VCI details

The person named in this section must complete a *Fit and proper person disclosure and consent* (FP01) and send it to us with this application.

[Fit and proper person disclosure and consent \(FP01\)](#)

Full name

Phone number

Mobile number

Email address

Have you ever been, or do you currently hold an appointment as an NZ Transport Agency Waka Kotahi (NZTA) (or predecessor organisations) inspecting organisation, vehicle inspector or specialist certifier?

No

Yes - provide your appointment number or certifier ID:

VCI details
continued

How long were you in the business as a VI, IO, or specialist certifier?

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

- No
 Yes (provide details below)

Change of
ownership

Is this a change of ownership application?

- No - go to the next section
 Yes - a change of ownership doesn't buy the IO appointment. This means you can't certify vehicles until your organisation has been appointed as an IO.

Information about the site you're taking over

Trading name

Site ID (if known)

Has the seller advised us they're leaving the site?

- A *Surrender an IO, VI, or specialist certifier appointment (VOLSUR)* is attached with this application.

A completed VOLSUR is required for all change of ownership applications. Any application received without a VOLSUR attached will be returned as incomplete.

Please arrange for the owner of the existing IO to complete a *Surrender an IO, VI, or specialist certifier appointment (VOLSUR)* form and include this with your application.

[Surrender an IO, VI, or specialist certifier appointment \(VOLSUR\)](#)

Quality management
system (QMS)

What QMS will the organisation use?

Vehicle details

For a new appointment or change of ownership, you must provide a statement of compliance (SoC) for each model of vehicle you want to certify with this application.

What vehicle brands, models, and classes will you be certifying? (if more space is required attach separate sheets)

Make	Model	Vehicle class

Supporting information

You must provide the following evidence of your ability and competence with this application.
 Tick to confirm you've provided the required information.

New appointments	
<p>A letter from the manufacturer, on their letterhead, confirming you:</p> <ul style="list-style-type: none"> are the manufacturer's New Zealand representative for the makes and models you're applying to certify have access to the manufacturer's homologation department can attain standards compliance information and test certificates have access to all technical information for the product(s) for dissemination to your dealer network. <p>Your company name on the letter must match your legal entity name on the application.</p>	<input type="checkbox"/>
<p>A statement of compliance (SoC) for each model of vehicle you want to certify. Include PDI check sheets for all models. The SoC must be issued and signed by an authorised representative of the vehicle manufacturer.</p>	<input type="checkbox"/>
Change the VCI for an existing appointment	
<p>Please tick to confirm that you:</p> <ul style="list-style-type: none"> have access to the manufacturer's homologation department have access to all technical information for the product(s) for dissemination to your dealer network fully understand NZTA requirements. <p>No other evidence is required at this stage (however we reserve the right to ask for other information or evidence if needed).</p>	<input type="checkbox"/>

Conflicts of interest

I will undertake all activities in such a way that it avoids conflicts of interest and inappropriate influence, and will not engage in behaviour that creates an actual conflict of interest or participate in unfair or illegal trade practices.

Do you have any perceived or actual conflicts of interest?

No

Yes (provide details below)

Consent and declaration

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

If this application is approved I will comply with all rules and regulations required of new light vehicle entry IOs or VCIs.

I authorise NZTA to make all enquiries as to my character and suitability to be a new light vehicle entry IO or VCI for the purposes of this application and for the term of my appointment as a new light vehicle entry IO or VCI (under the Official Information Act 1982 and the Privacy Act 2020).

I consent to the disclosure by relevant persons or authorities of information they hold about me to NZTA.

(See the [Vehicle Inspection Portal Applications section](#) for further information about the enquiries we may make or the other relevant persons or authorities we may contact.)

Applicant's full name

Applicant's signature

Date

What we do with your information

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 NZTA and treated as confidential subject to the Official Information Act 1982 and Privacy Act 2020.

You are entitled to access, and request the correction of, any readily retrievable personal information held about you by NZTA. You can do so by writing to us at Private Bag 11777, Palmerston North 4442 or by emailing us at info@nzta.govt.nz

Sending your application

Send your completed application, and any supporting documentation, to:

vehicleinspections@nzta.govt.nz

or

Provider Licensing
NZ Transport Agency
Private Bag 11777
Palmerston North 4442