

Heavy vehicle inspecting organisation/vehicle inspector Engineer's application

HVSC02

This application form is to apply to NZ Transport Agency Waka Kotahi (NZTA) to be appointed as a heavy vehicle specialist inspection and certification vehicle inspector and inspecting organisation (known as an 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. Read the application information on the Vehicle Inspection Portal:

[Heavy vehicle specialist applications](#)

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

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 note that you will be required to complete a test calculation as part of the application assessment process.

Qualifications and experience

If you are applying for your first appointment as a certifier and the related exam wasn't hosted by NZTA, 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 NZTA, 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

See schedule 3 of the [Sample notice of appointment for engineers](#) for details about minimum insurance cover required.

Do you currently have public liability insurance?

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

Do you currently have professional indemnity insurance?

- 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).

If you're sending us your criminal record check from the Ministry of Justice, you don't need to list the offences that appear on that report. You can use the space provided to tell us more about any offences on the report.

Are you currently appointed as an inspecting organisation, vehicle inspector or specialist certifier?

- No You must send us your criminal record check from the Ministry of Justice with this application
- Yes Provide your appointment number or certifier ID _____
You don't need to send us your criminal record check with this application (but we reserve the right to ask you for one)

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/safety 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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Applicant fit and proper person information (cont.)

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)

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

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 HVSC engineers.

I've read and understood the *Sample notice of appointment* which is published on the NZTA website at vehicleinspection.nzta.govt.nz/applications/hvs/noa-hvsc

I understand that the *Sample notice of appointment* sets out the terms and conditions of appointment that will apply if this application is successful.

I confirm that I will make sure any person carrying out the appointed activities follow the terms and conditions of that *Sample notice of appointment* or any other terms and conditions that may be specified as part of that notice.

I authorise NZTA to make all enquiries as to my character and suitability to operate as an HVSC engineer for the purposes of this application and for the term of my appointment as an HVSC engineer (under the Official Information Act 1982 and the Privacy Act 2020).

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 signature

Date

Where to send your application

Please email this form along with supporting documentation, including exam results, to: vehicleinspections@nzta.govt.nz

or

Provider Licensing
NZ Transport Agency
Private Bag 11777
Palmerston North 4442