

## Local manufacturer inspecting organisation application

All questions must be answered truthfully. Failure to complete any question may result in the application being returned. Appointments will be made under 2.2(1)(i) of the Land Transport Rule: Vehicle Standards Compliance 2002.

### Application type

- New inspecting organisation (IO) (includes change of ownership).
- Add a site to my existing appointment as a local manufacturer IO.

Existing site ID(s): \_\_\_\_\_

### Applying organisation

Complete A, B or C as applies to you.

If you're applying for a new IO appointment (includes change of ownership), 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

Contact name

Position/job title

Phone

Mobile

Email address

## Site details

Trading name

Physical address

  

Postal address (if different from above)

  

Phone

Mobile

Email address

## Local manufacturer vehicle inspectors

You must have at least one local manufacturer vehicle inspector (VI) to work at your site.

If you need to apply for appointment as a local manufacturer VI at the same time, please send us your IO and VI applications together.

[Local manufacturer vehicle inspector application](#)

List all of the VIs that will be working at the inspection site.

Vehicle inspector name

Inspector ID

Appointment current?

Yes  No  Applying

Vehicle inspector name

Inspector ID

Appointment current?

Yes  No  Applying

Vehicle inspector name

Inspector ID

Appointment current?

Yes  No  Applying

## Business details

Describe your business


Approximate number of trucks/trailers per annum repaired:

Approximate number of trucks/trailers per annum built:

Total number of full-time equivalent staff:

Number of staff holding a welding certificate:

## Insurance

Do you currently have public liability insurance (to at least the minimum requirements set out in Schedule 3 of the [Sample Notice of appointment: inspecting organisation](#))?

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

Do you currently have professional indemnity insurance (minimum of \$1,000,000)?

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

## Procedure documentation

Do you currently have a procedure documentation sheet?

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

## Documents checklist

You must provide the following documents with your application.

Tick to confirm you've provided the information required.

### New IO applicants only (including change of ownership)

A completed *Fit and proper person disclosure and consent* (FP01) form for each person named in:

- 'Applying organisation'
- 'Contact person for this application'.

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

### All applicants

Evidence of insurance (if it's currently in place).

Procedure documentation (if it's currently in place).

## 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 local manufacturer inspecting organisations.

I've read and understood the *Sample notice of appointment: inspecting organisations* which is published on the NZ Transport Agency Waka Kotahi (NZTA) website at [vehicleinspection.nzta.govt.nz/applications/hvs/noa-hvsc](https://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, and anyone else who may have control of the applicant as an appointee, 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 an inspecting organisation for the purposes of this application and for the term of my appointment as an inspecting organisation (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

## 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](mailto:info@nzta.govt.nz)

## Sending your application

Send your completed application, and any supporting documentation, to:  
[vehicleinspections@nzta.govt.nz](mailto:vehicleinspections@nzta.govt.nz)

**or**

Provider Licensing  
NZ Transport Agency  
Private Bag 11777  
Palmerston North 4442