

The following organisation (**third-party organisation**) owns and manages sites at which one or more of the following activities occur:

- border inspections of used imported vehicles
- entry certification inspections of used light vehicles
- entry certification inspections of heavy vehicles.

The inspections are conducted by the inspecting organisations (IOs) and by vehicle inspectors (VIs) appointed by the NZ Transport Agency Waka Kotahi (NZTA) under the Vehicle Standards Compliance Rule 2002.

Personal information

Name

New Zealand driver licence number

Third-party organisation

Role at third-party organisation

Address

Email address

Date of birth

Fit and proper person disclosure

Please disclose all relevant fit and proper person information set out in *Inspecting organisation application information: border inspection and used light entry certification* or *Inspecting organisation application information: heavy entry certification* as appropriate.

Attach separate sheets if needed.

[Inspecting organisation application information: border inspection and used light entry certification](#)

[Inspecting organisation application information: heavy entry certification](#)

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Fit and proper person disclosure (continued)

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)

Declaration

I declare that, to the best of my knowledge and belief, the applicant is fit and proper to be appointed as an inspecting organisation.

I declare that the applicant has disclosed in the application if the applicant, or any director or person likely to be in control of the applicant, has ever been:

- convicted of, charged with, or subject to an investigation that may lead to a charge, with regard to:
 - any criminal offence (including any offence under any criminal law, company law, securities or tax legislation), or
 - any transport-related offence
- involved in any business that was placed in statutory management or receivership,
- the subject of an adverse finding by a court, or
- expelled from, or prohibited from being a member of, a professional body or disciplinary body in any professional or business capacity.

I further declare that the Applicant has disclosed to NZTA in this application any convictions, charges, investigations, business solvency issues, adverse court findings or professional expulsions or prohibitions disclosed to the Applicant by one of its Key Personnel.

I further declare that the Applicant has disclosed in the application any complaints within the last five years to or about the Applicant, or its Controlling Personnel, which relate to any vehicle or transport-related service (including a vehicle recovery service), which include details of any persistent or serious complaints made by users of any such service.

I consent to the disclosure by NZTA to the applicant inspecting organisation of all information considered by NZTA in accordance with this fit and proper declaration and consent.

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 NZTA may make or the other relevant persons or authorities NZTA may contact.)

Signature

Name

Third-party organisation

Role with applicant

Role at third-party organisation

Name of witness

Address of witness

Title

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