

Appointed inspecting organisations can use this form to apply to relocate an inspecting site.

You must complete an IO RELOCATE form for each additional site.

## Applying organisation

Authority number

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

Complete A, B or C as applies to you.

**The application is for:**

**A. Sole trader**

Full name

**OR B. Partnership**

Full name

Full name

**OR C. Company**

Registered company name

If there are more than 2 directors, list them on a separate sheet.

**Directors**

Full name

Full name

## New site details

Trading name

Site physical address

  

Site postal address (if different from physical address)

  

Phone number

Email address

## IO representative details

Full name

Are you or have you been known by any other names? (name changed by deed poll, marriage, alias)

Date of birth

New Zealand driver licence number

Phone number

Mobile number

Email address

Role/position

Responsibilities

## Inspection groups

Tick the inspection groups the IO currently holds.

### WoF inspection groups

- 1 Motorcycles (includes supplementary group 8 vintage/veteran motorcycles)
- 2 Light vehicles (includes supplementary group 7 vintage/veteran vehicles)
- 4 Light trailers
- 5 Heavy vehicles exempt from CoF
- 6 Agricultural motor vehicles
- Alternative fuels

### CoF A (light vehicle groups)

- 10 Transport service licensed light vehicles, not trailers (includes taxis and taxi meter calibration) MA, MB, MC, MD1, MD2, NA
- 24 Other CoF vehicles (includes rental vans) LC, LD, LE, MA, MB, MC, MD1, MD2, NA
- 25 Rental motorcycles LC, LD, LE
- 26 Rental cars MA, MB, MC, MD1, MD2

### CoF B (heavy vehicle groups)

- 11 Medium PSV GVM up to 12,000kg MD3 (up to 4500kg), MD4 (up to 5000kg), ME
- 12 Large PSV GVM greater than 12,000kg ME
- 21 Medium truck up to 12,000kg; medium trailer up to 10,000kg (truck + trailer) NB, TC (includes supplementary group 27 private heavy motorhome GVM up to 12,000kg)
- 22 Truck greater than 12,000kg; trailer greater than 10,000kg (truck + trailer) NC, TD (includes supplementary group 28 private heavy motorhome GVM greater than 12,000kg)
- 23 Large heavy combination truck GCM greater than 39,000kg (A-train and B-train) NC, TD

## Inspectors at this site

Continue on a separate sheet if you need to.

| Vehicle inspector's name | Authority number |
|--------------------------|------------------|
|                          |                  |
|                          |                  |
|                          |                  |

## Site assessment (tick one)

- The site is ready for assessment.**  
Your site assessment will be arranged as soon as possible if we progress your application.

**OR**

- The site will be ready for assessment from this date:**

## Insurance (tick one)

- I confirm we've updated our insurance to cover the new site.**  
If the rest of your application is approved, we'll appoint the new site without delay.

**OR**

- I'll confirm the updated insurance at the site assessment.**  
We'll contact you once your application has been assessed. You must arrange all insurances and confirm this in writing to us within 3 months of us contacting you, or your application will be declined.

## 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 the organisation will comply with all rules and regulations required of inspecting organisations.

I have authority to act on behalf of the applicant organisation. I've read and understood the organisation's existing *Notice of appointment*. I understand that it 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 follows the terms and conditions of the organisation's existing *Notice of appointment* or any other terms and conditions that may be specified as part of that notice.

I authorise NZ Transport Agency Waka Kotahi (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).

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.)

IO representative's full name

IO representative's signature

Date

IO representative's role/position

## 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)

## Where to send your application

Send this completed form and any supporting documents to:

[vehicleinspections@nzta.govt.nz](mailto:vehicleinspections@nzta.govt.nz)

or

Provider Licensing  
NZ Transport Agency  
Private Bag 11777  
Palmerston North 4442