

This form is used when applying for a NZ Transport Agency Waka Kotahi (NZTA) warrant of fitness (WoF) or certificate of fitness (CoF) appointment as an inspecting organisation (IO), or when an existing IO is applying to add another inspecting site to their appointment.

Make sure you've read our *Application information (WoF and CoF)* before you apply.

[Application information \(WoF and CoF\)](#)

Application type

What are you applying for?

- A new appointment as an IO.
- To add a site to my existing appointment as an IO.

Applying organisation

Complete A, B or C as applies to you.

If you're applying for a new IO appointment (including 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's more than 3 directors, list them on a separate sheet.

Contact person for this organisation

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 site details

Please give us information about the site you're applying to inspect from.

Trading name

Physical address

Postal address (if different from above)

Phone

Mobile

Email address

Inspection groups

What type(s) of vehicles are you applying to inspect? (tick appropriate boxes)

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

Supplementary groups cannot be applied for independently and are automatically included if applying for WoF inspection groups 1 or 2.

Section continues on next page 

CoF inspection groups

To apply for CoF A you must already be appointed as a WoF IO or a CoF B IO.

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

Supplementary groups cannot be applied for independently and are automatically included if applying for CoF inspection groups 21 or 22.

Vehicle inspectors

Vehicle inspectors (VIs) are an important part of an IO. The inspections they complete make sure safe vehicles are on our roads.

We can't fully assess your application until you have at least one VI with a current appointment, or who is applying for appointment as a VI.

When we assess your VIs, we may consider:

- how long they've been a VI
- their performance at announced and unannounced reviews
- any concerning history as a VI or IO, including complaints, suspensions, investigations and revocations.

We'll assess their history over the last 5 years. If we find risks, we'll consider their whole history and anything else we think is relevant.

Requirements for VIs in a new site IO application

For applications received for **new site appointments**, at least one VI named must:

- have at least 12 months of appointment as a VI, and
- have completed at least 25 inspections per year, and
- have received a compliant outcome from their most recent review.

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

If you don't have at least one VI at the time you apply you must employ one within 8 weeks of us partially assessing your application. We'll contact you once we've partially assessed your application.

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

Vehicle inspector name	Inspector ID	Appointment current?
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Applying
Vehicle inspector name	Inspector ID	Appointment current?
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Applying
Vehicle inspector name	Inspector ID	Appointment current?
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Applying

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 inspect vehicles until your organisation has been appointed as an IO at the site you're applying for.

Information about the site you're taking over

Trading name

Site ID (if known)

Date you're taking over the business

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 \(VOLSUR\)](#)

Appointed sites (additional site applications only)

If this is an additional site application, please tell us about the sites you're already appointed for under this legal entity (sole trader, partnership, or company). If more space is required attach separate sheets.

If this isn't an additional site application, go to the next section.

Site ID

Trading name

Site address

Site ID

Trading name

Site address

Quality management system (QMS)

An IO must maintain and adhere to a QMS that meets NZTA requirements.

If your application moves on to a site assessment, you'll need to talk to a certification officer about your QMS to show us you understand the system and how you'll use it at your site.

You must also have QMS records in place and as complete as possible (for example staff, equipment calibration, conflict of interest, and delegation records).

What QMS will the organisation use?

- The NZTA model QMS
- ISO17020
- Other QMS that meets NZTA requirements (provide details below)

Conflicts of interest

Make sure you read our guide on conflict of interest (including financial interest).

[Conflicts of interest guidelines for vehicle inspectors, inspecting organisations and specialist certifiers](#)

If your application moves on to a site assessment, you'll be required to demonstrate your understanding of conflict of interest and how you'll remove or manage any risks.

Will your organisation be involved in any of the following conflict of interest situations? (tick all that are applicable)

- Importing vehicles Exporting vehicles Selling vehicles
- Selling vehicle parts Hiring out/leasing vehicles Repairing vehicles
- Inspecting your workshop vehicles Inspecting personal/family/friends' vehicles
- Inspecting vehicles you have a financial interest in (see our conflict of interest guide for a definition of financial interest) (please explain)

- Other (please explain)

Support for your business

Please let us know about any internal or external support you'll have at your organisation. This could include (but isn't limited to):

- Having a formal or informal mentoring agreement with someone in the inspection industry.
- Completing one-off or ongoing training courses.
- Being a member of an industry group.
- Using a consultant.
- Having experienced staff familiar with the inspection industry.

Site assessment

Make sure you read our information about our site requirements and preparing for a site assessment before you apply.

[Site assessment information](#)

Is your site ready for assessment?

- Yes
- No. It will be ready from this date
- No. I'd like to know the outcome of the assessment stage before getting the site ready.

Note: we'll contact you if your application passes the assessment stage of the process. Your site must be ready for assessment within 1 month of this contact.

Insurance

Do you have public liability and professional indemnity insurance in place for the applying site?

- Yes
- No - I'd like to know the outcome of the assessment stage before getting insurance. I will make sure all insurances are in place before operating as an IO at this site.

Documents checklist

New IO applicants only (including change of ownership)	
A completed <i>Fit and proper person disclosure and consent</i> (FP01) form for each person named in: <ul style="list-style-type: none"> • Applying organisation • Contact person for this application 	<input type="checkbox"/>
All applicants	
Extra sheets listing additional director details (if applicable)	<input type="checkbox"/>
Extra sheets listing additional appointed sites (if applicable)	<input type="checkbox"/>
VI application(s) (if you need to apply for appointment as a VI at the same time)	<input type="checkbox"/>
A completed <i>Surrender an IO, VI, or specialist certifier appointment</i> (VOLSUR) form (if applicable)	<input type="checkbox"/>
Any other information or evidence you'd like to send us to support your application	<input type="checkbox"/>

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 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 *Sample notice of appointment* which is published on the NZTA website.

[Sample notice of appointment](#)

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

Address to send application

Please email this form along with supporting documentation to vehicleinspections@nzta.govt.nz (scanned copies are acceptable).

You can also print and complete this form and send it with any additional sheets/forms to:

Provider Licensing
NZ Transport Agency
Private Bag 11777
Palmerston North 4442