

Appointed WoF and/or CoF inspecting organisations (IO) can use this form to apply to add vehicle inspection types within their current WoF and/or CoF appointment.

An IO appointed for CoF A and/or CoF B can use this form to add WoF.

Please complete an *Inspecting organisation application: warrant of fitness, certificate of fitness and additional sites* (IOAPP) form instead if you're:

- an IO appointed for WoF applying to add CoF A or CoF B
- an IO appointed for CoF A applying to add CoF B
- an IO appointed for CoF B applying to add CoF A.

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

Full name

OR C. Company

Registered company name

If there are more than 3 directors, list them on a separate sheet.

Directors

Full name

Full name

Full name

Inspecting organisation details

Trading name

Business/company physical address

Business/company postal address (if different from physical address)

Email address

Inspection groups

Tick the boxes to indicate the groups to be added to the inspecting organisation's authority.

A new *Notice of appointment* will be issued accordingly.

You must have at least one vehicle inspector that is also appointed for the inspection group(s) you're applying for. If they're not, please complete the relevant VI application and send it to us with this application.

The applying organisation already holds an appointment for WoF and/or CoF and is applying to add WoF 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

Other (please specify)

The applying organisation already holds an appointment for CoF A and is applying to add CoF A 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

The applying organisation already holds an appointment for CoF B and is applying to add CoF B 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

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

Vehicle inspectors at this site

Continue on a separate sheet if you need to.

Vehicle inspector's name	Authority number

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 NZ Transport Agency Waka Kotahi (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

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 follow 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 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

Where to send your application

Send this completed form and any supporting documents to:

vehicleinspections@nzta.govt.nz

or

Provider Licensing
NZ Transport Agency
Private Bag 11777
Palmerston North 4442