

Warrant of fitness and certificate of fitness

This form is used when applying for reappointment as a NZ Transport Agency Waka Kotahi (NZTA) warrant of fitness (WoF) or certificate of fitness (CoF) inspecting organisation (IO).

Make sure you've read our information about reappointment before you apply.

[Reappointment process for inspecting organisations](#)

Applying organisation

Complete A, B or C as applies to you.

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 \(FP01\)](#)

- provide a criminal record check from the Ministry of Justice. This must be issued within 30 days of the date you submit your application

[Ministry of Justice criminal record check information](#)

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

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

Directors

Full name

Full name

Full name

If you are making an application to reappoint more than 1 site, please make copies of pages 2 and 3 for each additional site and attach with your application.

Make sure you submit the application as one complete document to assist with processing your application.

Site details

MS number

Trading name

Physical address

Postal address (if different from above)

Phone

Mobile

Email address

Key contact for site/ IO representative

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 \(FP01\)](#)
- provide a criminal record check from the Ministry of Justice. This must be issued within 30 days of the date you submit your application
[Ministry of Justice criminal record check information](#)

Contact name

Position/job title

Phone

Mobile

Email address

Is your key contact person noted above also the Bluestar contact person?

- Yes - go to the next section
- No - fill in the Bluestar contact person's details below

Bluestar contact person's name

Phone

Email address

Quality management system (QMS)

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

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

This site has a current QMS that is up to date.

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.

Tick all the options that apply in this section.

I have read and understand NZTA's conflict of interest policy.

I am not included in any activities that would constitute a conflict of interest that NZTA is not aware of.

Conflict of interest activities would include the following:

- Importing vehicles
- Exporting vehicles
- Selling vehicles
- Selling vehicle parts
- Hiring out/leasing vehicles
- Repairing vehicles
- Inspecting your workshop vehicles
- Inspecting personal/family/friends' vehicles

If you have a new conflict of interest to declare, please describe below.

Insurance

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

Yes

No

Documents checklist

All applicants	
A completed <i>Fit and proper person disclosure and consent</i> (FP01) form and a Ministry of Justice criminal record check for each: <ul style="list-style-type: none"> ▪ Director, partner or sole trader ▪ Applying organisation ▪ Contact person for each site 	<input type="checkbox"/>
Extra sheets listing additional director details (if applicable)	<input type="checkbox"/>
Extra sheets listing additional appointed sites you want to reappoint (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.

Only 1 key contact person, director or person in control needs to sign this form

Applicant's signature

Date

Applicant's name

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