

## Vehicle inspector applications (used light vehicles)

### Overview of the application process

1. Complete training with an in-house or external provider so you're prepared to pass a theory and practical test.

Note: If you haven't completed training at the time you send us your application, you must complete it before your test. We'll contact you to arrange a date and time for your test, so you can make sure you've completed your training by then.

2. Get your [criminal record check from the Ministry of Justice](#) (if needed).
3. Send us a complete application form with relevant supporting documents.
4. We'll assess your application and let you know if you meet requirements to sit a theory test.

Note: If you're applying for CoF B you'll also need to send us evidence that you've completed roller brake machine (RBM) training before sitting the theory test.

5. Pass a theory test conducted by us.
6. Pass a practical test conducted by us.
7. If your application is successful, we'll appoint you as a vehicle inspector.

### Submitting your application

If you completed the online application we'll be in contact once we have evaluated your application – there's nothing else you need to do for now.

If you're completing the PDF application sure you've completed all sections of the form, and supplied all the supporting documents we request. If your application is incomplete, we'll send it back to you.

Email it to [vehicleinspections@nzta.govt.nz](mailto:vehicleinspections@nzta.govt.nz) or post it to:

Provider Licensing

NZ Transport Agency

Private Bag 11777

Palmerston North 4442

### Requirements to become a used light entry vehicle inspector

To become a used light entry vehicle inspector (VI) you must:

- have held your appointment as a WoF VI for at least 6 months
- work for an inspecting organisation appointed for used light entry.

**Note:** if you work in a high-volume inspection environment and can demonstrate sufficient experience, you can ask us to waive the six-month requirement. You would still need to meet all other requirements (like training and passing the theory and practical tests) to be appointed as a used light entry VI.

## Prerequisites to apply

### Driver licence prerequisites

You must have a current and correct class of driver licence to drive the vehicles you want to inspect.

You must drive to the conditions imposed on your licence.

If you have a learner or restricted motorcycle licence you can only inspect motorcycles that are LAMS approved.

### LAMS approved and prohibited motorcycles

**Note:** Where a class 5 vehicle does not have to be driven by the vehicle inspector who is conducting the inspection, the minimum class of licence to be held is a class 4 licence.

### Overseas licences

If you apply with an overseas licence you must also send us:

- a clear colour copy of your overseas licence (all sides/pages)
- your international driving permit (if you have one).

Be aware that if you're driving in New Zealand with an overseas licence, once you've been in New Zealand for more than 12 months (for classes 2-6), you can't drive on your overseas licence anymore. For class 1 (car) licences, until 31 October 2026, once you've been in New Zealand for more than 18 months, you can't drive on your overseas licence anymore. You must get a New Zealand licence.

You might need to pass a theory and/or practical test to get a New Zealand licence.

If you need to pass a theory and practical test, you'll get a New Zealand driver licence with a supervisor condition. This means you must have a supervisor with you at all times while driving, even when inspecting vehicles (until you pass your practical test).

More information is available on the NZTA website:

### [Driving on New Zealand roads with an overseas licence](#)

### [Converting to a New Zealand driver licence](#)

## Training required

You need to complete in-house or external training to prepare for a theory and practical test.

Training should cover:

- Applicable statutory provisions and vehicle standards relating to entry certification sufficient to inspect a vehicle in accordance with the [VIRM: Entry certification](#)
- Common vehicles and their components and systems sufficient to inspect them in accordance with the:
  - [VIRM: Entry certification](#)
  - [VIRM: In-service certification](#)
- Vehicle structure, relevant to the classes of vehicle you're applying to be appointed for.

- Identification of repairs to the classes of vehicles you're applying to be appointed for.

## Assessing your application

What we assess	Details
Fit and proper person check	<p>We'll complete a fit and proper person check for you with your application. This may include:</p> <ul style="list-style-type: none"> <li>• <a href="#">Ministry of Justice criminal record check</a></li> <li>• traffic offence history (all transport related offences, for example speed offences, speed camera offences, no evidence of inspection (WoF or CoF), failure to stop at a stop sign, used a mobile phone while driving etc)</li> <li>• Ministry of Justice fine summary</li> <li>• internal debt check (road user charges, tolling debt, outstanding vehicle licensing fees etc).</li> </ul> <p><a href="#">Fit and proper person guidelines</a></p>
Qualifications and experience	<p>We'll assess the qualifications and experience you send us with your application.</p>
Training	<p>You should complete training before you apply.</p> <p>However, we understand that you might want to make sure you meet our other application requirements (like fit and proper or qualification and experience checks) before you invest in training.</p> <p>If you haven't completed training at the time you send us your application, you must complete it before your test. We'll contact you to arrange a date and time for your test, so you can make sure you've completed your training by then.</p> <p>You must complete training within a reasonable timeframe. If you don't, we may return your application to you as incomplete.</p>
Performance history	<p>If you hold or have previously held a vehicle inspector or inspecting organisation appointment, we may assess your performance history. This may include:</p> <ul style="list-style-type: none"> <li>• announced and unannounced reviews</li> <li>• complaints</li> <li>• investigations</li> <li>• previous suspensions or revocations.</li> </ul>

## Theory and practical tests

### Theory test

You must pass a theory test conducted by us.

The theory test is an open book exam on VIRM requirements.

There are 25 questions and you'll need to answer a minimum of 22 correctly to pass.

One of our Certification Officers will complete this assessment at your site. We'll contact you to arrange this.

You must sit your test within 3 months from the date we contact you to arrange the test. If you don't, we'll return your application as incomplete.

### **Practical test**

Once you've passed the theory test you'll also need to pass a practical test conducted by us.

The practical test involves demonstrating your inspection process on a suitable vehicle. You'll need to arrange your own vehicle for this test as one will not be provided for you. We'll discuss what type of vehicle you need before we visit you at your site.

You must sit your test within 3 months from the date we contact you to arrange the test. If you don't, we'll return your application as incomplete.

## **If your application isn't successful**

### **We'll propose to decline your application**

If your application doesn't meet our requirements, we'll send you a notice proposing to decline your application. In that notice, we'll let you know our concerns and what we've considered when assessing your application.

This step isn't a final decision to decline your application. You'll have the opportunity to make submissions (give more information) to us, which we'll consider before we make a final decision.

### **We may still decline your application**

If you don't make any submissions to us, or the submissions you do make still don't meet our requirements, we may send you a final decision declining your application.

If that happens, you have the right to appeal our decision to a district court under section 106 of the Land Transport Act 1998. Section 111 of the act and part 20, subpart 2 of the District Court Rules 2014 explain how to appeal.

# If you're appointed as a vehicle inspector

Requirement	Details
<p>Maintaining your appointment</p>	<p>Appointment as a vehicle inspector is for a 3-year term.</p> <p>To maintain your appointment you must complete a minimum of 25 inspections per 12-month period, including at least one inspection in each category you hold.</p> <p>Inspection categories are:</p> <ul style="list-style-type: none"> <li>• WoF</li> <li>• CoF A</li> <li>• CoF B.</li> </ul> <p>Your appointment or an inspection category may be revoked or it may expire if it's not used within a 12-month period.</p>
<p>Use the <i>NZ Transport Agency vehicle inspector (VI) code of conduct</i></p>	<p>All vehicle inspectors must sign and abide to the <i>NZ Transport Agency vehicle inspector code of conduct</i>, which provides the minimum ethical and behavioural standards that are expected of all VIs.</p> <ul style="list-style-type: none"> <li>• If you're already a vehicle inspector you don't need to sign a new code of conduct.</li> <li>• If this is a new appointment, you'll be asked to sign a code of conduct when you've passed your practical assessment.</li> </ul> <p>You don't need to send us a signed code of conduct with your application.</p> <p><a href="#">NZ Transport Agency vehicle inspector code of conduct</a></p>
<p>Performance monitoring and review</p>	<p>We'll review you and your IO regularly.</p> <p>Reviews may be announced (we'll tell you we're coming) or unannounced (we'll just show up).</p> <p>The performance monitoring and review process:</p> <ul style="list-style-type: none"> <li>• targets our resources at IOs and VIs that are identified as higher risk</li> <li>• encompasses quality management, inspection processes and technical requirements</li> <li>• ensures regular assessments of all IOs and VIs</li> <li>• involves more targeted output inspections of vehicles by certification officers.</li> </ul>
<p>Manage any conflict of interest and financial interest</p>	<p>To help you understand your obligations around conflict of interest, we've put together some guiding principles and some examples of situations you may find yourself in, together with some high-level guidance about what you need to do to in these situations.</p> <p><a href="#">Conflict of interest guidance for vehicle inspectors, inspecting organisations and specialist certifiers</a></p>

Requirement	Details
Compliance with legislation, policies, and procedures	<p>You must carry out inspection and certification activities in accordance with:</p> <ul style="list-style-type: none"> <li>• the <a href="#">Land Transport Rule: Vehicle Standards Compliance 2002</a> (the Rule)</li> <li>• any conditions, requirements, or policies imposed by NZTA</li> <li>• the relevant <a href="#">Vehicle inspection requirements manual</a> (VIRM).</li> </ul>
Contact us if you have any questions	Email <a href="mailto:info@nzta.govt.nz">info@nzta.govt.nz</a> if you have any questions about applying to become a VI.

**[Apply to be a used light vehicle entry certification vehicle inspector \(VIULE\)](#)**

Use this form to apply to become a vehicle inspector (VI) for the entry-level inspection of used light vehicles. You can also use this form to add used light entry (ULE) inspection groups to your existing ULE appointment.

Version: April 2025

**[Notification of vehicle inspector transfer form](#) (PDF)**

**Version:** June 2023

Use this form to advise NZTA that an inspecting organisation will be employing a new vehicle inspector, or that a vehicle inspector will be leaving the employment of the inspecting organisation.

NZTA requires as much notice as possible to action any vehicle inspector transfer requests. Please ensure all requests are submitted at least 3 days before the date of transfer.