NZ TRANSPORT AGENCY
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Correct as at 24th April 2026. It may be superseded at any time.

Extract taken from: Entry certification > Inspection and certification > Certificate of loading > Certificate of loading (light PSV)

16-1 Certificate of loading (light PSV)

Reasons for rejection

Mandatory requirements

1. Relevant LVV specialist certification, or accepted overseas certification, where this is required, eg for retrofitted seats or seatbelts, has not been obtained prior determining loading and weights, ie the vehicle is not fitted with a valid low volume vehicle certification plate or does not have evidence of overseas specialist certification.

2. When the loading and weights were determined by the vehicle inspector, the vehicle was not correctly identified by all of the following:

a) Registration number (Note 1)

b) Make, model and sub-model

c) Vehicle identification number or chassis number, as applicable.

3. The relevant loading and weights in Table 16-1-1 and Table 16-1-2 have not been determined, or have been determined incorrectly.

4. The relevant loading and weights specified in Table 16-1-1 and Table 16-1-2 have not been recorded, or have been recorded incorrectly, on the LATIS system's ILOAD, ICORE and IPASS screens (refer to **LATIS agents' manual**).

5. The certificate of loading (CoL):

a) has not been printed, or

b) is not valid, eg it displays incorrect information.

Note 1

This does not apply to unregistered, fully completed vehicles where all entry, in-service and specialist certification requirement (such as seats or seat belt anchorages) have been met and a CoL has been issued using the VIN.

Note 2

The internal height may be 1.80m if the CoL allows only primary- and intermediate-school pupils to stand on the passenger service vehicle.

Note 3

Dedicated wheelchair position means a seating position for transporting a wheelchair and its occupant that is unavailable for other passengers when it is not occupied by a wheelchair.

Table 16-1-1. General loading and weights to be determined

All vehicles	• Gross vehicle mass (GVM) (This must be as provided by the manufacturer or set by NZTA.) • Unladen vehicle mass (tare weight) • Wheelbase • Number of axles • Axle spacings (for multi-axle groups) • Relevant endorsements or statements provided in applicable legislation (eg towing standards) • Overdimension information (if applicable) • Further details and conditions that have been specified for the vehicle's operation
Additional for vehicles fitted with a towbar	• Gross combination mass (braked) • Gross combination mass (unbraked) • Maximum towed mass (braked) • Maximum towed mass (unbraked)
Additional for MD1 and MD2 vehicles	• Front axle weight ratings (if available) • Rear axle group weight ratings (if available) • Front axle tyre designation and tyre capacity • Rear axle group tyre designation and tyre capacity
Additional for vehicles fitted with a roof rack	• Maximum roof rack load

Table 16-1-2. Occupant loading to be determined

General requirements for determining occupant loading	
All vehicles	The **deemed mass** of each occupant is: • 80kg for adult occupants • 65kg for secondary-school pupils • 55kg for intermediate-school pupils • 42kg for primary-school pupils. For a PSV with 9 or fewer seats, the passenger capacity on the CoL may be calculated using the number of installed seating positions. The vehicle must be designed and constructed to ensure that at any normal loading condition of the vehicle (including the permitted load on the towbar, if fitted) no component over-loading will occur. **Note:** the towbar's load isn't included on the CoL. In every situation the operator must always ensure the vehicle's GVM isn't exceeded. When a PSV is towing a trailer, its operator may need to reduce the number of passengers carried in the PSV.
MD1 and MD2 vehicles	1. The **maximum deemed occupant loading** is calculated from the maximum number of passengers allowed in the CoL plus the driver and any crew and their deemed mass. 2. The **GVM** must not be exceeded when the vehicle is loaded with the maximum deemed occupant loading. A PSV may have its chassis rating reviewed on application to NZTA (**InformationChassisRatings@nzta.govt.nz**). The result may be a greater GVM which may allow additional seats to remain/be fitted and the passenger capacity increased. The CoL can then be updated accordingly. 3. the **axle ratings** (where specified on the CoL) must not be exceeded when the vehicle is loaded with the maximum deemed occupant loading.
PSVs with a dedicated wheelchair position (Note 4)	1. The GVM must not be exceeded when the vehicle is loaded with the maximum deemed occupant loading and the wheelchairs for which it is designed.
Seated passengers	

Maximum number of seated passengers to be determined, as appropriate to the vehicle:

- Adult passengers
- Secondary-school pupils
- Intermediate-school pupils
- Primary-school pupils

Calculation

1. The PSV must comply with all relevant seat, aisle and other measurements and requirements before loads are calculated. Any seats in excess of the permitted maximum number of passengers must be removed (a non-complying front middle seat may be made unusable if removal is not reasonably possible).

2. The maximum number of seated passengers must be calculated as follows:

    a. one person per seating position, and

    b. in the case of seats providing at least 900 mm shoulder room, either:

        i. according to the number of fitted seatbelts, or

        ii. if the seats are not fitted with seatbelts, three primary- or intermediate-school pupils to two seating positions.

Note In a PSV carrying only seated passengers, the maximum number of passengers may also or instead, at the written request of the operator or manufacturer to the inspecting organisation, be displayed on the certificate of loading as a combination of:

- adult passengers, and
- primary- or intermediate-school pupils.

Standing passengers

Maximum number of standing passengers to be determined, as appropriate to the vehicle:

- Adult passengers
- Secondary-school pupils
- Intermediate-school pupils
- Primary-school pupils

Calculation

1. Maximum number of the standing passengers = the area available for the standing passengers divided by the area required for each standing passenger.

2. The following areas are not available for standing passengers:

    - an area which has an obvious boundary, extending at least 300mm behind the driver's seat, with a sign stating that passengers must not stand in that area
    - an area where the internal height is less than 1.83m (Note 2), with a sign stating that passengers must not stand in that area
    - an area where the gradient of the aisle is steeper than 1 in 12.5, with a sign stating that passengers must not stand in that area
    - the area occupied by seats or dedicated as foot room for sitting passengers
    - stairwells, ramps and the area swept by the doors
    - all areas on a single-decked open-bodied vehicle
    - the area of a motor vehicle in which every seat must be fitted with a seatbelt
    - an area, in a vehicle that entered service as a PSV on or after 1 December 2012, extending at least 300mm inboard of the area swept by a rear door, with a sign or other device to warn passengers not to stand in the area.

3. The area for standing passengers must have no dimension less than:

    - for adult passengers and secondary-school pupils, 380mm, and
    - for primary- and intermediate-school pupils, 300mm.

4. The minimum area required for each standing passenger is:

    - 0.17m^2 for mixed loads of adults, secondary-, intermediate- and primary-school pupils, and
    - 0.15m^2 for primary- and intermediate-school pupils.

Summary of legislation

Applicable legislation

- **Land Transport Rule: Vehicle Standards Compliance 2002**
- **Land Transport Rule: Passenger Service Vehicles 1999**.

Mandatory requirements

1. A vehicle's loading and weight limits may be verified and recorded only if a record of determination has been made confirming that the relevant LVV specialist certification has been obtained for a specific aspect of the vehicle.

2. The following information that identifies the vehicle must be determined:

a) its registration number (if currently registered), and

b) its make, model and sub-model, and

c) its vehicle identification number or chassis number.

3. The loading and weights listed in Table 16-1-1 and Table 16-1-2 must be determined.

4. A vehicle inspector must make a record of the relevant loading and weight limits listed in Table 16-1-1 and Table 16-1-2 and provide this to NZTA on the ILOAD, ICORE and IPASS screens within the LATIS computer system (refer to **LATIS agents' manual**).

5. When a vehicle inspector has provided a record under SoL 4, the inspecting organisation must issue a certificate of loading.

6. A certificate of loading (CoL) must contain:

a) information that identifies the vehicle, and

b) the date on which the CoL was issued, and

c) other information relevant to loading and weight specifications specified by NZTA.

Page amended **28 October 2023** (see **amendment details**).