

Reappointment process for WoF and CoF inspecting organisations

Inspecting organisations (IOs) must apply for reappointment when their current appointment term is due to expire. This process ensures continued authorisation to carry out vehicle inspections under NZTA requirements.

Who needs to reapply

- IOs that have a *Notice of appointment* (NoA) coming up to expire in the next 3 to 4 months, who wish to continue to offer inspection and certification activities.
- Reappointment is required for all sites listed on an NoA that is nearing expiry.

Note: sites that have an NoA that does not have an expiry date are currently exempt from this process. Their adherence to NZTA requirements will be managed by our in-service teams via the review process.

Steps in the reappointment process

- Sites will receive notice from NZTA advising that their appointment is nearing expiry approximately **3 months** before the expiry date.
- Sites should apply for reappointment **at least 2 months before** their set expiry date to ensure their applications are processed in a timely manner and to maintain business continuity.

Late applications will not be given priority.

- Complete the *Reappointment application* (IORPT) form

[Reappointment application \(IORPT\) form](#)

Note: if the IO operates multiple sites, each site must be included within the **application form**.

You must include:

- a *Fit and proper person disclosure and consent* (FP01) form for all directors, partners, sole traders and each person named as a key contact (IO representative).

[Fit and proper person disclosure and consent \(FP01\) form](#)

- a criminal record check from the Ministry of Justice for all people listed above who are completing an FP01. This must be issued within 90 days of the date you submit your application.

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

Submit your application

Email your completed application and all supporting documents to vehicleinspections@nzta.govt.nz

Alternatively, post to:

Provider Licensing

NZ Transport Agency

Private Bag 11777

Palmerston North 4442

Site assessment

- Site assessments will only be carried out if deemed necessary by our regional teams. We will inform you if this is a requirement.
- A Certification Officer may conduct a site visit to assess:
 - your inspection processes and equipment
 - compliance with statutory provisions
 - insurance coverage (public liability and professional indemnity)
 - any conflicts of interest
 - be prepared to discuss your responsibilities under the *Notice of appointment*.

Outcome and conditions

- If successful, you will receive a new *Notice of appointment*, which may be valid for up to **10 years**.
- NZTA may impose additional conditions, such as:
 - retaining specific staff
 - maintaining industry memberships
 - reporting criminal convictions
 - imposing a shorter appointment term.