

**Correct as at 5th June 2026. It may be superseded at any time.**

**Extract taken from:** Entry certification > Inspection and certification > Required documentation and registration > Annex C: conditional operation of a vehicle

## 1-5 Annex C: conditional operation of a vehicle

For this page **inspection for entry or re-entry into service** means all entry requirements and those CoF requirements applicable to the state of the vehicle.

An Annex C can be issued only in the following situations:

1. To a vehicle that has not been certified for entry or re-entry into service and is to be **operated on a trade plate** only for one or more of the purposes, and subject to the conditions, listed below.
2. To a partially completed (eg cab chassis) heavy vehicle that has passed inspection for entry or re-entry into service, and will be (or has already been) registered, and is to be operated only for one or more of the purposes, and subject to the conditions, listed below.

### Purposes for conditional operation

- demonstration of a vehicle
- delivery of a vehicle
- completion of construction of a vehicle
- repair or modification of a vehicle
- road-testing of a vehicle in connection with inspection and certification
- evaluation or testing of a vehicle.

[Reference material 47](#) shows a sample Annex C permit.

## 1. For a vehicle that has not been certified for entry or re-entry into service and is to be operated on a trade plate

(see [Diagram 1](#))

**If such a vehicle is presented, an inspector must:**

1. Inspect the vehicle's safety items to determine, on reasonable grounds, if it is safe to operated, subject to conditions, in accordance with the Annex C Permit. If the vehicle passes the inspection, an Annex C permit can be issued.
2. VINs must be checked for validity or if no VIN affixed, assigned and affixed by an entry certifier.

Refer to [VIN assignment](#) as certain requirements apply.

3. Check the vehicle attributes and enter or update the details using the VIN screen. If the vehicle does not have a body fitted, body type should be recorded as >CC (cab chassis)<
4. Enter a record of the Annex C permit into the Notes screen of Landata, and a note that the vehicle cannot be registered until it passes entry certification
5. Enter the appropriate certifier ID (see below) in the 'Certifier ID' field.

Entry certifier	Certifier ID
Vehicle Testing New Zealand	TCERTVT
Vehicle Inspections New Zealand	TCERTVI
Automobile Association	TCERTAA
ITAS Ltd	TCERTITAS
Canterbury Vehicle Compliance Ltd	TCERTCVC
Drivesure	TCERTDS
Heavy Vehicle Inspections Limited	TCERTHVIL

At a later date, when the vehicle is to be registered or when the vehicle is certifiable, it must be presented to an entry certifier for entry certification. If the vehicle passes the entry inspection and is registered, a certificate of fitness (CoF) and certificate of loading (CoL) will be issued. The entry inspector **must** identify and update all vehicle attributes as required. If it is still partially complete, process 2 can be followed.

## 2. For a partially completed (eg cab chassis) heavy vehicle that has passed inspection for entry or re-entry and will be (or has already been) registered at that time

(see [Diagram 2](#))

**If such a vehicle is presented, an certifier must:**

1. Inspect the vehicle's safety items in accordance with the requirements for an entry certification. If the vehicle passes the inspection, an Annex C permit can be issued
2. Check the vehicle VIN and attributes and enter or update the details using the VIN screen. If the vehicle does not have a body fitted, body type should be recorded as >CC (cab chassis)<
3. The following fields must be obtained and entered at this stage to allow the purchase of RUC:
  - Number of axles
  - Axle spacings
  - Tyre ply
  - Tyre configuration.
1. A CoF isn't issued. The operator is provided with an Annex C permit instead
2. When the vehicle has been completed, it must be presented to a CoF inspector for an in-service inspection and the inspector must verify and update the vehicle's attributes (eg axle spacing, LT400s, etc.)
3. When the vehicle passes the inspection, a certificate of fitness (CoF-B) and certificate of loading (CoL), as needed, will be issued
4. Enter the certifier ID in the 'Certifier ID' field.

When the vehicle has been completed, it must be presented to the certifier for an in-service inspection and to update the vehicle's attributes.

When the vehicle passes the inspection, a certificate of fitness (CoF) and certificate of loading (CoL), as needed, will be issued. The vehicle inspector **must** update all vehicle attributes as required.

#### **Note 1**

If the vehicle is complete (but uncertifiable) and requires modification and/or specialist certification (such as a LHD truck), **it cannot be registered on an Annex C.**

#### **Note 2**

A vehicle that is in-service and is a partially completed heavy vehicle, may be issued an Annex C. **This does not apply to completed vehicles that are waiting for HVS certification or issue of the LT400.**

A vehicle (such as a completed vehicle that is waiting for HVS certification or the issue of an LT400) that is in-service and is not a partially completed heavy vehicle may be issued with an in-service conditional permit (28 day permit) only.

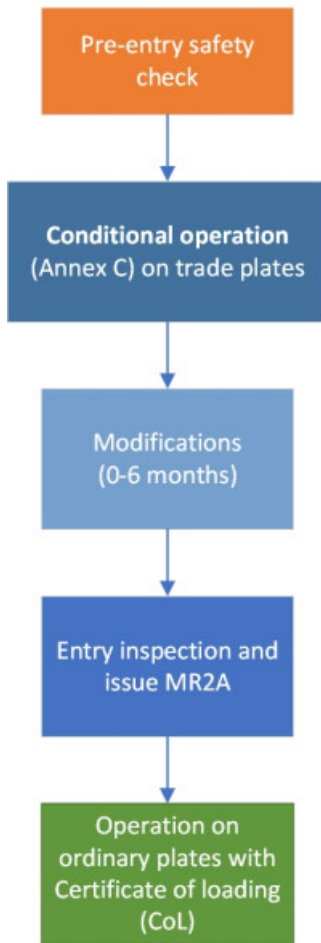
#### **Note 3**

It is not expected that an Annex C permit be issued more than once, further permits can only be re-issued if the inspector is satisfied that the conditions of the Annex C permit are being and have been upheld.

## **Process diagrams**

**1. For a vehicle that has not been certified for entry or re-entry into service and is to be operated on a trade plate**

## Any heavy vehicle



**2. For a partially completed (eg cab chassis) heavy vehicle that has passed inspection for entry or re-entry and will be (or has already been) registered at that time.**

**Note:** while an MR2A is issued after passing entry inspection, registration can be delayed until the vehicle is delivered to the new owner. A trade plate must be used until registered.

Diagram 2. Partially complete heavy vehicle

Partially-complete heavy vehicle



Page amended **4 March 2024** (see [amendment details](#)).

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