

# New light entry certification inspecting organisation and vehicle inspector applications

This page contains the application form and information required to apply for appointment as a new light vehicle entry certification inspecting organisation (IO) or change the vehicle compliance inspector (VCI) for an existing appointment.

## How the application process works

1. You'll send us a complete application form with all relevant supporting documents.
2. We'll assess your application and let you know if you meet our requirements to move to the next stage of the process, which may include an interview.
3. If you meet our requirements and an interview is required, this may be completed online (using Teams) or in person. At the interview, be prepared to talk to us about your application, show us your processes, and demonstrate to us that you understand our requirements.
4. If your application is successful, we'll appoint you as a new light vehicle entry certification IO.

## Submitting your application

Make sure you've completed all sections of the form, and supplied all supporting documents (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

## General application requirements

We assess inspecting organisation applications under section 2.5 of the Land Transport Rule: Vehicle Standards Compliance 2002.

[Land Transport Rule: Vehicle Standards Compliance 2002](#)

# Notice of appointment and conditions of appointment

Appointment details	What it means for you
Notice of appointment	<p>A <i>Notice of appointment</i> explains your roles and responsibilities if we appoint you as an inspecting organisation. It describes what you can expect of us and what we expect of you.</p> <p>Before you apply:</p> <ul style="list-style-type: none"><li>• Read the <i>Notice of appointment</i> for new light entry vehicle inspection and certification vehicle inspectors.</li><li>• Make sure you understand what you'll be responsible for.</li></ul> <p><a href="#">Sample Notice of appointment</a></p>
Conditions of appointment	<p>We might add extra conditions to your <i>Notice of appointment</i>.</p> <p>This could include things like telling us about any criminal convictions you receive.</p> <p>We add extra conditions to help lower any risk – we'll tell you about them before we appoint you.</p>

# Assessing your application

What we assess	Details
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## Fit and proper person checks

We'll complete fit and proper person checks for your application.

Information about what we may consider in a fit and proper person check can be found in our *Fit and proper person guidelines*.

### [Fit and proper person guidelines](#)

#### **New appointments**

We'll complete fit and proper person checks on:

- the VCI for your application
- key people in your legal entity:
  - Company: all directors
  - Partnership: all partners
  - Sole trader: you, as a sole trader.

For each person we complete a fit and proper person check on, you need to provide:

- a completed [Fit and proper person disclosure and consent \(FP01\)](#) form
- their [criminal record check from the Ministry of Justice](#) (if they're not a current IO, VI, or specialist certifier).

Please be aware that we reserve the right to complete fit and proper person checks on other people in your business that have control of making decisions that could influence how inspection activities are carried out. We'll let you know if we need to complete fit and proper person checks for other people in your business.

### [Get your criminal record check from the Ministry of Justice](#)

#### **Applications to change the VCI for an existing appointment**

We'll complete fit and proper person checks on the VCI for your application. That person will need to provide:

- a completed [Fit and proper person disclosure and consent \(FP01\)](#) form
- their [criminal record check from the Ministry of Justice](#) (if they're not a current IO, VI, or specialist certifier).

You don't need to complete a fit and proper person form or send us your criminal record from the Ministry of Justice for any other person with your application.

Please be aware that we reserve the right to ask for a fit and proper person form and an MOJ criminal record when assessing any application.

#### **People based overseas**

If any person we need to complete a fit and proper person check on is based outside New Zealand, you'll need to provide:

- A completed [Fit and proper person disclosure and consent \(FP01\)](#) form
- an official criminal record check from the relevant authority in their country of residence **and from any country where they have lived for more than 12 months in the past 10 years.**

The criminal record check must:

- be issued by a government agency
- be in English or accompanied by a certified translation. The translation must be completed by an [NZTA-approved translator](#) (or other authorised service such as a diplomatic representative or the issuing authority).
- be dated within the last 6 months.

<p>Statement of compliance (SoC)</p>	<p>For new appointments, you must provide a statement of compliance (SoC) for <b>each model of vehicle you want to certify</b> with your application. The SoC must be signed by your VCI. We reserve the right to request homologation documents/test certificates to verify these SoCs, if required.</p> <p>If you're changing the VCI for an existing appointment, you don't need to send us SoCs with your application (but we reserve the right to ask you for them).</p>
<p>Evidence of your ability and competence</p>	<p>For new appointments, you must send us a letter from the manufacturer, on their letterhead, confirming you:</p> <ul style="list-style-type: none"> <li>• are the manufacturer's New Zealand representative for the makes and models you're applying to certify</li> <li>• have access to the manufacturer's homologation department</li> <li>• can attain standards compliance information and test certificates</li> <li>• have access to all technical information for the product(s) for dissemination to their dealer network.</li> </ul> <p>If you're changing the VCI for an existing appointment, you need to declare your ability and competence on the application form. No other evidence is required (however we reserve the right to ask for other information or evidence if needed).</p>
<p>Quality management system (QMS)</p>	<p>A QMS is a tool that measures your inspection activities. It makes sure you have appropriate processes in place to make sure all of your inspection work complies with our requirements.</p> <p>You must use a QMS that meets our requirements.</p> <p>When you apply you need to tell us which QMS you'll use.</p> <p>If we appoint you as a new light entry VI (NLE certifier), we'll assess your QMS at regular performance reviews.</p>

# If you're appointed as new light entry IO

Requirement	Details
Order stationery through Blue Star	<p>You'll order inspection stationery like new compliance certificates and pre-registration stationery through Blue Star. Blue Star will email you to let you know what you need to do to finalise your account, after we've set it up.</p> <p>You can pay by direct debit, direct credit, or credit card (including debit VISA and Mastercard). Check with your bank for any extra fees they may charge for any of these payment methods.</p> <p><b>Direct debit</b></p> <p>You can pre-authorise your bank to transfer money to Blue Star each time you buy, for the amount you spend at the time. It's a simple way to pay and you don't need to share financial information with your staff.</p> <p>There's no surcharge.</p> <p>To set up a direct debit with Blue Star:</p> <ul style="list-style-type: none"><li>• complete Blue Star's <i>Direct debit authority form</i></li><li>• get proof of your bank account number (for example, deposit slip or a screenshot showing your bank details)</li><li>• email <a href="mailto:nzta.inspections@bluestargroup.co.nz">nzta.inspections@bluestargroup.co.nz</a> and attach scans of your form and proof.</li></ul> <p>Please allow 10 working days for setting up the direct debit. If you need to order stationery sooner, you may need to use one of the other payment options first.</p> <p><b>Important:</b> you won't be able to set up a direct debit with Blue Star until we've authorised them to set up an account for you.</p> <p><b><u><a href="#">Blue Star's direct debit authority form</a></u></b></p> <p><b>Direct credit (POLi)</b></p> <p>You transfer money from your bank account to Blue Star through a secure third-party app called POLi, at the time you buy.</p> <p>There's a 1% surcharge capped at \$3.00 plus GST.</p> <p><b>Credit card</b></p> <p>You pay for your orders with a credit card, at the time you buy. Blue Star accepts Visa, Visa Debit, Mastercard, Mastercard Debit and American Express.</p> <p>There's a surcharge (Visa/Mastercard: 2.75%, American Express 3.25%).</p>

Requirement	Details
IT system requirements	<p>To connect to our computer systems, you must operate one of these systems:</p> <ul style="list-style-type: none"> <li>• Windows 8.1</li> <li>• Windows 10</li> <li>• Windows 11.</li> </ul> <p>You must also use one of these approved browsers:</p> <ul style="list-style-type: none"> <li>• Edge v96.0.1054.x or greater</li> <li>• Chrome v96.0.4664.x or greater</li> <li>• Firefox 91.0.x or greater.</li> </ul>
Use MIAMI to enter model codes for light vehicles	<p>If you're appointed for MA, MB, MC, or NA vehicles, you must use MIAMI to enter model codes.</p> <p>MIAMI uploads data into Rightcar and LANDATA.</p> <p>The only people who are allowed to access MIAMI are the staff you've approved to use it, who are trained to use it. When a model code is uploaded to MIAMI, it must be accompanied by a <i>Statement of compliance</i>.</p> <p>If your application is successful we'll set you up with access MIAMI and send you instructions on how to use the system.</p>
Use LANDATA to print MR2As	<p>LANDATA is the computer system that lets you access the Motor Vehicle Register. The only people who are allowed to access LANDATA are the staff you've delegated to use it, who are trained to use it.</p> <p>If your application is successful we'll:</p> <ul style="list-style-type: none"> <li>• ask you to complete a <i>User access form</i> for each person trained and delegated to use LANDATA</li> <li>• create a unique username and password for each person</li> <li>• set up your organisation with login details to a VPN that can access LANDATA</li> <li>• send you instructions to access the VPN and LANDATA.</li> </ul>
Printing MR2As	<p>MR2As should be printed and provided for your light vehicles. You cannot print MR2As for heavy vehicles.</p> <p>You'll need to order MR2A stationery from Blue Star.</p> <p><a href="#">More information about Blue Star</a></p> <p>If your application is successful, we'll set you up with access to print MR2As and send you login details for our <a href="#">Agent Portal</a> which has information about MR2A printing requirements.</p>

Requirement	Details
Keep our systems secure	<p>You must not share login details for any of our systems.</p> <p>If any unauthorised person accesses our system, this could impact your appointment.</p> <p>If you think someone else has your login details:</p> <ul style="list-style-type: none"> <li>• change your password as quickly as possible</li> <li>• email <a href="mailto:vehicleinspections@nzta.govt.nz">vehicleinspections@nzta.govt.nz</a> to let us know what's happened.</li> </ul>
Keep our information confidential	<p>You must make sure you keep the information in our system confidential.</p> <p>This means you must treat any information held on, or provided to you by the system, as confidential information. You may only use it for inspection and certification activities.</p> <p>For example, you can access LANDATA to load model codes. You can't access LANDATA to look up a car you or your friend wants to buy.</p>
Performance monitoring and review	<p>We'll review you regularly.</p> <p>The performance monitoring and review process:</p> <ul style="list-style-type: none"> <li>• targets our resources at IOs that are identified as higher risk</li> <li>• encompasses quality management, inspection processes and technical requirements</li> <li>• is an opportunity for us to review the SoCs you've loaded into MIAMI</li> <li>• involves us making visits to a selection of your dealers</li> <li>• ensures regular self-assessments of VCIs are completed.</li> </ul>

## 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.

**Apply to be a new light vehicle entry certification inspecting organisation and vehicle compliance inspector (NLEAPP)**

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