

Check page 2 for **Evidence of identity** you must provide and other important information. You need to **complete all questions**.

**Details**

*\*Please enter the same name that was entered in section A, B or C of the Application for transport service licence (TL01) form.*

**These personal details support an application for a transport service licence by\*:**

**What is your role in this service?** (eg owner/driver, director, partner, transport manager)

**Name**

(Surname or family name)

(Full first names)

**Are you or were you known by any other names?** (name changed by deed poll, marriage, alias)

**Date of birth**

**New Zealand driver licence number** (if you have one)

**Are you a New Zealand citizen?**

No

Yes

**Passport number**

**Visa start date**

**Nationality on passport**

*Enter your personal address and contact details, not the contact details for the business.*

**Physical address**

**Mailing address** (if different to your physical address)

**Email address**

**Mobile phone number**

**Other phone number**

**Are you currently bankrupt?**

No  Yes

**Consent and declaration**

I authorise Waka Kotahi NZ Transport Agency to make all enquiries it considers necessary as to my fitness and propriety to be the holder of a transport service licence for the term of the period of the licence (pursuant to part 4A of the Land Transport Act 1998 and the Operator Licensing Rule).

I state that, to the best of my knowledge and belief, all the information given for this application is true and correct and I am not disqualified or prohibited from obtaining or holding a transport service licence.

I consent to the disclosure by the New Zealand Police and other relevant persons or authorities of all details of any charges or convictions laid against me to Waka Kotahi. The information about me that the police may consider relevant to my application and release to Waka Kotahi in vetting comprises any conviction history, infringement/demerit reports, and it may include any other information such as active charges and warrants to arrest, any information received or obtained by the NZ Police, and any interaction I have had with the police in any context (including family violence), even where I have not been charged, or charges are withdrawn, or I have been acquitted (found not guilty) of a charge, or I have been discharged without conviction. Find out more at [www.police.govt.nz/advice/businesses-and-organisations/vetting/information-about-vetting](http://www.police.govt.nz/advice/businesses-and-organisations/vetting/information-about-vetting).

I consent to the disclosure by the Immigration Service of my immigration status to Waka Kotahi as part of the application process, and, if my application is successful, throughout the course of my holding the endorsement.

I authorise Waka Kotahi to make all enquiries as to my character and suitability (including financial information) to be the holder of a transport service licence for the term of the period of the licence as Waka Kotahi may consider necessary.

Signature of person making declaration

Date

## Who should use this form?

Under section 30L of the Land Transport Act 1998, Waka Kotahi must be satisfied that anyone who will have, or is likely to have, control or involvement in the operation of the transport service is a fit and proper person, including a representative.

Anyone who has direct or indirect control of the management of the organisation must complete a copy of this form. This is so we can determine if they all meet the requirements of a fit and proper person. This includes your New Zealand representative if you're applying for a small passenger service licence.

## Evidence of your identity

You must provide evidence of your identity with this application. This can be either:

- your New Zealand photo driver licence, or
- your passport.

These can be current or expired up to two years.

You must also provide a photocopy of your evidence of identity. You can either:

- provide a certified copy\* of your evidence of identity, or
- provide a photocopy of your evidence of identity AND bring the original driver licence or passport with you when you make your application at a driver licensing agent.

If someone else is making the transport service licence application at an agent, you must give them a certified copy of your evidence of identity or give them your driver licence or passport to take with them.

\*A certified copy needs to be stamped or endorsed by a person who confirms that the copy is a true copy of the original document. This can be a:

- Justice of the Peace.
- Solicitor of the High Court.
- Notary Public.
- Deputy Registrar at a court (not all courts will be able to certify copies).

## Visa information

If you're not a New Zealand citizen, you must provide your passport number, nationality and visa information on this application form.

This is so we can check with Immigration NZ that you have a right to live and work in New Zealand.

## Vetting

Waka Kotahi is legally obliged to ensure that holders of a transport service licence are 'fit and proper' people.

Some of the factors we may take into account when determining if you meet the fit and proper person criteria are:

- criminal conviction history, including charges or convictions relating to violent or sexual offences;
- drug or firearm offences, or offences involving organised criminal activity;
- any transport-related offending, especially offences related to safety;
- any history of behavioural problems;
- any past complaints about a transport service provided by the person;
- any history of persistent failure to pay fines for transport-related offences.

We may take into account any other relevant matter which we consider is in the public interest when determining your fitness to hold any licence.

There is a vetting fee of \$9.70 for each person in control of the service.

## Your information

The information requested is required for Waka Kotahi (and its agents) to process your application for a transport service licence and to maintain the register of transport service licences. Collection of this information is required by section 2 of the Land Transport Rule: Operator Licensing 2017.

Waka Kotahi (and its agents) will hold, store, use, and disclose any personal information collected as part of this application in accordance with the Land Transport Act 1998 and the Privacy Act 2020 (part 7, in particular, which authorises the disclosure of this information in certain circumstances). Waka Kotahi (and its agents) may also use this information to communicate with you for the purposes of processing your application, sending you reminders, notifications and information, or obtaining feedback on our services.

You are entitled to access, and request the correction of, any readily retrievable personal information held about you by Waka Kotahi. You can do so by writing to us at Private Bag 11777, Palmerston North 4442 or by emailing us at [info@nzta.govt.nz](mailto:info@nzta.govt.nz).

## Email address

Giving us your email address is optional, but may help us to process your application faster. We'll email you information and reminders about your application, driver licensing and transport service licensing. We may also email you information about other Waka Kotahi services, including asking for feedback on our services and the transport system. We recommend using an email address that's unique to you, so only you can see information we send you.