

Application for the approval of an in-vehicle taxi camera security system for New Zealand

June 2021

1. General information

This application must be completed by, or on behalf of, any person or organisation who is seeking approval to supply an in-vehicle security camera system for taxis operating in New Zealand (the system).

All such systems must be approved by the Waka Kotahi NZ Transport Agency, prior to installation in any taxi.

Waka Kotahi will acknowledge the receipt of your application and in due course, the outcomes of your application.

Waka Kotahi is not liable for, nor will it contribute to, any costs incurred by you in making this application, or subsequent to any approval or non-approval of this application.

2. Legal references

The legal reference to have systems installed and their minimum requirements is the Land Transport Rule: Operator Licensing 2017.

Applicants should note the relevant sections of the Fair Trading Act 1986 and Consumer Guarantees Act 1993 that apply to the supply of goods and services in New Zealand.

3. Waka Kotahi NZ Transport Agency reference document

Further information you need to know before making an application is contained in the Waka Kotahi publication *Guidelines for suppliers of in-vehicle security camera systems for taxis in New Zealand*. This is available on www.nzta.govt.nz/commercial/passenger/security-cameras

These guidelines include details about how your system can comply with the minimum legal requirements required for camera systems.

Waka Kotahi will use these guidelines to evaluate your application.

4. Application fee

A fee of \$118.30 per hour (including GST) is payable to Waka Kotahi for assessing and processing your application. All applications must include payment of this fee equivalent to two (2) hours of time, (\$236.60).

If our processing of your application takes more than two hours we will contact you with an estimate of the extra time (above two hours) that will be required. Any extra time will be charged at our standard fee of \$118.30 per hour. If you do not respond to our contact further processing of your application will stop until we hear from you.

If your application is incomplete we will send it back to you. You then have 60 days to re-submit it. If you elect to withdraw your application or we decline your application having spent no more than two hours assessing it, we will refund an amount equivalent to any unused portion of your application fee, to the nearest hour.

5. Payment details

We'll contact you to arrange a direct debit once the application has been lodged.

6. Instructions for completing this application

The application form must be completed in full. Consideration of your application will be delayed if the information you supply is incomplete.

If you are not based in New Zealand you must provide details of a suitable New Zealand based agent to represent you for both supply and after sale service of the camera system.

Section 1 Applicant details

(This may be an individual or organisation)

1. Name:

2. New Zealand based contact person name and business name:

3. Email address:

4. New Zealand contact telephone numbers:
() ()

5. Physical address:

6. Postal address:

7. Business address: if details are different from those listed above.

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Section 2 Proposed system

1. Make: _____ Model: _____
2. Country of origin: _____
3. Is your proposed system approved for similar use in countries outside of New Zealand?
(Answer **Yes** or **No** as applicable)

4. If yes, which countries?
(Attach English language copies of approval)

5. Describe the unique identifying marks of your proposed system that will be visible when the system is installed in a taxi and where these marks are located:

6. What is the business name and contact details of the business who will manage/carry out the installation process?

7. What checks have you made, or will make, to ensure the installation is undertaken by a suitably qualified and experienced technician?

8. Please provide an electronic copy of your installation instructions that will be made available to the installer. (Summarise these instructions below).

9. What provisions have you made for after sales support for your system?

10. During what time and on what days of the week will this support be available?

11. Please provide a complete set of photographs, electronically, of your system with this application.

12. Please provide details of how you will provide instruction for users of your system (drivers). (Copies of user documents must be supplied with this form)

Section 3 Taxi camera system compliance requirement

Your application must include a compliance test certificate and report that:

1. Relates only to the particular make and model of the proposed system that you intend to supply; and
2. Is issued by a person or organisation operating in New Zealand or Australia that:
 - a) Is not the manufacturer, supplier or intended installer of the system; and
 - b) Has no business interest in the New Zealand taxi industry such as operating a taxi or taxis, being a director or have similar affiliations; and
 - c) Is suitably experienced and qualified to test security camera systems; and
 - d) Is acceptable to Waka Kotahi.
3. (**Note:** Waka Kotahi has two preferred certifiers available to carry out this testing)
4. The preferred certifier's contact details are on the Waka Kotahi website. The testing of your system will only be carried out once the appropriate fee has been paid in full to the certifiers.

(Waka Kotahi reserves the right to verify the credentials of the certifier. It may request the system be retested by another person or organisation. The applicant will pay any costs associated with any retesting.)

Compliance test requirements

The proposed system must be tested and independently certified as complying with the following requirements:

Rule requirements	
1	The camera system must record and securely store images and enable the retrieval of those images for copying, viewing and printing. (To be confirmed by independent certifier)
2	The camera must be designed to be fitted inside a taxi in a position that: (a) is clearly visible to persons seated in the vehicle; and (b) enables it to record the faces of all persons seated in the taxi. (i) (Declaration by the applicant) (ii) (To be confirmed by independent certifier)
3	The recorded images must be of a sufficient quality to enable facial identification of all occupants seated in the taxi, in all lighting conditions including complete darkness. (To be confirmed by independent certifier)
4	The camera system must record images at a rate of at least one image per second. (To be confirmed by independent certifier)
5	The recorded images must contain a unique and unambiguous identification of the camera, the taxi it belongs to, and accurate time and date information. (To be confirmed by independent certifier)
6	The camera system must be permanently marked with a unique means of identification, applied either by engraving or laser etching. Paper sticker based identification is not acceptable. (i) Declaration by the applicant (ii) To be confirmed by independent certifier
7	The camera system must be capable of storing at least 168 hours of continuous images before it begins to record over those earlier images. (To be confirmed by independent certifier)
8	The camera system must undertake regular self-testing in order to check that it is recording and storing images. (To be confirmed by independent certifier)
9	The camera must have a system status indicator, that is clearly visible to the vehicle's driver and that indicates when the system is operating and when the system has detected that it is not recording or storing images or both. (To be confirmed by independent certifier)
10	The camera system must create an automatic log of activity including accessing of recorded material and modifying settings. (To be confirmed by independent certifier)

11	The recorded images must be protected from unauthorised access. (To be confirmed by independent certifier)
12	The camera system must not interfere with other electronic devices or systems likely to be found in a taxi and must not be adversely affected by a vehicle's electrical system. (To be confirmed by independent certifier)
13	The camera system must meet all operating requirements, including storage of images, without the need for any manual processes during normal operation. (To be confirmed by independent certifier)

Section 4 Complete application

Email your completed application and documentation to DriverandOperator@nzta.govt.nz

Your completed application must include:

1. This application form completed in full, including all the supporting material requested.
2. The Application fee (please do not send cash) – we will contact you to arrange a direct debit.
3. The independent Test Certificate and Report (or certified copies of these documents) provided by the independent tester and certifier. Waka Kotahi has two companies who are qualified to assess in-vehicle security cameras. (1) Carl Bentech of Bentech Limited, 7 Colombo Street, Frankton, Hamilton, email address is carl@bentech.co.nz or contact number is: 021 369422. Or (2) Brent Brown of Electronic Design Solutions, 9 Titoki Place, Pukete, Hamilton 3200 whose email address is brent.brown@clear.net.nz or contact number is (07) 849 0069.
4. Copies of each of the user documents that will be supplied to the driver.
5. Any other related information you believe Waka Kotahi should take into consideration when assessing your application.
6. The signed declaration (below)

Consideration of your application will be delayed if the information you supply is incomplete.

Section 5 Declaration

I _____ (Print name)

certify the information provided in this application is to the best of my knowledge true and correct and I have:

1. Read and understood the contents of the **Waka Kotahi NZ Transport Agency's document Guidelines for suppliers of in-vehicle security camera systems** for taxis in New Zealand; and
2. Read and understood the relevant sections of the Fair Trading Act 1986 and the Consumer Guarantees Act 1993 that apply to the supply and installation of devices such as taxi cameras in New Zealand.
3. Read and understood the relevant sections of the Land Transport Rule: Operator Licensing 2017 that relate to in-vehicle camera systems.

I also understand during the application process Waka Kotahi may request to view the proposed taxi camera system in operation and agree to comply with this request within a reasonable time.

Signed: _____

Date: _____

Make sure your application includes the test certificate (or a certified copy of the original) and a report from the system tester that outlines the test procedure they used and their findings that support the compliance of the system tested.



If you have further queries, call our contact centre on 0800 699 000 or write to us:

Waka Kotahi NZ Transport Agency
Private Bag 6995
Wellington 6141