

## What we'll consider

You're applying for an exemption from the law under s 168D of the Land Transport Act 1998.

The things we have to consider are set out in s 168D. These include:

- Would granting this exemption maintain or improve land transport safety?
- Would it contribute to an effective, efficient and safe land transport system in the public interest?
- Does it support the response to an emergency or other event?
- Is there any other matter we consider relevant in the circumstances?

We'll also take into account your driving record, and any other related information.

- Having a clean driving record can show us whether you'll continue to follow the road rules and drive safely.
- Having traffic offences on your record, or not driving for long enough to establish a record, is relevant to whether we grant your application or not.

We may also look at other aspects of your land transport compliance.

Exemptions are **not** automatically granted. We'll consider all the factors above before deciding whether to approve or decline your application.

We're not obliged to grant an exemption if we don't think it's appropriate to do so.

The fee is non-refundable - even if we decline your application. It covers the cost of processing your application.

## What we need from you

Think about all the factors we've listed in the section above, and if you can, include them in your responses to our questions.

You'll need to show us that granting your exemption won't increase risk to any other road users. Give us specific examples of how you intend to reduce risk: simply promising that you'll follow the road rules doesn't show us this.

Make sure you fill in all the relevant fields for your application type: we won't accept applications if they're incomplete.

## Don't apply

The law doesn't allow us to grant an exemption just on the basis of inconvenience or hardship. We won't generally grant an exemption if:

- you've bought a vehicle you're not yet licensed to drive
- you have other means of transport
- you can comply with the law by getting a full licence but choose not to.

It's unlikely that we'll grant an exemption if you:

- hold a learner car or motorcycle licence (class 1 or class 6)
- have held a restricted licence for six months or less.

## False or incomplete information

We may decline your application or revoke your exemption if:

- you provide false or misleading information, or
- you don't give us all the information relevant to your application.

It's also an offence to supply false or misleading information and may lead to court action. This could result in a conviction and/or paying a fine.

We'll closely examine any document you provide to make sure it's authentic, particularly overseas documents. **We won't return documents which are clearly fraudulent or tampered with, or where we have any significant doubt that they're authentic.**

## How to apply

The easiest way to apply is online at [www.nzta.govt.nz/DL-exemption](http://www.nzta.govt.nz/DL-exemption). If you can't apply online, you need to:

1. Print and complete this form.
2. Call us on 0800 822 422 to pay the application fee of \$27.20 by credit or debit card. We'll give you a reference number to write on page 3.
3. Send the completed form with your documents and reference number to:

**Exemptions and Registers Integrity  
Waka Kotahi NZ Transport Agency  
Private Bag 11777  
Palmerston North 4442**

Make sure you've completed all the fields in the relevant sections, and included all the documents we've asked for.

## Evidence

If you're providing evidence for your application (eg overseas driver licence or course certificate) it needs to be the original document or a certified copy.

Copies of your original documents can be certified by a:

- lawyer
- solicitor
- notary public
- court registrar
- embassy official
- justice of the peace, or
- police officer.

If you chose to send original documents to us, we recommend that you send the application by courier to this address to make sure it's delivered safely:

**Exemptions and Registers Integrity  
Waka Kotahi  
56 The Square  
Palmerston North 4410**

If you want your original documents to be returned by courier, please enclose a prepaid courier bag with the address you want your documents returned to. If you don't provide a prepaid courier bag, we'll return your documents by standard mail.

## Checklist

We won't process your application if it's incomplete. If you don't supply all the information we need, your application may be delayed, returned or declined. Make sure you've provided:

- Your completed application form (please make sure you've signed and dated the declaration).
- All the documents that we require.
- A reference number to confirm you've paid the application fee of \$27.20.
- A traceable courier bag marked with your return address (if you're sending us original documents).

You must complete this form correctly or we won't be able to assess your application.

If you don't give us all the information we need, we'll return the application to you so you can provide the missing information.

The application fee is non-refundable, even if your application is declined.

Follow the instructions below for your application type.

**Exemption to drive unsupervised on a restricted licence between 10pm and 5am.**

- Complete page 3
- Complete page 4
- Complete page 8

**Exemption to carry passengers on a restricted licence.**

- Complete page 3
- Complete page 5
- Complete page 8

**Exemption for an overseas licence or endorsement, or to recognise overseas driving experience.**

- Complete page 3
- Follow the instructions in the relevant section on page 6
- Complete page 8

**Exemption to use an approved course certificate to convert an overseas driver licence.**

- Complete page 3
- Follow the instructions in the relevant section on page 6
- Complete page 8

**Exemption to ride a LAMS-prohibited motorcycle on a learner or restricted motorcycle licence.**

- Complete page 3
- Complete page 7
- Complete page 8

**Exemption from wearing a motorcycle helmet or bicycle helmet.**

You **can't** apply for a helmet exemption using this form.

Go to [www.nzta.govt.nz/DL4](http://www.nzta.govt.nz/DL4) to make your application online.

**Exemption from using a seatbelt or child restraint.**

You **don't** need to apply for an exemption.

Instead, you'll need to get a medical certificate from a registered health practitioner and carry it with you in the vehicle.

**Any other type of exemption**

- Complete page 3 (make sure you tell us what sort of exemption you're applying for in the last box)
- Complete page 8

When you've completed ALL the requirements for your exemption application type, send the completed pages and any required documents to:

Exemptions and Registers Integrity  
Waka Kotahi NZ Transport Agency  
Private Bag 11777  
Palmerston North 4442



Complete this section if you're applying for an exemption to drive unsupervised on a restricted licence between 10pm and 5am.

**Why do you need to travel unsupervised outside the normal hours of a restricted licence?**


**Is your application to travel to and from work?**

- No
- Yes → You'll need to provide a letter from your employer confirming your start and finish times.

**What other travel methods are available to you? (eg bus routes)**


**What travel arrangements did you have before you applied for this exemption?**


**Why are these travel arrangements no longer appropriate?**


**What's the address you want to travel FROM?**


**What's the address you want to travel TO?**


**What are the times you want to travel between? (eg from 10pm to 10.20pm)**

From	To
<input type="text"/>	<input type="text"/>

**What days do you want to travel on?**

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

**Are you under 18 years old?**

- No
- Yes → **Do you live with your parents or guardians?**
  - No
  - Yes → You'll need to provide a letter of authority from your parent or guardian.

Now go to **page 8** to complete the rest of the questions →

Complete this section if you're applying for an exemption to carry passengers on your restricted licence.

You **don't** need to apply for an exemption if you only want to carry:

- your spouse (a person you live with in the nature of marriage)
- children who live with you and who are under you or your spouses care (you or your spouse support them financially)
- your parent or guardian
- relatives who live with you and who receive a social security benefit (eg the jobseeker support, sole parent or support living payment benefits)
- someone you look after as their primary (main) caregiver.

If you're not applying to carry one of these people, please complete all the questions below.

**Why do you need to carry these passengers?**


**Who are the passengers you want to carry?**

Full name	Age

**Are any of these passengers under 18 years old?**

- No
- Yes —→ You'll need to provide a letter of authority from their parent or guardian.

**What other travel options are available to these passengers? (eg bus routes)**


**Are you applying for an exemption for medical reasons?**

- No
- Yes —→ You'll need to provide a letter from a doctor to explain the medical reason.

**What's the address you want to travel FROM?**


**What's the address you want to travel TO?**


**What are the times you want to travel between? (eg 10pm to 10.20pm)**

From	To

**What days do you want to travel on?**

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

**Are you under 18 years old?**

- No
- Yes —→ **Do you live with your parents or guardians?**
- No
- Yes —→ You'll need to provide a letter of authority from your parent or guardian.

Now go to **page 8** to complete the rest of the questions —→

<sup>1</sup>Copies of your original documents can be certified by a:

- lawyer
- solicitor
- notary public
- court registrar
- embassy official
- justice of the peace, or
- police officer.

<sup>2</sup>A Certificate of particulars is an official document from your licensing authority which includes all details that would be contained on your original driver licence card.

If you're applying for one of the exemption types on this page, you must provide us with original documents or certified copies<sup>1</sup> of your original documents.

If you send us the original documents, you should also include a courier bag with your return address on it so we can courier them back to you. If you don't include a courier bag, we'll send them back to you via standard post.

**If you're applying for an exemption to recognise overseas driving experience, you must provide:**

- Your overseas driver licence.
- A *Certificate of particulars*<sup>2</sup> if your overseas licence doesn't have an issue date.
- An approved translation if your overseas driver licence or *Certificate of particulars*<sup>2</sup> isn't in English.

**Note:** if this exemption is granted, this doesn't guarantee the approval of any endorsements afterwards.

**If you're applying for an exemption to convert to a New Zealand driver licence without the original overseas licence, you must provide:**

- A *Certificate of particulars*<sup>2</sup> from the overseas driver licensing authority.
- An approved translation if your *Certificate of particulars*<sup>2</sup> isn't in English.

**If you're applying for an exemption to present an approved course certificate (instead of passing a practical driving test) to convert overseas heavy driver licence classes to New Zealand driver licence classes 2, 3, 4 or 5, you must provide:**

- The *Driver licence and endorsement certificate* issued to you by the Waka Kotahi-approved course provider.
- Your overseas driver licence.

**If you're applying for an exemption to present an approved competency based training and assessment (CBTA) certificate (instead of passing a practical driving test) to convert an overseas motorcycle class to New Zealand driver licence class 6, you must provide:**

- The *Motorcycle competency certificate* issued to you by the Waka Kotahi-approved course provider.
- Your overseas driver licence.

**If you're applying for an exemption to convert an overseas special-type vehicle endorsement (eg forklift), or for recognition of an overseas driving instructor qualification, you must provide:**

- Evidence of the overseas endorsement/qualification (eg course certificate or qualification certificate).
- Evidence of any overseas driving experience you've had (eg letter from your employer).

Now go to **page 8** to complete the rest of the questions →

## LAMS-prohibited motorcycle

Complete this section if you're applying for an exemption to ride a LAMS\*-prohibited motorcycle on a learner motorcycle licence (class 6L) or a restricted motorcycle licence (class 6R).

\*Learner approved motorcycle scheme. Go to [www.nzta.govt.nz/lams](http://www.nzta.govt.nz/lams) for more information about LAMS prohibited motorcycles.

**When did you get your learner motorcycle licence? (class 6L)**

**When will you be eligible for a full motorcycle licence? (class 6F)**

*If you're already eligible to apply for a full licence, we'll probably decline your exemption.*

**When did you buy the LAMS-prohibited motorcycle?**

**What are the details of the LAMS-prohibited motorcycle you want to ride?**

Plate number

Make

Model

Now go to **page 8** to complete the rest of the questions →





## Application outcome

We'll let you know the outcome in writing within 10 working days of receiving your application.

If you don't agree with our decision you can appeal to the District Court.

## Conditions or timeframes

Any exemption we grant can't be any broader than it needs to be. We may:

- impose conditions on any exemption, and/or
- grant the exemption for a specific period. This will be the minimum time you need to fully comply with the law. For example, if we grant you an exemption to carry passengers on a restricted licence, your exemption will expire shortly after you can apply for a full licence.

## More information

We have a range of factsheets which give more information on a wide range of driver licensing topics. These are available on our website [www.nzta.govt.nz/resources/factsheets](http://www.nzta.govt.nz/resources/factsheets).

Our forms and factsheets provide useful, common-sense advice and information in a concise format. They can't cover all aspects of a topic and shouldn't be used instead of authoritative legal documents or legal advice.

## Privacy information

The particulars you provide will become part of the Driver Licence Register. Collection, dissemination and release of this information is authorised by the Land Transport Act 1998.

Waka Kotahi NZ Transport Agency may also use some of these particulars to provide you with information relating to driver licensing and driving. We may also disclose some of the particulars to our agents and contractors in relation to the above purposes.

Details supplied with your application may be used to make such enquiries as are deemed necessary to consider your exemption request.

Under the Electoral Act 1993, s 263B, the Electoral Enrolment Centre operates an authorised information matching programme with Waka Kotahi. The purpose of this programme is to assist in keeping the Electoral Roll up-to-date.

To keep the Driver Licence Register up-to-date Waka Kotahi also operates an authorised information matching programme with Births, Deaths and Marriages. Please refer to the Privacy section of our website for more information.

The Privacy Act 2020 provides rights of access to, and correction of, any readily retrievable personal information held about you. Should you wish to exercise these rights please contact Waka Kotahi, Private Bag 11777, Palmerston North 4442 or email [info@nzta.govt.nz](mailto:info@nzta.govt.nz).

## Email address

Giving us your email address is optional. We'll email you information and reminders about your application and driver licensing, and 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.