

## Previous TSL

Previous or current TSL number

*Note: complete this if you've had a TSL in the past, or if you currently have a TSL and are applying for a different type of TSL.*

## Applicant details

Please complete **ONE** section: A, B or C.

### A. If application is by a Company, Incorporated Body, School Board of Trustees:

New Zealand Business Number (NZBN) or company number

Name of company or organisation

Organisation type:

- Association     Registered company     Incorporated society

### B. If application is by an individual or sole trader:

New Zealand driver licence number

Name of individual

Date of birth (Surname or family name)

(Full first names)

Day                      Month                      Year

### C. If application is by a Partnership or Trust:

Name of partnership or trust

New Zealand Business Number (NZBN) (if you have one)

Trading name (if applicable)

## Contact details

Please enter the address where the service will operate.

Physical address

  


Mailing address

  


Email address

Phone number

## Application type

Tick one type only.  
 Use a separate form for each type of service.

This application is for a licence to operate the following service:

- Passenger →  Small **OR**  Large **OR**  Both  
 Vehicle recovery  
 Rental  
 Goods → Type of goods or load

If you're applying for a goods service licence, what is the nature of your proposed service?

- Construction     Forestry     Linehaul freight/cartage     Tourism  
 Education     Heavy haulage     Livestock     Trades  
 Farming     Horticulture     Local goods/cartage     Waste

Tick more than one if applicable.

Go to [www.nzta.govt.nz/tsl-industry](http://www.nzta.govt.nz/tsl-industry) for more information.

## Vehicles

Tell us how many vehicles you'll be operating under this licence. This will determine how many TSL labels you'll receive.

If you're applying for a passenger service, how many vehicles will be operating under this licence:  
If you're applying for a vehicle recovery, goods or rental licence, how many vehicles will be operating under this licence:  
Please list all the plate numbers

Small Large

Number of vehicles

## Persons in control

Each person in control must fill out a Personal details form (TLO2). They must all be submitted with this application.

List everyone that has a significant influence on the service, eg all directors of the company, significant shareholders, transport manager, logistics manager etc.

Number of persons in control

**Note: if you're applying for a small passenger service and have an New Zealand representative (as below), please include them in the total in this field.**

Who is responsible for the day-to-day running of the service? (can be more than one person)

  
  

*Continue on a separate sheet if necessary*

Who is your main contact person for the transport service?

## Certificate of knowledge

If you're applying for a goods, vehicle recovery or large passenger service licence you must provide us the details of the person that holds the certificate.

**If you're applying for a goods, vehicle recovery or large passenger service licence:**

Who is the person that holds the *Certificate of knowledge of law and practice* for your service?

What is their Aspeq candidate number?

## NZ representative

The representative will also need to complete a TLO2 form, provide identification and pay a vetting fee.

**If you're applying for a small passenger service licence, does at least one person in control of the service live in New Zealand?**

Yes

No → Please provide details of your representative living in New Zealand:

Full name of representative

Address of representative

  

## Consent & declaration

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 charges and convictions against me and any other information they hold about me to NZ Transport Agency Waka Kotahi (NZTA).

The information about me that the police may consider relevant to my application and release to NZTA 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 New Zealand 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 (not guilty) of a charge, or I have been discharged without conviction. You can find more information about New Zealand Police vetting 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 authorise NZTA 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 NZTA may consider necessary.

Full name of person making declaration

Date

Day / Month / Year

Signature of person making declaration

## Office use only

- TLO2 forms attached  
 TLO3 forms attached  
 Certificate of knowledge attached (if supplied)

After receipting, detach pages 3 and 4 and give to the applicant.

Input

Chkd

Agent initials Time ID checked

DLR user ID

Customer number

Fee paid (GST included)

Date paid

Application ID number

Payment number

Agent stamp

## Who should use this form?

Use this form to apply for a:

- passenger service (small and/or large)**
- vehicle recovery service**
- goods service**
- rental service.**

For more information about who might need these transport service licences, read *Transport service licences (Factsheet 47)* or go to [www.nzta.govt.nz/transport-service-licence](http://www.nzta.govt.nz/transport-service-licence)

## What to bring

- Your completed application form**
- A Personal details form (TL02) and identification** for each person that will be in control of the service or any New Zealand representative.
- EFTPOS, credit card or cash** for paying the fee.  
To check the fee go to [www.nzta.govt.nz/tsl-fee](http://www.nzta.govt.nz/tsl-fee)

## What happens next?

After you've applied, we'll do a range of background checks. They include checking each person in control for:

- links to previous companies
- criminal and traffic offence history
- debts held with NZTA or the Ministry of Justice.

We'll also check that each company director is listed as a person in control.

It can take at least 20 working days to process your application. We'll get in touch by email once we've processed your application.

## TSL labels

We'll send TSL labels for each of your vehicles when your application has been approved. All vehicles operating under a goods service, vehicle recovery service or passenger service must display a TSL label at all times. Rental service vehicles aren't required to display a TSL label.

## Certificate of knowledge

If you'll be operating a large passenger service, a vehicle recovery service or a goods service, at least one person in control of the service must have passed the *Certificate of knowledge of law and practice* (CKLP) exam. They must provide their name and Aspeq candidate ID number on this form.

For more information about where to go and what you need to do to get a certificate go to [www.nzta.govt.nz/cklp](http://www.nzta.govt.nz/cklp)

## Certificate waiver

NZTA may waive the requirement to hold a CKLP if it thinks your service is **limited** or **infrequent**.

Things we may consider when assessing if your service is limited or infrequent include:

- whether you operate more than one vehicle,
- how frequently the vehicle is being used,
- how many kilometres the vehicle is expected to travel per month,
- the furthest locations the vehicle will travel between,
- whether you're carrying your own goods (tools of trade), or goods for hire or reward,
- if the vehicle is an essential part of your business.

If you think you may be eligible, complete an *Application for waiver from requirements for holding a certificate of knowledge of law and practice* form (TL03) and submit it with this application. Make sure you include as much information about your service as possible. To download the form go to [www.nzta.govt.nz/form-TL03](http://www.nzta.govt.nz/form-TL03)

Your application will be assessed on a case-by-case basis. If it's declined, you'll need to sit the CKLP exam.

## Not an NZ citizen

If you're not a New Zealand citizen, you and/or your employer are responsible for making sure you're eligible to work here. If you're unsure, please contact Immigration New Zealand.

## Receipt

Agent stamp and initials

Fee paid (GST included)

\$

Date paid

/ /

Tax invoice when receipted  
NZ Transport Agency Waka Kotahi  
GST Reg. No. 89-364-086  
NZBN 9429041910085

## Persons in control

A person in control is anyone who has direct or indirect control of any part of the management of the transport service. For example, someone holding a management position that gives the person significant influence on the operation of any part of the service.

For a full definition of 'control' please refer to section 2 of the Land Transport Act 1998.

If any of the persons in control of the service change, you must let NZTA know.

Any new persons in control will need to complete a *Personal details* form (TLO2) and pay a vetting fee.

You can let us know your persons in control changes online at [www.nzta.govt.nz/notify-change-of-control](http://www.nzta.govt.nz/notify-change-of-control), or you can complete a *Notification of change in control or management of transport service licence* form (TLO4), available at [www.nzta.govt.nz/form-TLO4](http://www.nzta.govt.nz/form-TLO4)

You also need to let us know if the main address of the transport service changes. You can update your address at [www.nzta.govt.nz/tsl-address](http://www.nzta.govt.nz/tsl-address)

You must let us know of any changes within 14 days.

## More information

The information on this form is a general guide only. It doesn't replace legal advice, and your exact requirements will depend on legislation. For more information go to [www.nzta.govt.nz/transport-service-licence](http://www.nzta.govt.nz/transport-service-licence) or call us on 0800 822 422.

## Privacy information

The information you provide with this application will be used to process your application for a transport service licence and to maintain the register of transport service licences. It may also be used by NZTA at an aggregated level to develop risk-focused interventions that promote and facilitate regulatory compliance. Collection of this information is required by part 4A of the Land Transport Act 1998 and section 2 of the Land Transport Rule: Operator Licensing 2017. Collection, dissemination and release of this information is authorised by the Land Transport Act and part 7 of the Privacy Act 2020.

NZTA will hold, store, use or disclose personal information collected through this application in accordance with the Privacy Act 2020. NZTA may also use some of these particulars to provide you with information relating to transport service licensing or to contact you for feedback on our services.

You are entitled to access, and request the correction of, any readily retrievable personal information held about you by NZTA. 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 your email address is optional, but it may help us to process your application faster. We'll email you information about your application and transport service licensing, and other NZTA services, including asking for feedback on our services and the transport system.

## Warning

It's an offence to supply false or misleading information and may lead to court action. The consequences can include losing your licence and/or paying a fine.

If you don't supply all relevant information, your application may be delayed or declined.