

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
 Goods → Type of goods
 Rental

What is the nature of your proposed transport service?

- Agriculture* Farming Linehaul Tourism
 Construction Forestry Passenger services Towing
 Dangerous goods Heavy haulage Retail Waste
 Education

Tick more than one if applicable.
*includes stock/horticulture

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 Waka Kotahi NZ Transport Agency.

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 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.

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.

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

Fee paid (GST included)

Date paid

Customer number

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, go to www.nzta.govt.nz/transport-service-licence or read *Transport service licences* (Factsheet 47).

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 (it costs \$449.80 for the application plus \$9.70 for each person in control to be vetted).

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 Waka Kotahi 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.

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.

Go to www.nzta.govt.nz/cklp for more information about where to go and what you need to do to get a certificate.

Certificate waiver

If you're applying for a goods service licence, and you're only operating one vehicle and carrying only your own goods, you may be eligible for a waiver from holding a certificate. You may be eligible if your vehicle:

- is under 18,000kg, and
- only has two axles, and
- does no more than 15,000km per year, and
- has limited and infrequent use
- is not used for hire or reward.

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. Go to www.nzta.govt.nz/form-TL03 to download the form.

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.

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.

Receipt

Agent stamp and initials

Fee paid (GST included)

\$

Date paid

/ /

Tax invoice when receipted
Waka Kotahi NZ Transport Agency
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 Waka Kotahi 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, 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.

You also need to let us know if the main address of the transport service changes. You can go to www.nzta.govt.nz/tsl-address to update your address online.

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.

If you want more information go to 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 Waka Kotahi 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.

Waka Kotahi will hold, store, use or disclose personal information collected through this application in accordance with the Privacy Act 2020. Waka Kotahi 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 Waka Kotahi. You can do so by writing to us at Waka Kotahi, Private Bag 11777, Palmerston North 4442 or by emailing us at 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 Waka Kotahi 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.