Applying for a goods service licence

To operate a goods service the law requires individuals or companies to hold the appropriate transport service licence.

This pack includes:

- application checklist
- information regarding requirements for a goods service licence
- information regarding Certificate of knowledge of law and practice
- Application for transport service licence form (TL01)
- Personal details form (TL02)
- Application for certificate of knowledge of law and practice tests form (ASL417)
- examination timetable.

The information contained in this pack is of a general nature and should be used as a guide only.

For further information, the NZ Transport Agency publishes a number of factsheets on various topics that may be of assistance to you.

In particular:

Transport service licences (Factsheet 47)
Worktime and logbooks (Factsheet 2)
D endorsements for carrying dangerous goods (Factsheet 37)
Renewing driver licence endorsements (Factsheet 61)
Transporting dangerous goods (Factsheet 64)
Dangerous goods carried by transport service operators or for direct reward (Factsheet 67)

If you are not sure whether you require a transport service licence, or have any other questions, please refer to our website [www.nzta.govt.nz](http://www.nzta.govt.nz), or call us on 0800 822 422.
From 29 August 2018, the process for applying for a transport service licence is changing.

**If you’ll be applying before the 29th August 2018**

You’ll need to send your application to us, along with a cheque or money order or credit card details to pay the fee.

**Payment**

The transport service licence fee is $449.80. You’ll also be charged a $9.70 vetting fee, unless this has been paid in the last 12 months.

- I enclose a cheque or money order for the payment of the transport service licence fee.
- I would like to pay the transport service licence fee by credit card (details below - please note the Transport Agency does not accept Amex or Diners Club credit cards).

  - Name on credit card
  - Credit card number
  - Expiry date

Send this application and payment to Licensing Assessments Team, NZ Transport Agency, Private Bag 11777, Palmerston North 4442.

Don’t forget to also attach a Personal details form (TL02) for each person who’ll be in control of the service.

**If you’ll be applying from the 29th August 2018 onwards**

**Applying online**

From the 29th August, you’ll be able to apply for your transport service online if:

- you’re applying as an individual or sole trader, or
- your company only has one person in charge.

You’ll need:

- your New Zealand driver licence number, and
- a verified RealMe identity*, and
- a credit or debit card or your internet banking details to pay the fee ($449.80 for the application and $9.70 for the vetting).

*You’ll have a verified RealMe identity already if you’ve applied on the RealMe website and then visited a PostShop to have your photo taken, or signed up for a verified identity when you renewed your passport online. Go to www.realme.govt.nz for more information.

If you meet these criteria you can make your application online at [www.nzta.govt.nz/online](http://www.nzta.govt.nz/online).

**Applying at an agent**

If you don’t meet the criteria above, you’ll need to make your application at a driver licensing agent. Go to [www.nzta.govt.nz/agent](http://www.nzta.govt.nz/agent) to find an agent in your area.

You’ll need to take:

- a completed Application for transport service licence (TL01) form
- a completed Personal details (TL02) form, along with evidence of identity, for each person in control of the service
- the application fee of $449.80
- the police vetting fee of $9.70 for each person in control
- a certificate of knowledge of law and practice relevant to the transport licence you’re applying for (unless you’re going to operate an SPS or rental service).

Read the forms for more information about what you need to make your application.
Goods service licence checklist

When returning your application, please ensure you have completed and enclosed the following:

- **Application for transport service licence form (TL01)**
- **Personal details form(s) (TL02)**
  
  For each person in control of the Transport Service. This includes all partners in a partnership application and for a company application all directors and any shareholders that have 20% or more shares.

- **Application fee of $449.80** (Cheques are to be made payable to the NZ Transport Agency)
  
  **NOTE:** a $9.70 per person police vetting fee is also required. Each person named as being in a position of control of the service will be vetted by the Police, **unless** a person has previously been vetted through the Transport Agency within the last **12 months**.

  Periodic vetting may also be conducted at the Transport Agency’s discretion.

- **Certificate of incorporation and a list of official directors**
  
  If the application is for a company or other incorporated body. This information is available from www.companies.govt.nz.

- **Copy of proof of identity (passport or birth certificate) if you do not hold a New Zealand driver licence**
  
  Must be certified copy eg JP.

- **Copy of passport and immigration status (New Zealand resident, work permit, student permit etc)**
  
  If not born in New Zealand (must be a certified copy eg JP).

- **Copy of your Certificate of knowledge of law and practice or waiver application.**

- **The registration numbers of the vehicles being used by the proposed service**

  
  Please note: the number of TSL labels issued will be dependent on the registration numbers listed above.

**NOTE:** applications received without the correct information will be returned to the applicant to be resubmitted with all the required documentation.
Goods service licence

Who needs a Goods service licence?

Goods services carry goods on any road, whether or not for hire or reward, by means of a motor vehicle whose gross laden weight* is 6000kg or more.

This includes the hire of a vehicle whose gross laden weight is 6000kg or more by a person who drives a vehicle or provides a driver for the vehicle when the vehicle is used to carry goods.

*Gross laden weight (GLW) is the greatest of the following:
• any weight specified as the vehicle’s gross laden weight by the vehicle’s manufacturer.
• any weight specified as the gross laden weight of a particular kind of vehicle by the Transport Agency.
• the weight of the vehicle together with any load it is carrying, including any equipment and accessories.

Penalties for operating an unlicensed service

It’s illegal to operate an unlicensed transport service. If you’re convicted you may face a fine of up to $10,000. The fine increases to a maximum of $25,000 for subsequent convictions.

In addition to the fine, the court may impound vehicles used in an unlicensed service for up to 90 days (no matter who owns them).

How do I apply for a Goods service licence?

In order to obtain a Goods service licence you must submit the following documents to the Transport Agency:

1. A completed Application for transport service licence form (TL01)
2. A completed Personal details form (TL02) for each person in control of the transport service. This includes all partners in a partnership application and all directors for company applicants.
   If you are not a New Zealand resident (the holder of a resident permit) then you will need to have either a work permit or some other temporary permit with conditions to allow you to work in New Zealand.
3. A copy of proof of identity (passport or birth certificate) if you do not hold a New Zealand driver licence (must be certified copy eg JP).
4. A copy of your Certificate of knowledge of law and practice.
5. If the applicant is a company or an incorporated body, a Certificate of incorporation and an official list of Directors.
6. A $449.80 application fee.
7. A $9.70 fee, per person, for Police vetting. (Each person named as being in control of the licence will be vetted by the Police. There is no vetting charge if the person has been vetted in the past twelve months).

Send all of the above to:
Licensing Assessments Team
NZ Transport Agency
Private Bag 11777
Palmerston North 4442

You should allow up to 20 working days for your application to be processed.

How much will the application cost?

The application fee is $449.80. You can include a cheque or money order with your application, or complete the credit card details section on the TL01 form for the fee to be paid by credit card.
What is the vetting fee for?

The Transport Agency is legally obliged to ensure that holders of a goods service licence are ‘fit and proper’ people. Some of the factors which may be taken into account when determining if a person meets 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 or road user charges (RUC);
- 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.

Note: the Transport Agency may take into account any other relevant matter which they consider is in the public interest when determining a person’s fitness to hold any licence.

Even if you are not required to pay the vetting fee, you may still be vetted.

Transport service licence label

Who needs to display a transport service licence (TSL) label?

The Operator Licensing Amendment Rule 2008 requires all vehicles operating under a goods service, vehicle recovery service or passenger service licence to display a TSL label.

This applies to goods service vehicles (those with a GLW of 6000kg or more).

Trailers do not need a label.

Why are labels required?

TSL labels are required so that operators who rent, lease, borrow or share vehicles can move their details easily between vehicles.

When will I receive my label?

You will receive your TSL label in the mail after your goods service licence application has been processed and approved.

What happens if I do not display a label?

Failure to display your label could result in unnecessary delays while your TSL is checked. You could also be fined between $400 and $10,000.
Certificate of knowledge of law and practice

What is a Certificate of knowledge of law and practice?

One of the requirements for getting a transport service licence is that either the licence holder or the person in control of the service must have a Certificate of knowledge of law and practice (unless exempt).

It shows that the holder of the certificate has the required knowledge of the laws and practices relating to the safe and proper operation of the appropriate transport service.

Who might be granted a waiver?

In special circumstances, the Transport Agency may waive the requirement for transport service operators to hold the certificate where the service is limited or infrequent.

For example: a truck that is used to carry apples in the picking season, but only carries bits and pieces around the orchard for most of the year.

Generally, waivers are granted for operators who are only carrying their own goods and not for hire or reward.

The application form for a waiver is available from our contact centre on 0800 822 422 or email info@nzta.govt.nz.

Complete the application form when you apply for your transport service licence.

How do I get a Certificate of knowledge of law and practice?

You have to pass a test run by Aspeq.

The test is based on general transport industry laws and safety standards. It also tests knowledge on the specialised rules and practices that apply to the particular class of transport service you wish to operate.

About the tests

The Aspeq website (https://nzta.aspeqexams.com) has excellent information on the test, including sample test questions.

The test questions are based on the Knowledge of law and practice handbook, which you can buy from Aspeq. You should familiarise yourself with the handbooks prior to sitting the test.

You have up to two and a half hours to complete the test.

Test standards are set and audited by the Transport Agency and you must score 80% or higher to pass the test.

You can obtain a certificate in more than one transport service class by passing the specialist exam for each class required. The certificate awarded to each successful candidate states the class or classes of transport service(s) they are qualified for.

What do I bring to the test?

You’ll need to show identification that has both your photograph and signature on it (eg your driver licence or passport). If you don’t present acceptable identification, you won’t be able to sit the test.

You can find out more about acceptable identification on the Aspeq website https://nzta.aspeqexams.com.

The test is open book, which means you may take the handbook into the test with you. Handbooks are not supplied by Aspeq at the test venue.
How do I apply to sit the test?

You can book on the Aspeq website https://nzta.aspeqexams.com or complete the Application for certificate of knowledge of law and practice tests form (ASL417) included with this application pack and send it to:

Assessment Systems Limited
PO Box 30343
Lower Hutt 5040.

Before sending the complete application form to Aspeq, please make sure you have:

- indicated the date and town/city for the test you wish to sit
- enclosed payment for the cost of the test (and handbook, if required). Cheques should be made payable to Assessment Systems Limited.
- signed your application.

If your application is not filled out properly, Aspeq may return it to you for correction.

If your completed application is not received on time, you may be rescheduled to the next timetabled test day in your area.

Aspeq will let you know in writing when they’ve received your application, and will confirm the test venue, date and time.

For information on transfers to different test dates, cancellations or refunds, refer to Aspeq’s candidate information on the application form.

How much does it cost?

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# Application for transport service licence (TSL)

TL01

## Previous TSL

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<th>Previous or current TSL number</th>
<th>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.</th>
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## Applicant details

**Please complete A, B or C as applicable.**

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

- **Company number**
- **Name of company or organisation**
- **Organisation type:**
  - [ ] Association
  - [ ] Registered company
  - [ ] Incorporated society

### B. If application is by an individual:

- **New Zealand driver licence number**
- **Name of individual**
- **Date of birth**
  - Surname or family name: __________
  - Full first names: __________

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

- **Trading name**

## Contact details

- **Physical address**
- **Mailing address**
- **Email address**

## Application type

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

- [ ] Passenger
- [ ] Small OR [ ] Large OR [ ] Both
- [ ] Vehicle recovery
- [ ] Goods
- [ ] Large

- [ ] Rental
  - What goods will you be transporting?

## Vehicles

- **Number of vehicles**

You’ll need to tell us how many vehicles are operating under this licence so we can send you the correct amount of TSL labels. If you don’t know the amount of vehicles yet, please write ‘0’.

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 (optional):
Persons in control

Each person in control must fill out a Personal details form (TL02). They must all be submitted with this application.

Number of persons in control

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

Nominate the person in control that’s responsible for the day-to-day running of the service:

NZ representative

The representative will also need to complete a TL02 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 the NZ Transport Agency.

The information about me that the police may consider relevant to my application and release to the Transport Agency 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 consent to the disclosure by the Immigration Service of my immigration status to the NZ Transport Agency.

I authorise the Transport Agency 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 the Transport Agency may consider necessary.

Full name of person making declaration

Signature of person making declaration

Date

Office use only

Agent initials

Time ID checked

DLR user ID

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

Agent to complete this section.

☐ TL02 forms attached

☐ TL03 forms attached

☐ Certificate of knowledge attached (if supplied)

Fee paid (GST included)

Date paid

Customer number

Application ID number

Payment number

Agent stamp

Input

Child
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 Factsheet 47: Transport service licences.

Note: you can make your application online if:

- your application is for an individual or sole trader, or
- your company has only one director or person in charge.

You’ll need:

- a verified RealMe account, and
- your New Zealand driver licence,
- credit/debit card or your bank account details to make the payment online.

Go to www.nzta.govt.nz/online to apply.

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, cash or cheque 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 the NZ Transport Agency or the Ministry of Justice.

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

It may take up to 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 test. They must provide their Aspeq candidate ID number on their Personal details form that must be submitted with this application.

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

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.

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. The form is available at www.nzta.govt.nz/form-TL03.

Your application will be assessed on a case-by-case basis.

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.
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, shareholders or 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 the Transport Agency know. You should complete a Notification of change in control or management of transport service licence form (TL04), available at www.nzta.govt.nz/form-TL04. Any new persons in control will need to complete a Personal details form (TL02) and pay a vetting fee.

You also need to let us know if your address changes, or the main address of the transport service changes. You can call us to update your address on 0800 822 422.

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

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. 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 11 of the Privacy Act 1993.

The Transport Agency will hold, store, use or disclose personal information collected through this application in accordance with the Privacy Act 1993. The Transport Agency 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 the Transport Agency. You can do so by writing to us at NZ Transport Agency, Private Bag 11777, Palmerston North 4442 or by emailing us at info@nzta.govt.nz.

More information

For more information go to www.nzta.govt.nz/transport-service-licence, or you can call us on 0800 822 422.

Your driver licensing agent has a range of factsheets which give more information on a wide range of topics.

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.

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.
Personal details
supporting an application for transport service licence

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*:

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 Passport number Visa start date

Yes Nationality on passport

Physical address

Mailing address (if different to your physical address)

Email address

Mobile phone number Other phone number

Are you currently bankrupt?

No

Yes

Certificate of knowledge

Do you hold a certificate of knowledge of law and practice?

No

Yes Aspeq candidate ID number (if you know it)

Consent and declaration

I authorise the 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 the Transport Agency. The information about me that the police may consider relevant to my application and release to the Transport Agency 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 changed, or charges are withdrawn, or I have been acquitted (not guilty) of a charge, or I have been discharged without conviction. You can find out more information about NZ Police vetting at 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 the Transport Agency as part of the application process, and, if my application is successful, throughout the course of my holding the endorsement.

I authorise the Transport Agency 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 the Transport Agency may consider necessary.

Signature of person making declaration Date

Check page 2 for Evidence of identity you must provide and other important information. You need to complete all questions.
Who should use this form?

Under section 30L of the Land Transport Act 1998, the NZ Transport Agency 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 is required to 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.

Note: you can make your application online if:

• the transport service is in your individual name (not a company name), and
• you’re the sole person in charge of the service, and
• you have a verified RealMe account, and
• you have a New Zealand driver licence, and
• you want to pay by credit/debit card or POLi (payment online).

Go to www.nzta.govt.nz/online to apply.

Vetting

The Transport Agency is legally obliged to ensure that holders of a small passenger 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.

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.

Your information

The information requested is required for the Transport Agency (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.

The Transport Agency (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 1993 (Parts 10A and 11, in particular, which authorise the disclosure of this information in certain circumstances). The Transport Agency (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 the Transport Agency. You can do so by writing to us at Private Bag 11777, Palmerston North 4442 or by emailing us at info@nzta.govt.nz.
APPLICATION FOR CERTIFICATE OF KNOWLEDGE OF LAW AND PRACTICE TESTS (LAND TRANSPORT ACT 1998)

Please note you can also apply for this exam and order handbooks on our website https://nzta.aspeqexams.com

Applications are to be received by Aspeq no later than 2 working days prior to your preferred exam date. To avoid delays with your exam booking, please ensure this form is completed correctly.

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<th>Drivers Licence Number (mandatory)</th>
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<tr>
<th>Applicant’s Signature</th>
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<tbody>
<tr>
<td>(certifies that all the information is correct and the instructions and information relative to the exam/s is fully understood)</td>
</tr>
</tbody>
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IMPORTANT NOTICE – CANDIDATE INFORMATION

1) All Certificate of Knowledge of Law and Practice exams are sat on a computer at an Aspeq examination centre. If you have any queries about this please check the guide material at our website https://nzta.aspeqexams.com
2) Incomplete forms may result in a delay with the processing of your booking.
3) All candidates are required to forward this application with the prescribed fee to Aspeq at the below address. 
   DO NOT POST THIS FORM TO NEW ZEALAND TRANSPORT AGENCY.
4) Exam cancellations must be made more than 5 days (120 hours) before the scheduled sitting date. Aspeq will retain 20% of the exam fee and refund the remainder. No refund will be made if the cancellation is received less than 5 days (120 hours) of the exam. Aspeq will not refund any monies paid for handbook purchases.
5) Once the application has been processed, a confirmation notice will be emailed to the candidate to confirm the acceptance of their application. This notice will provide instructions, venue information, date and time of the test. When a venue is full for the requested sitting, the candidate will be booked at the next available sitting at the requested venue.
6) If the confirmation notice has not been received 2 days before the sitting requested, please contact Aspeq on 04-913 9812.
7) Your results can be viewed and printed by logging on to our website. To access and print your results, you need to Log On to the website then click ‘My Account’ then ‘My Results’.
8) Once you have passed your test, you apply directly to NZTA for your Transport Service Licence. For further information contact NZTA on 0800 822422.
9) Further information on Aspeq examination services is available on https://nzta.aspeqexams.com
**CERTIFICATE OF KNOWLEDGE OF LAW AND PRACTICE HANDBOOKS**

**Note:** Handbooks can only be purchased from Aspeq Ltd. If you already have a handbook, please ensure that you have the current edition of the handbook used in the test.

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<tr>
<th>SUBJECT</th>
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<tr>
<td>Goods Service Licence Handbook</td>
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<tr>
<td>Large Passenger Service Licence Handbook</td>
<td>$51.50</td>
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</tr>
<tr>
<td>Vehicle Recovery Licence Handbook</td>
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**CERTIFICATE OF KNOWLEDGE OF LAW AND PRACTICE**

Exam options:
- **Standard Exam** – 2.5 hours - Candidates that are able to sit in a scheduled exam sitting should select this option.
- **On-Demand Exam** – 2.5 hours - Candidates that require an exam urgently outside of the exam schedule should select this option. These sittings are subject to venue and supervisor availability.
- **Reader Assisted Exam** – 3 hours – Similar to the on-demand session with the exam supervisor able to read the exam questions and extracts from the handbook as directed by the candidate.
- **Interpreter Assisted Exam** – 3 hours – Similar to an on-demand session with Aspeq arranging an Interpreter to read the exam questions and extracts from the handbook as directed by the candidate. When applying for an Interpreter Assisted Exam please note on this application which language you require.

**PAYMENT**

Please indicate (✓) method of payment:  
- ☐ Cheque (enclosed – made payable to Assessment Systems Limited)
- ☐ Credit Card (complete details below)

**Card Type:**  
- ☐ VISA  
- ☐ Mastercard  
**Credit Card Number:** _______ _______ _______ _______ _______ _______ _______ _______  
**Expiry Date:** _____/_____  
**Card Security Code:** _______  
**Cardholder’s name:**  
**Cardholder’s Signature:**  
**Total Payment (All costs are GST inclusive):** $
# 2018 ASPEQ Examination Timetable

Aspeq reserves the right to change or cancel dates and which will generally be due to extenuating circumstances.

<table>
<thead>
<tr>
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<th>JAN</th>
<th>FEB</th>
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<th>APR</th>
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<th>JUN</th>
<th>JUL</th>
<th>AUG</th>
<th>SEP</th>
<th>OCT</th>
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<td>11</td>
<td>1,29</td>
<td>6</td>
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<tr>
<td><strong>TAURANGA</strong></td>
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<td>8,22</td>
<td>14,17</td>
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<td><strong>AUCKLAND</strong></td>
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| Sessions available weekly from 9th January 2018 until 20th December 2018
| **HAMILTON**   |     |     |     |     |     |     |     |     |     |     |     |     |
| Sessions available weekly from 9th January 2018 until 20th December 2018
| **GISBORNE**   | 25  | 22  | 22  | 19  | 24  | 21  | 19  | 23  | 20  | 25  | 22  | 13  |
| **HAVELOCK NORTH** | 18  | 8,26| 8,22| 5,19| 3,17| 7,21| 5,19| 2,16| 6,20| 4,18| 8,22| 13  |
| **NEW PLYMOUTH** | 11  | 2   | 6   | 4   | 15  | 12  | 10  | 7   | 4   | 2,30| 27  | 6   |
| **WHANGANUI**  | 29  | 12,26| 12,26| 9   | 7,21| 5,18| 2,16,30| 13,27| 10,24| 8,23| 5,19| 3,17|
| **PALMERSTON NORTH** | 18  | 16,19| 19  | 13,20| 28  | 22,25| 20  | 21  | 14,17| 12  | 13,14| 12  |
| **LOWER HUTT** | 11,25| 8,20| 6,20| 10,24| 8,22| 7,19| 3,17,31| 14,28| 11,25| 9,23| 6,20| 4,18|
| **MOTUEKA**    |     |     |     |     |     |     |     |     |     |     |     |     |
| Sessions available weekly from 9th January 2018 until 20th December 2018
| **BLENHEIM**   | 14  | 12  | 14  | 16  | 18  | 16  | 18  | 6   |     |     |     |     |
| **CHRISTCHURCH** |     |     |     |     |     |     |     |     |     |     |     |     |
| Sessions available weekly from 9th January 2018 until 20th December 2018
| **INVERCARGILL** | 25  | 13  | 12  | 19  | 14  | 18  | 2   | 20  | 17  | 1   | 26  | 12  |
| **DUNEDIN**     | 18,25| 15  | 8,14| 10,18| 8,29| 20  | 5,27| 17  | 7,10| 3,18| 9,23| 13  |
| **WANAKA**      | 11  | 1,28| 22  | 27,30| 18,21| 7   | 20,23| 30,31| 19,20| 10,11| 1,15| 5,6 |

**Rotorua/Greymouth/Timaru** - These venues are booked on request. Please complete an application form and send to Aspeq for booking.

**Oamaru** - Online bookings can be made. Please refer to the website for dates.