

Form-set Use & LVV Certification Plate Processing for LVCM-appointed LVV Certifiers

Introduction:

This LVVTA Information Sheet has been developed for LVV Certifiers appointed to certify Type-approved vehicles under LVV Certifier category 'LVCM Commercial Modification' by the NZ Transport Agency (NZTA) - which for the purpose of this Information Sheet, will be referred to as an 'LVCM-appointed LVV Certifier'.

This Information Sheet sets out guidelines which will assist LVCM-appointed LVV Certifiers in the processes of preparing for Type-approval certification, use of the appropriate LVVTA forms, and obtaining LVV Certification Plates for those vehicles which they certify under the LVV Type-approval system.

Initial setup with LVVTA:

- After becoming appointed by NZTA as an LVCM-appointed LVV Certifier, the certifier should apply to the Low Volume Vehicle Technical Association (LVVTA), by emailing info@lvvta.org.nz for a login to the LVCM-appointed LVV Certifier's area of www.lvvta.org.nz.
- With this login, the LVCM-appointed LVV Certifier will be able to access a Credit Application Form and the Terms and Conditions of Trade. This Credit Application Form needs to be completed in full and returned by email to info@lvvta.org.nz.
- Upon the processing and acceptance of the Credit Application Form by LVVTA, and notification of such back to the LVCM-appointed LVV Certifier, the Certification Plate ordering process can commence.

Certifying the first vehicle:

- The first vehicle of any Type-approved production run (the 'originating vehicle') must undergo the normal independent LVV inspection and certification process by an independent LVV Certifier who holds the appropriate LVV Certification category for the vehicle in question.
- The LVCM-appointed Certifier must advise the independent LVV Certifier, prior to the independent LVV Certifier's certification of the originating vehicle, that the LVCM-appointed LVV Certifier intends to use that vehicle as the originating vehicle for subsequent Type-approval-based certifications.
- When the independent LVV Certifier is completing the form-sets for the originating-vehicle, the LVCM-appointed LVV Certifier is to assign and inform the LVV Certifier of a 'Type Approval Number'. This number will be assigned to all of the subsequent vehicles in the production run.

Approval & appointment of Authorised Representative:

- Upon completion of the certification of the originating vehicle, the LVCM-appointed LVV Certifier must apply to NZTA for approval to Type-approve the subsequent identical vehicles.

- The LVCM-appointed LVV Certifier must appoint an 'authorised representative' from within the company which holds the appointment as an LVCM-appointed LVV Certifier, who will be the person from within the company holding the LVCM appointment to liaise with LVVTA.
- All of the subsequent vehicles in the production run must be identical in every way (in relation to make, model, configuration, and modifications) to the first originating vehicle.

LVV Certification Plate pre-ordering:

- Once approval has been granted by the NZTA, for each subsequent vehicle in the Type-approved production run, the LVCM-appointed LVV Certifier may pre-order an LVV Certification Plate from LVVTA in accordance with sub-section 4.3(3) of the *LVVTA Operating Requirements Schedule*.
- In order to pre-order an LVV Certification Plate for a vehicle, an *F002-CM LVV Data Form (Commercial Modifier)* must be completed by the LVCM-appointed LVV Certifier's authorised representative.
- When filling out the F002-CM, the LVCM-appointed LVV Certifier's authorised representative:
 - must provide the Type Approval Number applicable to that vehicle; and
 - must complete all sections of the F002-CM; and
 - must complete and sign the Declaration section of the F002-CM; and
 - may allocate a reference number or order number in the space provided. If no number is provided, the last six digits of the VIN will be used by LVVTA staff when processing the application.
- The F002-CM is to be either:
 - emailed to plates@lvvta.org.nz in a high-resolution A4 format (200 dpi minimum); or
 - sent by courier to: LVVTA, 21 Raiha Street, Porirua, Wellington 5022.

Please note that:

- *the F002-CM Form is downloadable from the LV Commercial Modifier's area of www.lvvta.org.nz*
 - *the F002-CM Form needs to be received before 9:00 am to allow for same-date plate production and dispatch in cases where LVVTA workloads enable same-day processing.*
 - *any information provided on the F002-CM that is incorrect and causes a replacement LVV Certification Plate to be manufactured will incur a replacement plate fee, which is currently \$49.50 (including GST). This price is subject to change at any time.*
 - *21 Raiha Street Porirua is only a courier address, and there is no normal postal delivery to this address.*
- LVVTA will, upon receipt of the F002-CM, provided that all of NZTA's and LVVTA's requirements are met:
 - invoice the LVCM-appointed LVV Certifier; and
 - produce an LVV Certification Plate; and
 - despatch the certification plate via courier to the LVCM-appointed LVV Certifier's authorised representative; and

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- file and store the F002-CM and any other relevant documentation.

Final certification inspection and plate fitment:

- Upon receipt of the LVV Certification Plate, the authorised representative of the LVCM-appointed LVV Certifier must, within one month of the certification plate being issued, affix the LVV Certification Plate in accordance with sub-section 4.4(2) of the *LVVTA Operating Requirement Schedule*.
- Within five working days of affixing the LVV Certification Plate to the vehicle, the authorised representative of the LVCM-appointed LVV Certifier must fill out an *F001-CM Statement of Compliance Certificate*.
- The F001-CM Certificate must be either:
 - emailed to plates@lvvta.org.nz in a high-resolution A4 format (200 dpi minimum); or
 - sent by courier to: LVVTA, 21 Raiha Street, Porirua, Wellington 5022.

Please note that:

- *the F001-CM Form is downloadable from the LV Commercial Modifier's area of www.lvvta.org.nz*
- *all accounts with LVVTA must be paid in full by the 20th of the month following invoicing to ensure uninterrupted LVV certification plate production.*
- *21 Raiha Street Porirua is only a courier address, and there is no normal postal delivery to this address.*

Finally:

For any assistance in the use of this Information Sheet, please feel free to contact myself or another member of the LVVTA team at the LVVTA Wellington office, on (04) 238 4343.

Frances Bradey

Plate Production Officer

Low Volume Vehicle Technical Association