

### LVVTA Approval Application Guide

#### Introduction:

##### LVVTA approval systems:

The Low Volume Vehicle Technical Association (LVVTA) approvals perform a range of functions; - from the Build Approval processes for the hobbyist who is scratch-building a one-of-a-kind vehicle in his home garage (Concept Approval and Design Approval), through to a Component Type Approval for a mass-produced aftermarket suspension system or other industry-related products. The primary purpose of the LVVTA Approval Process is to assist hobbyist motor vehicle builders and modifiers in safely achieving their aims and objectives in relation to hobby car construction, and to get them through the low volume vehicle certification process as painlessly as possible.

Due to the diversity in the function of these approvals, it is important that the correct approval type is selected before proceeding. The purpose of this Information Sheet is to explain each approval process, its purpose, and to provide details on how to best go about the application process.

All LVVTA approvals are assessed and approved by the LVVTA's Technical Advisory Committee (TAC). The TAC is a sub-committee of LVVTA, established to provide LVVTA with expert technical direction on all technical matters relevant to the LVV certification system. TAC members are appointed for their high level of expertise and skills in certain areas of vehicle design and construction, in order to ensure that the widest possible range of experience and knowledge is available to hobbyists and the vehicle modification industry at all times. To learn more about the TAC, visit the 'About Us' page at [www.lvvtta.org.nz](http://www.lvvtta.org.nz).

##### Additional future 'LVVTA-recognised product' system:

An additional 'LVVTA-recognised product' system is also under development to enable a more streamlined process for the end-users of certain products in which LVVTA attains a very high level of confidence. This confidence may be gained either through having issued numerous Type Approval Certificates over a long period of time and where no issues or problems have been identified during that period, or where the TAC has been satisfied that, on sound engineering grounds and as a result of component testing or the provision of technical verification, verification of conformity of production, and strict quality control processes, that the products are, and will continue, to be safe.

Note that if such a system takes effect, such status is only issued for a specified component or system, rather than 'blanket' recognition for the manufacturer.

#### The Build Approval Process:

The Build Approval process is a generic term given to describe the Concept Approval, Design Approval, and Component Single Approval processes – the processes aimed at helping the hobbyist builder – all of which are detailed within this Information Sheet. For further information on the Build Approval process, please also see the 'Introduction' section of *Chapter 4 – Build Approval Process* of the New Zealand Car Construction Manual (NZCCM).

## Quick Reference Guide:

Use the quick-reference table below to select the appropriate approval process for your needs – and then go to the page indicated for that type of approval to view the full details of that particular process.

<p><b><u>Concept Approval:</u></b></p>	<p>For vehicles only (not components).</p> <p>A voluntary process for someone intending to scratch-build or extensively modify a vehicle which is of a particularly unusual or complex design, to ensure that such a vehicle can be legally road-registered.</p> <p>This process should be used when the project is still just a concept, prior to commencement of build.</p> <p><a href="#">See page 3 for full details.</a></p>
<p><i>Examples: One-off vehicle of unique design, such as a full-bodied motorcycle, or composite monocoque construction sports car.</i></p>	
<p><b><u>Design Approval:</u></b></p>	<p>For vehicles only (not components).</p> <p>A voluntary process for someone intending to scratch-build or extensively modify a vehicle, and where the builder wishes to have the benefit of the TAC's input at an early stage in order to minimise the possibilities of a bad experience during the LVV certification process. This process is aimed particularly at the novice builder who is not familiar with the LVV certification system.</p> <p>This process should be used when the project is more than just a concept, and where a firm and detailed plan exists of what the various components and systems the vehicle will comprise. Often the Design Approval process is entered into by builders after construction has started.</p> <p><a href="#">See page 3 for full details.</a></p>
<p><i>Examples: An individually-constructed vehicle such as a kit car, hot rod, home-built sports car, special, or custom-built trike.</i></p>	
<p><b><u>Component Single Approval:</u></b></p>	<p>For components only.</p> <ul style="list-style-type: none"> <li>• 'Approval required': A mandatory individual approval process (unless the component has Component Type Approval, or in the case of a custom IFS or IRS specifically listed in the 'Recognised IFS Manufacturer Database' located on the 'Approvals Page' of the LVVTA website) for a person that wishes to modify or build a single component, which is required by the NZCCM to be individually approved in writing by the TAC.</li> <li>• 'Non-compliance': A mandatory individual approval process for a person that wishes to modify or build a single component, which does not meet one or more specified technical requirements within the LVV Standards or NZCCM.</li> </ul> <p><a href="#">See page 4 for full details.</a></p>
<p><i>'Approval required' examples: Scratch-built or one-off custom IFS or IRS assembly (includes an imported custom IFS or IRS assembly, or where the mounting of OEM upper or lower arms is no longer to the OEM chassis attachment points), a stainless steel space-frame or all-alloy chassis, custom spindles or uprights, cast critical components, custom steering wheels, steering quickeners, offset-crank brake pedals, custom plastic fuel tanks, custom wheels.</i></p> <p><i>'Non-compliance' examples: Hydraulically-operated joystick-controlled disability adaptive hand controls, foot-operated disability steering control system.</i></p>	
<p><b><u>Component Type Approval:</u></b></p>	<p>For components only.</p> <ul style="list-style-type: none"> <li>• 'Approval required': A voluntary industry approval process for a business that wishes to provide for sale or supply on a volume basis numerous identical items or assemblies, which are required by the NZCCM to be individually approved in writing by the TAC, in order to save each user of their products from having to apply individually for Component Single Approval.</li> <li>• 'Non-compliance': A mandatory industry approval process for a business that wishes to provide for sale or supply on a volume basis numerous identical items or assemblies, which do not meet one or more specified technical requirements within the LVV Standards or NZCCM, in order to save each user of their products from having to apply individually for Component Single Approval.</li> <li>• <a href="#">See page 6 for full details.</a></li> </ul>
<p><i>'Approval Required' examples: Custom IFS or IRS assembly, custom spindles or uprights, cast critical components, custom steering wheels, steering quickeners, offset-crank brake pedals, custom plastic fuel tanks, custom wheels.</i></p> <p><i>'Non-compliance' examples: Disability adaptive hand controls, window-spanning seatbelt anchorages (eg. van seatbelt installations).</i></p>	

<b>Component</b>	For components only.
<b>Endorsement:</b>	A voluntary industry process which confirms that a component or assembly is of a high quality, and is manufactured to consistently high standards. Typically used as a marketing tool by the manufacturer. <a href="#">See page 9 for full details.</a>
<i>Examples: Custom steering boxes, custom alloy diff-heads, steel-framed T-bucket bodies, brake pedal-box assembly, hairpin radius rods.</i>	

## Concept Approval:

### Intended purpose:

The Concept Approval Application Form 4A is to be used for a vehicle when the project is just at concept or basic idea stage. This process is generally intended for projects that are out of the ordinary, or are particularly unique in some way, particularly where the project, or some aspects of the project, is pushing technical boundaries of time-proven and known modification and construction practices.

The Concept Approval process is a voluntary one, and is not a mandatory part of the LVV system. The objective of making this process available is to provide builders with confirmation as to whether or not their idea will in fact be able to be legally registered for road use in New Zealand.

### Likely users:

A person who uses the Concept Approval process is likely to be someone who is considering building something very unusual or cutting-edge – such as a full-bodied motorcycle – and wants assurance that such an idea is legally and practically feasible, so that the idea can be confidently progressed into a proper plan.

### Detail requirements:

- The Concept Approval Application Form 4A should not be used if the vehicle is already partially constructed. If construction has commenced, go straight to the Design Approval Application section.
- The Concept Approval Application Form 4A is only relevant if you wish to build a vehicle that is out of the ordinary, or is particularly unique in some way, and you haven't started the vehicle's construction.
- Any additional pages included in the application as an appendix to Concept Approval Application Form 4A must be added at the end of the application form, and all pages must be numbered.
- If the vehicle incorporates a custom independent front or rear suspension (IFS or IRS), a Component Approval Application Form 4C (see Component Single Approval section, page 4) must also be completed and submitted, which will attract an additional fee. In this case, any details which become duplicated may be omitted from the Concept Approval Application Form 4A.

### Access to information:

The details of use and submission of the Concept Approval process, along with Concept Approval Application Form 4A, and fee details, can be found in Chapter 4 of the NZ Car Construction Manual, or can be downloaded free of charge from the 'Approvals Page' on the LVVTA website – [www.lvvt.org.nz](http://www.lvvt.org.nz).

### For support or advice:

For further information or clarification, please contact a member of the Technical Team at the LVVTA office.

## **Design Approval:**

### Intended purpose:

The Design Approval Application Form 4B is to be used for a vehicle when the project plan is more than just a concept or idea, and the builder has a firm and detailed plan in mind of what the various components and systems are that the vehicle is going to consist of. The Design Approval process is an approval system which assesses the main critical-function elements of a vehicle; - for example chassis, steering, suspension, and brakes. It also covers a range of additional items to assist a person who is building or extensively modifying their vehicle.

The Design Approval process is a voluntary one, and is not a mandatory part of the LVV certification system. The objective of making this process available is to help builders ensure that what they are intending to do will in fact be safe and compliant, in order to maximise the chances of the LVV certification inspection process going smoothly when the vehicle is completed. Having to re-engineer things after everything is painted and chromed can be a frustrating and expensive process.

### Likely users:

A person who uses the Design Approval process is likely to be a typical one-off hobby car builder, who has a clear plan of how they intend to go about the construction of their vehicle. The process is particularly helpful for a novice builder, but less necessary for an experienced builder or modifier who is conversant with the LVV certification system.

### Detail requirements:

- If the vehicle incorporates a custom independent front or rear suspension (IFS or IRS), a Component Approval Application Form 4C (see Component Single Approval section, page 4) must also be completed and submitted, which will attract an additional fee. In this case, any details which become duplicated may be omitted from the Design Approval Application Form 4B.
- Any additional pages included in the application as an appendix to Design Approval Application Form 4B, must be added at the end of the application form, and all pages must be numbered.

### Access to information:

The details of use and submission of the Design Approval process, along with the Design Approval Application Form 4B, and fee details, can be found in Chapter 4 of the NZ Car Construction Manual, or can be downloaded free of charge from the 'Approvals Page' on the LVVTA website – [www.lvvta.org.nz](http://www.lvvta.org.nz).

### For support or advice:

For further information or clarification, please contact a member of the Technical Team at the LVVTA office.

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## **Component Single Approval:**

### Intended purpose:

The Component Single Approval process is intended to be used by the one-off or home hobby car builder.

The NZ Car Construction Manual (NZCCM) requires that certain components, such as any custom independent front and rear suspension system (IFS & IRS), are first approved in writing by the TAC. In this case, it is necessary for the applicant to present to the TAC all relevant information in a clear and logical manner, and include a proper set of drawings, prepared to scale and showing all details clearly.

There are also sometimes situations where a component cannot be used within the modification or construction of a vehicle because it does not comply with one or more of the specified technical requirements of the LVV Standards or NZCCM, but because of the circumstances surrounding that particular situation, the (non-compliant) component can provide an ideal solution.

The Component Single Approval process can be, in certain special circumstances, used to enable a normally non-compliant component to be legally used. Note however that such approvals will only be considered in special and legitimate circumstances where sufficient valid technical justification for a variation to the technical requirements exists.

Note that this process is not for volume manufacturers of components or systems, but is rather aimed at helping an individual builder.

To summarise the Component Single Approval process, there are two basic objectives:

- ‘Approval required’:

To enable a person who wishes to modify or build a single component, which is required by the NZCCM to be individually approved in writing by the TAC, to have that item individually approved.

- ‘Non-compliance’:

To enable a person who wishes to modify or build a single component, but which, for some reason cannot comply with one or more of the specified technical requirements within the LVV Standards or the NZCCM, to have that component individually approved.

The Component Single Approval process is a mandatory part of the LVV system, unless where a component has been issued with Component Type Approval (see Component Type Approval section, page 6) in writing by the TAC, or where the component is specifically listed in the ‘Recognised Manufacturer Database’, located on the ‘Approvals Page’ of the LVVTA website.

To assist builders to work through either of these two situations, the Component Approval Application Form 4C (which covers both situations outlined above) will provide all of the information and guidance needed to enable the builder to present a complete application to the TAC.

Likely users:

A person who uses the Component Single Approval process includes any hobby car builder or modifier who intends to build their own safety-related components that might be used in the modification or construction of a motor vehicle, and which require individual component approval in writing from the TAC. Such components might include custom IFS or IRS assemblies, or complex and unique components or systems designed to deal with the specific needs of an individual user such as disability adaptive control equipment.

A user of the Component Single Approval process is likely to be a very experienced and specialised modifier or constructor.

Access to information:

The details of use and submission of the Component Single Approval process, along with the Component Approval Application Form 4C, and fee details, will be available for downloading free from the 'Approvals Page' on the LVVTA website – [www.lvvta.org.nz](http://www.lvvta.org.nz) – by mid-2013.

For support or advice:

For further information or clarification, please contact a member of the Technical Team at the LVVTA office.

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## **Component Type Approval:**

Intended purpose:

The NZ Car Construction Manual (NZCCM) requires that certain components, such as any custom independent front and rear suspension system (IFS & IRS), is first approved in writing by the TAC. In this case, it is necessary for the applicant to present to the TAC all relevant information, which involves the provision of detailed information and fees.

The Component Type Approval process is intended to be used by manufacturers or suppliers who wish to provide such components for sale or supply on a volume basis (i.e. not just a one-off) and in doing so save the users of their product from having to apply individually for Component Single Approval. A company can provide a much more streamlined certification process for end-users of such components by Type-approving their product, by removing the need for each individual end user of the product to go through the individual Component Single Approval process, with its associated paperwork and costs. This process is aimed primarily at manufacturers of custom independent front and rear suspension systems (IFS & IRS), but can also be used for all other items which are required by the NZCCM to be individually approved in writing by the TAC, such as custom spindles or uprights, cast critical components, custom steering wheels, welded steering components, steering quickeners, offset-crank brake pedals, custom plastic fuel tanks, and custom wheels.

There are also sometimes situations where a component cannot be used within the modification or construction of a vehicle because it does not comply with one or more of the specified technical requirements of the LVV Standards or NZCCM, but because of the circumstances surrounding that particular situation, the (non-compliant) component can provide an ideal solution. Manufacturers or suppliers can use the Component Type Approval process, in certain special circumstances, to enable a normally non-compliant component to be legally used. Note however that such approvals will only be considered in special and legitimate circumstances where sufficient valid technical justification for a variation to the technical requirements exists.

To summarise the Component Type Approval process, there are two basic objectives:

- ‘Approval required’:

To enable a manufacturer or supplier who wishes to sell a component on a volume basis (i.e. not just a one-off), which is required by the NZCCM to be individually approved in writing by the TAC, to have that component Type Approved.

- ‘Non-compliance’:

To enable a manufacturer or supplier who wishes to sell a component on a volume basis (i.e. not just a one-off), but which, for some reason cannot comply with one or more of the specified technical requirements within the LVV Standards or the NZCCM, to have that component Type Approved.

The Component Type Approval process is a voluntary one, and is not a mandatory part of the LVV system. It is up to the manufacturer or supplier to decide whether they wish to take advantage of this marketing opportunity.

#### Likely users:

A person who uses the Component Type Approval process might include any person or company that wishes to sell any safety-related components on a volume basis, that might be used in the modification or construction of a motor vehicle, and which require individual component approval in writing from the TAC. Such components might include custom IFS or IRS assemblies, or complex and unique components or systems designed to deal with the specific needs of an individual user such as disability adaptive control equipment.

A user of the Component Type Approval process is likely to be a very experienced and specialised modifier or constructor.

#### Detail requirements:

Any manufacturer or supplier who applies for Component Type Approval must meet the following requirements during the preparation and submission of their application:

1. An application must clearly specify whether it relates to a component which is required by the NZCCM to be individually approved in writing by the TAC, or a component which cannot comply with one or more of the specified technical requirements within the LVV Standards or the NZCCM. In the latter case, the applicable technical requirement(s) must be specified.
2. An application must include:
  - a. a covering letter to introduce the company and component to the TAC members, and should include details about the applicant, the applicant’s business (provide comprehensive details of the manufacturer if the applicant is a third party), their range of products, and the item to which the application relates; and
  - b. a detailed set of specifications and technical information relating to the design, construction, and composition of the component to which the application relates; and
  - c. all applicable sections in the Component Approval Application Form 4C; and
  - d. any additional pages necessary to complete the application as an appendix to the Component Approval Application Form 4C, which must be added at the end of the application form, with all pages numbered; and



- e. any other relevant details not already provided in the Component Approval Application Form 4C, but which should also be included, such as material specifications, welder qualifications and certificates, non-destructive test reports, or any other relevant technical information; and
  - f. an actual working sample of the component to which the application relates, for inspection and assessment by the TAC (see '*Guidelines for providing a sample component for TAC assessment*' on page 11); and
  - g. the relevant prescribed fee (see '*Component Type Approval application fees*' on page 8).
3. In the case of a Component Type Approval application for a custom IFS or IRS, the sample assembly must be provided in the following condition:
    - a. one side must have the spring & shock assembly attached, while the other must not. The installed spring & shock assembly must be assembled in such a way that it's removal can be easily achieved with basic hand tools; and
    - b. brake discs and callipers must be attached to one side only, and stub axles must be fitted to both sides; and
    - c. in the case of an IFS, an operational steering rack of the exact specification used must be fitted, with toe set to zero at the normal suspension ride height. This ride height must be noted for easy TAC reference; and
    - d. a bump-steer swing-check may be carried out by the TAC during this inspection process to assess possible toe-change. If suitable documented evidence of a correct bump-steer swing-check is provided, this may be accepted at the discretion of the TAC.
  4. A copy of the completed application should be kept by the applicant and retained for their records in case of loss during postage.
  5. The original copy of the application and sample component should be sent to LVVTA, using the correct postal or courier address from the 'Contact Us' page of the LVVTA website - [www.lvvta.org.nz](http://www.lvvta.org.nz).
  6. Upon receipt of the application by LVVTA, the Component Approval Application Form 4C and associated supporting information will be copied and distributed to each member of the TAC, and then discussed by the members at a TAC meeting.
  7. If the Component Approval Application Form 4C is not filled out sufficiently, if further clarifications are required, or if drawings are missing or unclear, further information or clarification may be required from the applicant.
  8. Upon the successful conclusion of discussions relating to the application, the TAC will detail any specific applicable requirements that the approval may be subject to, and provide any relevant general comments.
  9. Once approved, a unique Type Approval Number will be issued which will be allocated and recorded on the Component Approval Application Form 4C and the Type Approval Certificate. This number will be tailored to suit both the product and applicant, and may include the provision of a unique numbering system to enable the applicant to identify each individual component, or version of the component. This numbering process will be discussed and agreed between LVVTA and the applicant on a case-by-case basis.
  10. LVVTA may request high quality images of the item or assembly to be included on the Type Approval certificate.
  11. A copy of the completed and signed Component Approval Application Form 4C and the Type Approval Certificate will be returned to the applicant, with the original copy retained by LVVTA for future reference.



12. A copy of the Type Approval Certificate will be published and stored within the LVV Certifiers Manual, and will also be available to the public via the LVVTA website – [www.lvvta.org.nz](http://www.lvvta.org.nz).

Component Type Approval application fees:

1. In the case of a custom IFS or IRS, an initial non-refundable application fee of \$900.00 (including GST) will be charged per assembly, plus any applicable additional fees specified within '*Guidelines for fees incurred during a TAC assessment*' on page 11.
2. In the case of a component other than a custom IFS or IRS, an initial non-refundable application fee of \$380 (including GST) will be charged per item, plus any applicable additional fees specified within '*Guidelines for fees incurred during a TAC assessment*' on page 11.

Note that in both the above cases, the fee specified for a Component Single Approval does not apply in addition to the fees specified above.

Access to information:

The details of use and submission of the Component Type Approval process, along with the Component Approval Application Form 4C, and fee details, will be available for downloading free from the approvals page on the LVVTA website – [www.lvvta.org.nz](http://www.lvvta.org.nz) – by mid-2013.

Withdrawal of approval:

A Component Type Approval may be withdrawn and publicly notified at any time after the approval has been issued, if information becomes available to LVVTA that highlights any safety risks associated with the component in question. In such circumstances, the applicant will be consulted on the matter by LVVTA before any final decision and subsequent withdrawal and notification action takes place.

For support or advice:

For further information or clarification, please contact a member of the Technical Team at the LVVTA office.

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**Component Endorsement:**

Intended purpose:

The Component Endorsement process is intended to be used by manufacturers or suppliers who wish to provide such components for sale or supply on a volume basis (i.e. not just a one-off).

Component Endorsement is a form of written confirmation from the TAC that they have assessed the component or assembly in question, and in their combined opinion the component or assembly is of a high quality, and that they have confidence that the component will comply with the relevant technical requirements specified within the LVV Standards and the NZCCM. This endorsement is primarily offered as a marketing tool to the vehicle modification industry, to provide assurance to their customers that they are purchasing a quality product, and that the item will pass LVV certification.

The Component Endorsement process is a voluntary one, and is not a mandatory part of the LVV system. It is up to the manufacturer or supplier to decide whether they wish to take advantage of this marketing opportunity.

Likely users:

A person who uses the Component Endorsement process might include any person or company that wishes to sell any safety-related components on a volume basis, which might be used in the modification or construction of a motor vehicle.

Detail requirements:

Any manufacturer or supplier who applies for Component Endorsement must meet the following requirements during the preparation and submission of their application:

1. An application must clearly specify that the applicant is requesting Component Endorsement for the component in question.
2. An application must include:
  - a. a covering letter to introduce the company and component to the TAC members, and should include details about the applicant, the applicant's business (provide comprehensive details of the manufacturer if the applicant is a third party), their range of products, and the item to which the application relates; and
  - b. a detailed set of specifications and technical information relating to the design, construction, and composition of the component to which the application relates; and
  - c. any other relevant details such as material specifications, welder qualifications and certificates, non-destructive test reports, or any other relevant technical information; and
  - d. an actual working sample of the component to which the application relates, for inspection and assessment by the TAC (see '*Guidelines for providing a sample component for TAC assessment*' on page 11); and
  - e. the relevant prescribed fee (see '*Component Endorsement application fees*' on page 10).
3. A copy of the completed application should be kept by the applicant and retained for their records in case of loss during postage.
4. The original copy of the application and sample component should be sent to LVVTA, using the correct postal or courier address from the 'Contact Us' page of the LVVTA website - [www.lvvta.org.nz](http://www.lvvta.org.nz).
5. Upon receipt of the application by LVVTA, the Component Endorsement application will be copied and distributed to each member of the TAC, and then discussed by the members at a TAC meeting.
6. If the Component Endorsement application is not filled out sufficiently, if further clarifications are required, or if drawings are missing or unclear, further information or clarification may be required from the applicant.
7. Upon the successful conclusion of discussions relating to the application, the TAC will detail any applicable specific requirements that the Component Endorsement may be subject to, and provide any relevant general comments.
8. Once approved, a unique Component Endorsement Number will be issued which will be allocated and recorded on the Component Endorsement Certificate. This number will be tailored to suit both the product and applicant, and may include the provision of a unique numbering system to enable the

applicant to identify each individual component, or version of the component. This numbering process will be discussed and agreed between LVVTA and the applicant on a case-by-case basis.

9. LVVTA may request high quality images of the item or assembly to be included on the Component Endorsement Certificate.
10. A copy of the Component Endorsement Certificate will be returned to the applicant, with the original copy retained by LVVTA for future reference.
11. A copy of the Component Endorsement Certificate will be published and stored within the LVV Certifiers Manual, and will also be available to the public via the LVVTA website – [www.lvvta.org.nz](http://www.lvvta.org.nz).

#### Component Endorsement application fees:

An initial non-refundable application fee of \$380 (incl GST) will be charged per item, plus any applicable additional fees specified within '*Guidelines for fees incurred during a TAC assessment*' on page 11.

#### Access to information:

There is no specific Component Endorsement application form; – an applicant must provide the information as specified above in the '*Detail requirements*' section.

#### Withdrawal of endorsement:

A Component Endorsement may be withdrawn and publicly notified at any time after the endorsement has been issued, if information becomes available to LVVTA that highlights any safety risks associated with the component in question. In such circumstances, the applicant will be consulted on the matter by LVVTA before any final decision and subsequent withdrawal and notification action takes place.

#### For support or advice:

For further information or clarification, please contact a member of the Technical Team at the LVVTA office.

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### **Guidelines for providing a sample component for TAC inspection**

This section applies only to an approval which requires the provision of a sample component, or where a sample component has been requested or offered to assist with an application.

A manufacturer or supplier who provides a component sample for TAC assessment as part of any application must meet the following requirements during the preparation and submission of their sample:

1. The sample must be clean, and free of all traces of oil and grease.
2. If disassembly is required to allow for an inspection, the sample must be provided with all fasteners hand-tight only, to allow for inspection without the use of hand tools, or with basic hand tools only.
3. All TAC meetings are held in the Auckland region. It is the responsibility of the applicant to ensure that the sample is delivered to the location specified by LVVTA, providing sufficient time for the sample to be uplifted by TAC members or LVVTA staff and taken to the TAC meeting.
4. An LVVTA Technical Team member must be contacted directly to arrange for a suitable delivery location/address.

5. LVVTA has no access to storage facilities in Auckland, and so any late or incorrect deliveries may require that the sample is shipped back to the applicant, or stored by the shipping company until the next available TAC meeting at the applicant's cost.
6. The sample must be packaged and shipped using re-useable packaging materials, with return freight tickets, a return address label, and the freight company's contact details for collection.
7. All shipping, freight, and delivery costs are to be covered by the applicant. LVVTA will repackage any sample, and contact the shipping company to arrange pickup, but takes no responsibility for any damage to the sample unless in the case of negligence on LVVTA's part.
8. Insurance cover for the sample is the responsibility of the applicant, both during shipping, and while in storage, or the possession of LVVTA.
9. The cost of any consumables that may be required to re-package the sample may be passed on to the applicant.
10. Where an LVVTA staff member is required to spend an extraordinary amount of time to re-package an item for shipping, there may be an additional fee charged to cover the time taken, calculated at \$100/h or part thereof.

### **Guidelines for fees incurred during a TAC assessment**

This section applies only to Component Type Approval, and Component Endorsement. A manufacturer or supplier who enters into any of the above application processes does so on the understanding that the following conditions and fees apply.

1. The application documentation and initial fee must be received no later than 14 working days prior to the date of the TAC meeting. This provides the necessary lead-time to keep an allocated time-slot free during the meeting to allow full and complete assessment and discussion by TAC members. This is subject to availability of a time-slot at the next scheduled meeting of the TAC – this can never be guaranteed.
2. The application will not be considered if the initial fee has not been received.
3. Where the amount of time required by TAC members to complete an application exceeds the allotted time allocation, there may be an additional fee charged to cover the time taken, calculated at \$250/h or part thereof.
4. Where additional information, clarification, or rectification is required as a result of the first assessment, each subsequent assessment or TAC involvement will incur an additional fee, based on an hourly rate of \$250/hr, or part thereof calculated in 15 minute units.
5. Each subsequent LVVTA administrative correspondence or function will incur an additional fee, based on \$100/hr or part thereof calculated in 15 minute units.
6. Any additional fees will be tracked and recorded by an LVVTA TAC representative.
7. LVVTA will provide the applicant with an itemised invoice detailing all fees incurred, and will be billed to the applicant on a 30 day invoice.
8. Where any invoice remains outstanding for a period of more than 90 days, it will be passed on to a debt recovery specialist, with all associated costs being the responsibility of the applicant.
9. No LVVTA approval or endorsement will be issued until full payment has been received for all associated invoices.

Finally:

For further information or clarification on any aspect of this Information Sheet, please contact the technical team at the LVVTA office on (04) 238-4343.