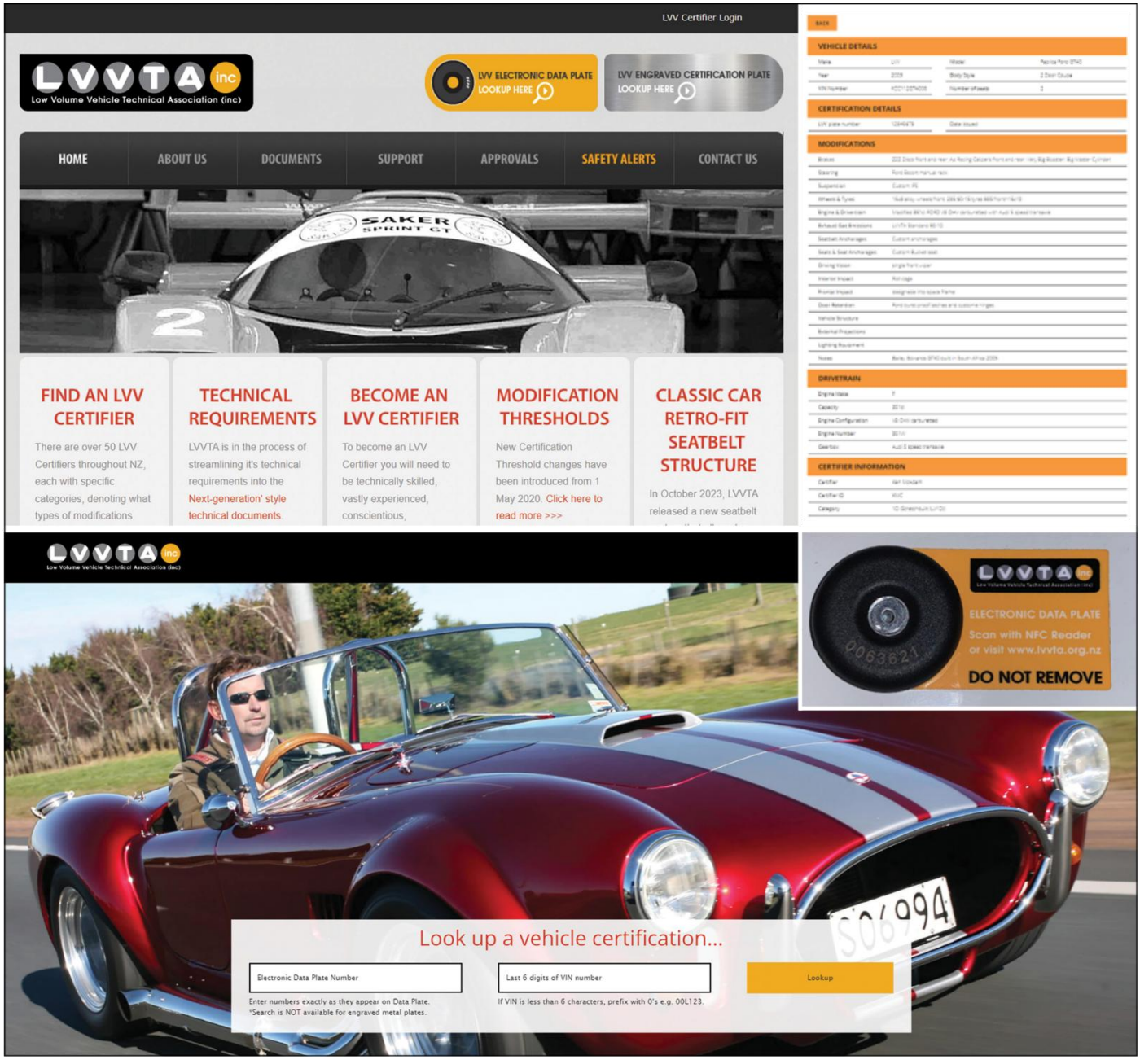
Low Volume Vehicle Technical Association (inc)

Helping New Zealanders Build & Modify Safe Vehicles

LVV Operating Requirements Schedule

Chapter 12
LVV Certification Plates & Labels

Version 12 | Effective from 1 October 2025



Low Volume Vehicle Technical Association (inc)

Approval Record

Signed in accordance with clause *1.3(5)* of the *Low Volume Vehicle Code* of LVVTA, on …… by:			
New Zealand Transport Agency		Low Volume Vehicle Technical Association	
Name	Signature	Name	Signature
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Amendment Record

Amendments details	Version #	Issue date	Effect date
• LVV ORS - Original Issue	Version 1	2001	2001
• LVV ORS – Amendment # 1	Version 2	1 August 2003	1 October 2003
• LVV ORS – Amendment # 2	Version 3	1 March 2005	1 April 2005
• LVV ORS – Amendment # 3	Version 4	1 February 2006	1 April 2006
• LVV ORS – Amendment # 4	Version 5	1 May 2007	1 July 2007
• LVV ORS – Amendment # 5	Version 6	1 March 2008	1 April 2008
• LVV ORS – Amendment # 6	Version 7	1 January 2010	1 February 2010
• LVV ORS – Amendment # 7	Version 8	1 March 2011	1 April 2011
• LVV ORS – Amendment # 8	Version 9	1 July 2016	1 July 2016
• LVV ORS – Amendment # 9	Version 10	1 October 2016	1 October 2016
• LVV ORS – Amendment # 10	Version 11	1 June 2017	1 June 2017
• LVV ORS Chapter 12 - Amendment # 11	Version 12	10 September 2025	1 October 2025

Note 1	The first ten amendment processes to the LVV ORS (Amendment #s 1-10), carried out between August 2003 and June 2017, were made to the complete ORS document. From Amendment # 11 (which is Version 12, issued 10 September 2025), amendments are carried out to individual chapters.
Note 2	Text highlighted in grey shows amendments that have been made subsequent to the previous version of this chapter, and a grey vertical stroke to the left of the text denotes important new or changed information (which may include information which has been removed).

About the LVV Operating Requirements Schedule

The LVV Operating Requirements Schedule (LVV ORS), and its sub-set of LVV ORS chapters (the chapters) set out the operational systems and processes which enables the LVV certification system to function effectively. Whereas the *Low Volume Vehicle Code* provides the legal platform upon which the LVV certification system operates, the LVV ORS provides robust operational systems and processes to ensure that LVV certification outcomes are consistent, fair, transparent, and of a high quality.

Author, Publisher, & Owner

This chapter is authored, published, and owned by the Low Volume Vehicle Technical Association Incorporated (LVVTA). LVVTA is an incorporated society established in 1992, that represents a group of specialist automotive organisations (in turn representing approximately 150,000 members) who are dedicated to ensuring that vehicles, when scratch-built or modified, meet the highest practicable safety standards.

The information in this chapter has stemmed from work undertaken by LVVTA founding member organisations that commenced in 1989 and has been progressively developed as an integral part of the New Zealand Government's land transport regulatory system, by agreement and in consultation with the New Zealand Transport Agency (NZTA).

As a result, the considerable experience in specialist certification management built up by LVVTA and the specialist automotive member groups over the past several decades can be of benefit to members of the New Zealand public who also wish to build or modify motor vehicles.

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Availability & Current Version

This chapter is printed and distributed by LVVTA, and is available to the public free of charge from the LVVTA website; www.lvvta.org.nz

Note that printed copies of this chapter, like any other printed LVVTA documents, may have been superseded by a later version and become out of date.

Therefore, this and all other LVVTA documents should not be relied upon without first ensuring that the version number (on the right-hand side of the header above) is the current version – please visit the LVV ORS area of www.lvvta.org.nz to check that this chapter is in fact the latest version.

User's Feedback

This chapter is constantly undergoing an evolutionary development process in order to keep pace with changing trends and technology. To assist in this, LVVTA invites users of the chapter to engage in an ongoing consultation process with us by making submissions for any changes, additions, or clarifications which might improve the chapter, at any time.

Any submissions made via this rolling consultation process will be thoroughly considered, and incorporated, where appropriate, at the next available amendment opportunity.

Submissions should be made to submission@lvvta.org.nz, with the name of this chapter in the Subject line.

Legal Status & Copyright

This chapter is incorporated by reference, as an integral part of the *Low Volume Vehicle Code*, within *Land Transport Rule: Vehicle Standards Compliance 2002*.

Disclaimer

LVVTA has made all reasonable efforts to provide sound and correct advice, based on the historical knowledge and best practice experiences of all parties involved in the development and production of this chapter.

However, no responsibility or liability is accepted by LVVTA for any error or omission, or any loss suffered by any person relying directly or indirectly on this chapter. Any person who builds or modifies a motor vehicle accepts that there may be some associated risks, and does so in the full knowledge of this, and accepts full responsibility for their own actions.

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LVV Certification Plates & Labels

Purpose of this Chapter

The purpose of this LVV Operating Requirements Schedule chapter (the chapter) is to explain the roles and responsibilities of LVVTA and LVV Certifiers in relation to the supply, affixing, activation, and service requirements, of the LVV Electronic Data Plates. The chapter also provides information about other functions associated with LVV certification plate and label provision, including LVV certification-related data collection and safe storage, and updating the national vehicle registration database with relevant LVV certification information.

This chapter should be read in conjunction with *LVV ORS Chapter 9: Submission of LVV Certification Files*, *LVV ORS Chapter 10: LVV File Review System*, and *LVV ORS Chapter 11: LVV Error Recording & Reporting*.

Italics are used throughout this chapter when referencing '*external documents*' that are not part of this chapter.

Section 1 About LVV Electronic Data Plates

1.1 The original LVV engraved certification plates

When the LVV certification system commenced in 1992, there needed to be a way to show interested parties such as Authorised Vehicle Inspectors (AVIs) who issue Warrants of Fitness (WoF), the NZ Police, Entry Certifiers, insurance companies, and even potential vehicle purchasers, that a modified or scratch-built vehicle had been certified as safe for use on New Zealand roads.

To achieve this, the 'LVV engraved certification plate' (LVV plate) system was established. After a low volume vehicle passed its final LVV certification inspection, the LVV Certifier sent all required documentation to the LVVTA office for processing, and production of an LVV plate.

The plate is a printed aluminium plate, which has the modification and construction details unique to each vehicle engraved onto the plate via a bespoke computer software system developed by LVVTA.

Once the documentation was received by LVVTA, the LVV certification details processed, and engraving carried out, the LVV plate was sent by courier to the LVV Certifier, who then arranged to see the vehicle again to affix the LVV plate to the vehicle structure via adhesive and rivets.

Despite the larger-than-ideal size of the original LVV plates, trying to describe the many complex modifications on a heavily modified or scratch-built vehicle was always a challenge. The LVV plates were however – despite being 'low-tech' – a very robust method of providing the necessary information, with a high resistance to fraudulent activities, for almost three decades.

1.2 The new LVV Electronic Data Plates

After 29 years of successfully using the LVV plates, LVVTA - finally satisfied about the reliability and security of a replacement system based on new technology – made the transition to the new digital 'LVV Electronic Data Plates' (LVV EDPs) in February 2021.

The LVV EDPs are, since February 2021, used for all new LVV certifications, and for all vehicles previously fitted with an LVV plate that undergo re-certification for further modifications. The only exception to this is recertifications for changed wheels and tyres.

The new LVV EDP is a plastic disc that provides a digital gateway to the vehicle's electronically stored records. LVV EDPs utilise contactless Radio Frequency Identification (RFID) technology, in much the same way a PayWave credit card or a building access fob works. RFID tags contain a chip and antenna for wireless identification of the objects to which they are either attached or imbedded into. LVV EDPs are maintenance free, and do not require batteries.

1.3 Advantages of the LVV Electronic Data Plates

There are a considerable number of advantages to the new LVV EDPs over the traditional LVV plates, which include that:

- the LVV EDP is fitted to the vehicle by the LVV Certifier during the final LVV certification inspection, eliminating the additional visit required to fit the old LVV plates (saving time for LVV Certifiers and cost to the public); and
- the time from when the LVV Certifier carries out the final LVV certification inspection until the time the vehicle is legal is substantially reduced; and
- vastly more information, including photographs, of the LVV certified modifications and construction features is available via an LVV EDP; and
- an LVV EDP is physically much smaller, and therefore more easily fitted to vehicles which have limited space available.

The two systems (LVV plates and LVV EDPs) are operated in parallel, so there is no requirement for an LVV plate to be replaced with an LVV EDP on a vehicle with no subsequent modifications.

More information, including an explanation on how to access the data and photographs stored on an LVV EDP, can be found in *LVV Information Sheet # 01-2021 – Introduction of LVV Electronic Data Plates*, which is available to the public electronically, free of charge, from the LVVTA website www.lvvta.org.nz

Section 2 Electronic Data Plate System Management

2.1 Introduction

An LVV EDP is used to finalise the LVV certification process of a modified or scratch-built low volume vehicle.

LVVTA has several responsibilities relating to the management of the LVV EDP system, to ensure that this pivotal aspect of the LVV certification system runs as efficiently as possible for the LVV Certifiers and the motoring public. LVVTA sources the LVV EDPs, designs the way in which the modification and construction information is accessed by an LVV EDP, and where necessary deletes information accessed by an LVV EDP.

2.2 Design of Electronic Data Plate content

2.2(1) In relation to the content development, entry of information, and activation of the LVV EDPs, LVVTA will:

(a) when designing, or amending the design, of the template material of the LVV EDP, ensure that any change to the LVV EDP or its specification, including logo placement, is with the prior agreement of the NZ Transport Agency (NZTA); and

(b) maintain a valid license for any software systems being used for the purpose of entry of information and activation of the LVV EDPs.

2.3 Electronic Data Plate service requirements

2.3(1) In relation to operating the LVV EDP provision service, LVVTA will:

(a) operate the service in a thorough and professional manner; and

(b) provide, conditional upon normal business circumstances existing, a service turn-around, unless where additional information is required or there is a technical reason to withhold the activation of the LVV EDP, of not more than three working days; and

(c) provide the service on every working day except for statutory public holidays and the days between the Christmas and New Year statutory holidays, and any organisational development days which will not exceed one day in any one calendar week; and

(d) maintain and continuously update a detailed *LVV Electronic Data Plate Provision Operations Manual*; and

(e) advise NZTA of any significant changes to the service.

Section 3 Electronic Data Plate Supply & Activation

3.1 Introduction

LVVTA provides the service of issuing the LVV EDPs to LVV Certifiers to affix to the vehicle when they have completed their LVV certification inspection, and activating the LVV EDP after the LVV File Review has been applied to the vehicle.

3.2 Supply of Electronic Data Plates

3.2(1) In relation to the supply of LVV EDPs, LVVTA will:

(a) manage adequate stock levels of LVV EDPs; and

(b) provide an adequate supply of individually numbered LVV EDPs to each LVV Certifier, for the LVV Certifier to affix to a vehicle at the completion of the LVV certification inspection process; and

(c) maintain a record of which LVV Certifier each individually numbered LVV EDP has been issued to.

3.3 Activation of Electronic Data Plates

3.3(1) LVVTA will enter relevant information about the LVV certified vehicle on LVVTA's website, and then activate the LVV EDP fitted to the vehicle after being satisfied that all LVV certification requirements required by the LVV File Review System have been met by the LVV Certifier (see Notes 1 and 2 below).

Note 1	Information about the *LVV File Review System,* as referred to in 3.3(1), can be found in *LVV ORS Chapter 10: LVV File Review System*, which is available to the public electronically, free of charge, from the LVVTA website www.lvvta.org.nz
Note 2	The LVVTA website www.lvvta.org.nz incorporates an area called the LVV EDP 'Look-up' page, in which all LVV certification information accessed by LVV EDPs is stored.

3.3(2) An LVV certification is finalised by LVVTA's activation of the LVV EDP fitted to the vehicle (see Note 1 below).

Note 1	The LVV certification of a low volume vehicle is not completed until after the LVV Certifier has fitted the LVV EDP to the vehicle, and after the LVV EDP has been activated by LVVTA.

3.3(3) When entering information relating to an LVV certified vehicle on the LVV EDP 'Look-up' website page, LVVTA will:

(a) make all reasonable efforts to ensure that the information accurately records the vehicle's identity including make, model, and year of manufacture, and the modifications and construction features applicable to the vehicle; and

(b) activate the LVV EDP to provide system users with access to the LVV certification details of the vehicle.

3.4 Associated notification and information

3.4(1) When activating an LVV EDP, LVVTA will provide to the LVV Certifier an electronic notification advising that the activation has been completed.

3.5 Deactivation of Electronic Data Plates

3.5(1) When an LVV EDP has been returned to LVVTA, or when it is necessary to remove the LVV certification information relative to an LVV certified vehicle, LVVTA will remove the data from the 'Look-up' page.

3.6 Theft of Electronic Data Plates

3.6(1) LVVTA will immediately notify NZTA in the event of the theft of one or more LVV EDPs from LVVTA's premises.

Section 4 Electronic Data Plate Storage, Affixing, & Removal

4.1 Introduction

When a modified or scratch-built low volume vehicle has been LVV certified, any interested party such as an AVI, NZTA, the NZ Police, or a member of the public interested in purchasing the vehicle, must be able to readily find the LVV EDP, and be able to read the information accessed by it.

For this reason, requirements are in place to ensure that the LVV EDP can be readily found and read, and the likelihood of the LVV EDP becoming removed or lost is minimised.

4.2 Positioning of an Electronic Data Plate

4.2(1) An LVV EDP fitted to a low volume vehicle must be positioned on a non-removable structural part of the vehicle, either:

(a) within the engine compartment; or

(b) where there is insufficient available space within the engine compartment to enable the LVV EDP to be fitted and remain clearly visible, in either:

(i) the passenger compartment on the vehicle's A-pillar or B-pillar; or

(ii) in the case of a sedan, the rear bulkhead or other prominent position within the boot area; or

(iii) in the case of a van with an engine cover in the passenger compartment, a non-removable panel steel part of the engine cover or seat frame; or

(iv) in the case of a vehicle with a raised floor, the vertical area of the step behind a door; or

(v) in the case of a hatchback or station wagon, the spare wheel-well, provided that the area is accessible without the use of tools.

4.3 Affixing an Electronic Data Plate

4.3(1) An LVV EDP, when fitted to a low volume vehicle, must be:

(a) easily found and clearly visible; and

(b) readily accessible and readable (see Note 1 below).

Note 1	'Readable', as referred to in 4.3(1)(b) means that the LVV EDP is positioned such that the unique identification number printed on the LVV EDP can be easily read, and be easily scanned by a mobile phone.

4.3(2) An LVV Certifier must affix an LVV EDP on a low volume vehicle (see Notes 1 and 2 below):

(a) with a single rivet; and

(b) accompanied by, unless the LVV EDP is affixed in a prominent and obvious location, a correctly positioned and affixed LVV EDP label.

Note 1	Information about an LVV EDP label, as referred to in 4.3(2)(b) is provided in section 6.
Note 2	LVVTA recommends that every LVV EDP is accompanied by an LVV EDP label, so as to aid AVIs and Entry Certifiers in finding the LVV EDP.

4.4 Removal of an Electronic Data Plate

4.4(1) An LVV EDP may only be removed from a low volume vehicle if the LVV EDP becomes damaged such that it is inoperable, or if the numbers become illegible, in which case it must be removed and returned to LVVTA, accompanied by an explanation as to why the LVV EDP has been returned, by either:

(a) an LVV Certifier (see Note 1 below); or

(b) a member of the LVVTA technical staff; or

(c) an LVV-specialist Certification Officer of NZTA.

Note 1	An authorised LVV Certifier, as referred to in 4.4(1)(a) can be an LVV Certifier that is authorised for any LVV certification category.

4.5 Safe Storage of Electronic Data Plates

4.5(1) An LVV Certifier must:

(a) store the LVVTA-provided supply of LVV EDPs in a secure, locked, and out-of-sight enclosure; and

(b) maintain an up-to-date record of all LVV EDPs received and allocated, so that all LVV EDPs provided by LVVTA can be accounted for.

4.6 Theft of Electronic Data Plates

4.6(1) An LVV Certifier must immediately notify LVVTA in the event of the theft of one or more LVV EDPs from the LVV Certifier's premises.

Section 5 Electronic Data Plate Payment

5.1 Introduction

LVVTA operates primarily on a 'user-pays' system, which is based on a regulated 'plate fee' that the LVV Certifier collects from the LVV certification customer, and forwards this to LVVTA. This regulated fee covers the cost of the LVV EDP, and for the use of LVVTA's intellectual property to provide the LVV certification system, in turn enabling the LVV certification of the vehicle to occur.

For its first 28 years of operation, the regulated 'plate fee' was LVVTA's only source of income, however this 'user-pays' income is now supplemented by a contribution from NZTA for the 'public good' elements of the LVV certification system.

5.2 Payment requirement and terms

5.2(1) Payment for each LVV EDP, once assigned to a low volume vehicle, must be paid to LVVTA by the LVV Certifier responsible for assigning the LVV EDP.

5.2(2) LVVTA may provide to the LVV Certifier, on request, an account-based payment system, provided that (see Notes 1 to 3 below):

(a) payment to LVVTA is made no later than the 20th day of the month following assignment of the LVV EDP; and

(b) it is understood and accepted by the LVV Certifier that all payments for LVV EDPs remain the responsibility of the LVV Certifier.

Note 1	The LVV Certifier is the person who holds the *Notice of Appointment* with NZTA, and as such is the person with whom NZTA and LVVTA have the relationship in all aspects of the LVV certification process, including the responsibility for payment of LVV EDPs.
Note 2	An LVV Certifier who fails to comply with the terms of the payment conditions specified in 5.2(2) will not be issued with further LVV EDPs while any payment for previously issued LVV EDPs is overdue, and the account-based payment privilege will be revoked.
Note 3	The suspension of an LVV Certifier's authority may be imposed by NZTA under the LVV Certifier's *Notice of Appointment* for non-payment of LVV EDP provision services, or any other services provided by LVVTA.

Section 6 LVV Information & Warning Labels

6.1 Introduction

There are some situations where an LVV EDP must be accompanied by an associated adhesive label which provides information, or a warning, relative to a specific modification to a low volume vehicle. Section 6 provides details on LVV information and warning labels.

6.2 Design and issue of LVV EDP labels

6.2(1) LVVTA designs and supplies LVV Certifiers with 'LVV EDP labels', and recommends that LVV Certifiers affix an LVV EDP label to each low volume vehicle upon completion of the LVV certification inspection process, together with the LVV EDP.

6.3 Design and issue of LVV information and warning labels

6.3(1) In order to provide vehicle operators and users with information or warnings about a certain aspect of a vehicle modification on a low volume vehicle which has been LVV certified, LVVTA (see Note 1 below):

(a) designs and manufactures various adhesive LVV information labels and warning labels, as necessary elements of the LVV certification process; and

(b) provides LVV Certifiers with the LVV information labels and warning labels.

Note 1	Typical examples of labels which are affixed to a low volume vehicle, as part of the LVV certification process, are those used on a vehicle modified for mobility purposes, to make an operator or user aware of certain limitations of the vehicle or equipment. Examples of this include specifying the vehicle's maximum payload, or specifying the maximum allowable wheelchair weight so as not to exceed the operating limits of the wheelchair restraints that are present in the vehicle.

6.4 Affixing LVV EDP labels, and LVV information and warning labels

6.4(1) An LVV Certifier must affix each LVV EDP label, and LVV information label and warning label to LVV certified vehicles as directed by LVVTA.

Section 7 LANDATA Updates

7.1 Introduction

LVVTA is responsible for updating and maintaining all LVV certification records for low volume vehicles within NZTA's national vehicle certification database (known as 'LANDATA'). LVVTA makes any necessary changes to a vehicle's details on LANDATA, such as motive power, as a result of modifications that have been carried out.

7.2 LANDATA record updating

7.2(1) LVVTA will update all relevant vehicle records into NZTA's LANDATA system within three working days from the date upon which the LVV EDP for the LVV certified vehicle is activated, including:

(a) updating the 'IVCERT screen' with:

(i) the unique LVV EDP number; and

(ii) the LVV certification category used for the certification of the vehicle; and

(iii) the unique certifier identification number of the LVV Certifier who carried out the LVV certification;

and

(b) updating the 'VCATS screen' if a change has occurred to either:

(i) the number of seating positions within the vehicle; or

(ii) the cc rating of the vehicle; or

(iii) the engine type of the vehicle; or

(iv) the fuel type of the vehicle; or

(v) the vehicle type; or

(vi) the body type of the vehicle; or

(vii) the Table-A class of the vehicle.

7.3 Accuracy of vehicle attributes

7.3(1) LVVTA will, when updating modification-related information about an LVV certified vehicle in LANDATA as specified in 7.2 (see Note 1 below):

(a) ensure the accuracy of the vehicle's existing basic attributes already recorded in LANDATA, such as 'make' and 'model', and its identifiers; and

(b) where necessary, update the information contained in LANDATA to accurately reflect the details of the vehicle.

Note 1	The obligation specified in 7.3(1) can sometimes frustrate vehicle owners when their vehicle was incorrectly registered many years ago, such as a 1960s Triumph Herald-based kit car being registered as a 1950s MGTF, and now has to be changed within the system to what the vehicle actually is. Such registration errors have to be corrected so that vehicles are being registered as what they in fact are, rather than what they might look like. For a full explanation of why this occurs, and what the effects are, see *LVVTA Information Sheet # 06-2011 – Incorrectly Registered Low Volume Vehicles*, which is available to the public electronically, free of charge, from the LVVTA website www.lvvta.org.nz

7.4 Returning to standard

7.4(1) When a vehicle has been returned from a modified condition to a standard 'as-manufactured' condition, LVVTA will, within three working days from the date upon which LVVTA receives the notification from the LVV Certifier:

(a) update, as necessary, all relevant vehicle records within NZTA's LANDATA system; and

(b) change the data on the 'Look-up' website page, to reflect the vehicle's current attributes.

7.5 Gross vehicle mass upgrades

7.5(1) When a low volume vehicle has been LVV certified, and incorporates an upgrade to its gross vehicle mass (GVM), LVVTA will notify NZTA so that the GVM information can be changed in LANDATA to accurately reflect the details of the vehicle.

Section 8 Storage of LVV Certification Files

8.1 Introduction

LVVTA is responsible for safely storing of all LVV certification records provided by LVV Certifiers, on behalf of NZTA. To ensure that all records are stored consistently and securely, LVVTA has, since LVV certification commenced in 1992, required LVV Certifiers to forward to LVVTA their complete *LVV Certification Files* for safekeeping.

These files – numbering just over 200,000 at the time of this *LVV ORS chapter* amendment – have all been safely and securely stored by LVVTA throughout the past 33 years, and any one of the 200,000 *LVV Certification Files* can be retrieved by LVVTA at any time.

8.2 Safe storage of LVV Certification Files

8.2(1) To ensure that the *LVV Certification File* for each vehicle which has undergone LVV certification is safely and securely stored, LVVTA (see Note 1 below):

(a) collects *LVV Certification Files* from every LVV Certifier for every LVV certification; and

(b) ensures the security, for the life of the vehicle, of all *LVV Certification Files* by:

(i) storing hard-copy *LVV Certification Files* in an independent secure fire-proof document storage facility; and

(ii) storing electronic *LVV Certification Files* in an independent secure electronic file repository.

Note 1	An *LVV Certification File* is the complete collection of all LVV certification information developed by the LVV Certifier during the LVV certification inspection of a low volume vehicle.

8.3 Retrieval of LVV Certification Files

8.3(1) A stored *LVV Certification File* will be made available by LVVTA to (see Note 1 below):

(a) NZTA Certification Officers for the purpose of NZTA's Performance Review System; and

(b) NZTA investigation staff for the purpose of complaint investigation; and

(c) the NZ Police for the purpose of an accident investigation or any other reason that the NZ Police deems appropriate.

8.3(2) A stored *LVV Statement of Compliance Certificate* from an *LVV Certification File* may be made available to a member of the public by LVVTA (see Note 1 below).

Note 1	A retrieval fee, applied on a cost-recovery basis, applies to members of the public wishing to obtain an *LVV Statement of Compliance.*

8.4 Safe storage of other LVV certification material

8.4(1) LVVTA will ensure that all other records, information, and stocks of LVV EDPs are safely stored in a locked steel cabinet or safe, with off-site back-up storage of computer software and records.

Section 9 LVV Modification Declaration Certificates

9.1 Introduction

The introduction of the *Transport (Vehicle Standards) Regulations 1990* required that any vehicle which was modified or scratch-built after 1 January 1992 must be certified to the *Low Volume Vehicle Code* (*LVV Code*).

When the LVV certification system commenced on 1 January 1992, there had to be a way for owners of vehicles that were already modified or scratch-built at the time to verify this to AVIs so the new requirements would not be applied to existing modified and scratch-built vehicles.

'*Modification Declaration Certificates*' were designed by the Ministry of Transport and issued on their behalf by various organisations appointed for the purpose to those vehicles. The *Modification Declaration Certificates* (*MDCs*) declared that the vehicle for which the certificates were issued were modified or scratch-built before 1 January 1992, and described the modifications and construction features present on the vehicle at the time.

The organisations appointed by the Ministry of Transport to issue the *MDCs* were (mainly) the Ministry of Transport testing stations of the time, and the New Zealand Hot Rod Association (NZHRA).

Each issuing organisation was required by the Ministry of Transport to keep the original of each *MDC* issued, and forward it to the Ministry of Transport. The testing stations typically didn't keep, or pass on, the originals to the Ministry of Transport, so the only reliable source of original *MDCs* that exist now are those that were originally issued by the NZHRA.

All available copies of *MDCs* originally provided to the Ministry of Transport are now held by LVVTA and a copy can be purchased from LVVTA if a copy requires replacement. If an *MDC* is required by a vehicle owner, and the *MDC* was originally issued by the NZHRA, it is likely that LVVTA will have the original on file and can supply a copy.

9.2 Modification Declaration Certificate database

9.2(1) LVVTA will maintain the national database of *Modification Declaration Certificates* (*MDCs*), and issue copies, where available, to members of the public as and when required, provided that (see Notes 1 and 2 below):

(a) an *MDC* is held on file by LVVTA; and

(b) the vehicle for which the *MDC* is required has been continuously registered since 1 January 1992; and

(c) no further modifications have been made to the vehicle since 1 January 1992; and

(d) the original *MDC* was issued before 1 April 1998.

Note 1	*Modification Declaration Certificates* are documents that were issued to modified and scratch-built vehicles between 1991 and 1998, as a record of confirmation that the vehicle was built or modified prior to the introduction of the *Transport (Vehicle Standards) Regulations 1990*, and is therefore not required to be certified to the *LVV Code*, provided that the vehicle has been continuously registered and has not been modified further.
Note 2	Replacement *Modification Declaration Certificates* are issued by LVVTA in A5 format, 'approval' colour-stamped in red, and laminated for protection.

9.3 Provision of Modification Declaration Certificates

9.3(1) LVVTA will provide a copy of an *MDC* to members of the public at a charge that is fair and reasonable, reflecting the time and costs associated with maintaining the database and providing the service.

Section 10 LVV Authority Cards

10.1 Introduction

There are certain modifications which are not normally allowed on a road-going vehicle, but can be allowed under certain conditions. Ordinarily, roll-cages, for example, are not permitted in road-going vehicles because of the head-strike risk that a roll-cage introduces, and full-harness seatbelts are not permitted because of the restrictions in movement they can impose which could cause vision impairment during normal road use, for example, at a Y-intersection.

The conditions under which these modifications are permitted are where a vehicle is modified for motor-sport purposes, and the vehicle is required to be road-registered in order to be able to participate in an event.

Rally cars, for example, require a roll-cage and full-harness seatbelts (amongst other safety equipment) in order to be safe for operation in a rally, however these vehicles need to remain road legal in order to travel on the 'road stages' between the 'special stages' around which the events are based.

The *LVV Authority Card* system enables such vehicles which meet a certain criteria, and which are operated by a vehicle owner who meets a certain criteria, to be legally used on public roads.

10.2 LVV Authority Card system

10.2(1) LVVTA provides an '*LVV Authority Card*' system, on behalf of NZTA, which (see Note 1 below):

(a) is managed on a day-to-day basis by national motor sporting associations selected and approved for the purpose; and

(b) enables a vehicle to be modified, and fitted with certain equipment, not normally permissible on a road-going vehicle, provided that:

(i) the vehicle meets criteria specified within the technical rules of the national association; and

(ii) the vehicle owner holds a competition license issued by the national association; and

(iii) the vehicle owner competes in events specified by the national association.

Note 1	The national associations who are authorised to manage an *LVV Authority Card* system are MotorSport New Zealand and the New Zealand Hot Rod Association.

10.2(2) LVVTA's oversight of the *LVV Authority Card* system includes:

(a) designing, maintaining, and continuously improving the *LVV Authority Card* system; and

(b) approving any design changes to any *LVV Authority Cards*; and

(c) overseeing the provision of the *LVV Authority Card* services by the issuing national associations; and

(d) developing and maintaining an alternative *LVV Authority Card* system for non-association members of the public.

Terms & Definitions for Chapter 12

Applicable requirements	means any technical or operational requirement referred to in the *LVV Code* which an LVV must comply with in order to be approved for LVV certification.
AVI	(**Authorised Vehicle Inspector**) means a person who carries out WoF inspections on behalf of NZTA.
CCM	(**NZ Car Construction Manual**) means LVVTA's detailed technical standards, incorporated by reference under the *LVV Code*, which must be met to enable an LVV to comply with applicable requirements. The *CCM* is referred to by the corresponding *LVV Standard*.
cc rating	(**cubic centimetres**) means an engine's displacement volume, or the total volume of air and fuel the cylinders can displace.
Inspection	means the vehicle inspection process specified in *section 2.4*, *2.5*, and *2.6* of the *LVV Code*, carried out by an LVV Certifier during the LVV certification of a low volume vehicle.

GVM	(**Gross Vehicle Mass**) means the maximum total weight that a vehicle manufacturer certifies a vehicle, and its payload, for. More detailed information about GVM can be found in *Land Transport Rule: Vehicle Standards Compliance 2002*.
IVCERT	is the name of the certification record information screen within NZTA's LANDATA system.
LANDATA	is the name of NZTA's main vehicle database, incorporating the Motor Vehicle Register, and the Road User Charges and Warrant of Fitness/Certificate of Fitness databases.
LVV	(**Low Volume Vehicle**) means, in simple terms, vehicles which are modified or scratch-built in small numbers, and includes individually modified or scratch-built vehicles. The full definition of an LVV is contained in the *LVV Code*.
LVV Authority Card	(**Low Volume Vehicle Authority Card**) means an LVV certification document, issued under the delegated authority of LVVTA, specifying alternative safety related equipment required to be fitted to a vehicle for special purposes, as defined in *Annex 5* of the *LVV Code*.
LVV Base Forms	(**Low Volume Vehicle Base Forms**) means the set of Forms used by an LVV Certifier as part of their inspection of an LVV which are common to all LVV certifications.
LVV Certification	(**Low Volume Vehicle Certification**) means the process specified by the *LVV Code*, by which the design of an LVV is determined to comply with any applicable requirements, and, in recognition of which, an LVV EDP is affixed
LVV Certification File	(**Low Volume Vehicle Certification File**) means the set of documents, including the *LVV Base Forms*, *LVV Inspection Form-sets*, supporting information, and photographic record, which an LVV Certifier is required to collate during an LVV certification inspection process, and submit to LVVTA upon completion.
LVV Certification Management Documents	(**Low Volume Vehicle Certification Management Documents**) means the collective of all documents relevant to the LVV certification system, including those documents housed within the *LVV Certification Manuals*, and external documents which may be used or referred to by LVVTA or an LVV Certifier.
LVV Certification Manuals	(**Low Volume Vehicle Certification Manuals**) means LVVTA's set of manuals which house all of LVVTA's legal, operational, and technical certification documents which are incorporated by reference under the *LVV Code*. The *LVV Certification Manuals* contain the *LVV Code*, the *LVV ORS*, *LVV Standards*, *LVV Base Forms* and *LVV Inspection Form-sets*, *Safety Alerts*, *Information Sheets*, *Newsletters*, and Reference Material.
LVV Certification Plate Fee	(**Low Volume Vehicle Certification Plate Fee**) means the fee charged by LVVTA for the production of an LVV certification plate for each LVV certification, which includes the NZTA crown regulatory fee.
LVV Certifier	(**Low Volume Vehicle Certifier**) means a person appointed by NZTA under the provisions of *Land Transport Rule: Vehicle Standards Compliance 2002*, to carry out certification of modified and scratch-built LVVs, as specified by *Part 2* of the *LVV Code*.
LVV Certify	(**Low Volume Vehicle Certify**) means the same as LVV certification.
LVV Code	(**Low Volume Vehicle Code** or **the Code**) means an LVVTA document which is incorporated by reference into the *Land Transport Rule: Vehicle Standards Compliance 2002*, and all applicable individual *Land Transport equipment rules*, that provides the legal framework to enable the LVV certification of modified and scratch-built LVVs in New Zealand.

LVV EDP	(**Low Volume Vehicle Electronic Data Plate**) is an RFID tag, in use from February 2021, fitted to an LVV upon completion of the LVV certification process, which when scanned by an NFC-capable device, displays details and photographs of the modifications and construction features on the LVV to which it is affixed.
LVV EDP Label	(**Low Volume Vehicle Electronic Data Plate Label**) means a printed self-adhesive information label affixed to an LVV, together with an LVV EDP, by an LVV Certifier.
LVV File Review System	(**Low Volume Vehicle File Review System**) means a comprehensive desk-top auditing process applied by LVVTA to a specified percentage of *LVV Certification Files* submitted by LVV Certifiers, upon completion of their LVV certifications, as an additional step in ensuring safety and compliance of LVVs.
LVV F001 Statement of Compliance Certificate	(**Low Volume Vehicle Statement of Compliance Certificate** or **F001**) is the principal compliance document filled out by an LVV Certifier during LVV certification, which lists the LVV's modifications and construction features, summarises the evidence of compliance, and confirms that it is safe to operate and complies with all applicable requirements.
LVV Information Sheets	(**Low Volume Vehicle Information Sheets**) means *Information Sheets* incorporated by reference under the *LVV Code*, which provide or support applicable requirements.
LVV Inspection Form-set	(**Low Volume Vehicle Inspection Form-set** or **LVV Form-set**) means the check-sheets used by an LVV Certifier to guide and record their inspection of an LVV, and confirm compliance with applicable requirements.
LVV Look-up	is LVVTA's online system used to enable the public to view the LVV certification information provided on an LVV EDP or LVV engraved certification plate
LVV ORS	(**Low Volume Vehicle Operating Requirements Schedule** or **ORS**) means the document, incorporated by reference under the *LVV Code*, which provides LVVTA's operational processes and systems necessary to meet applicable requirements. The *LVV ORS* sets out the obligations and responsibilities of LVVTA, and the LVV Certifiers.
LVV plate	(**Low Volume Vehicle engraved certification plate**) is an engraved aluminium plate (approximately 110 mm x 80 mm in size) in use from the commencement of LVV certification in April 1992 to February 2021, which displays a summary of information, via engraving, about the modifications and construction features on the LVV to which it is affixed.
LVV Safety Alerts	(**Low Volume Vehicle Safety Alerts** or **Safety Alerts**) means LVVTA's publication system, incorporated by reference under the *LVV Code*, which is designed to draw attention to unsafe aftermarket automotive components, and which must be met to enable an LVV to comply with applicable requirements.
LVV Standards	(**Low Volume Vehicle Standards**) means LVVTA's technical standards, incorporated by reference under the *LVV Code,* that set out the legal requirements which vehicles that are modified and scratch-built vehicles in New Zealand must meet. Each *LVV Standard* refers to a corresponding *CCM* or *MCM* for detailed technical requirements.
LVVTA	(**Low Volume Vehicle Technical Association**) is an incorporated society comprised of specialist vehicle associations. Established in 1992, its objectives are to represent the interests of vehicle modifiers and builders in New Zealand, and to ensure high safety standards for modified and scratch-built LVVs. The LVVTA owns and administers the *LVV Code*.

MCM	(**NZ Motorcycle Construction Manual**) means LVVTA's detailed technical standards, incorporated by reference under the *LVV Code*, which must be met to enable a low volume motorcycle to comply with applicable requirements. The *MCM* is referred to by the corresponding *LVV Standard*.
MDC	(**Modification Declaration Certificate**), also known as Declaration or Declaration Certificate), means a document that was issued to modified and scratch-built LVVs between 1991 and 1998, as a record of confirmation that the LVV was built or modified prior to the introduction of the *Transport (Vehicle Standards) Regulations 1990*, and is therefore not required to be certified to the *LVV Code*. This is provided that the LVV has been continuously registered and has not been modified further.
Modification	is defined in *Land Transport Rule: Vehicle Standards Compliance 2002*) to change a vehicle from its original state by altering, substituting, adding or removing any structure, system, component or equipment, but does not include repair. 'Modified' and 'modification' have corresponding meanings.
NFC	(**Near Field Communication**) means a short-range wireless technology, typically requiring a distance of 40 mm or less to initiate a contact.
NoA	(**Notice of Appointment**), means the contract which exists between an LVV Certifier and NZTA, that provides an LVV Certifier with the authorisation to carry out LVV certification on behalf of NZTA, and which outlines the terms, conditions, and obligations of the appointment.
NZHRA	(**New Zealand Hot Rod Association**) is an organisation which administers hot rodding within New Zealand, and is a founding member of the LVVTA.
NZTA	(**New Zealand Transport Agency**) is a Crown entity responsible for managing New Zealand's land transport system.
Payload	means the maximum weight that a vehicle manufacturer certifies that a vehicle can carry.
PRS	(**Performance Review System**) is the quality management monitoring tool used by NZTA to measure the performance of all certifiers, including LVV Certifiers.
RFID	(**Radio Frequency Identification**) is a technology which uses electromagnetic fields to automatically identify and track tags attached to objects. These tags link to electronically stored information, which can be accessed using RFID readers.
Scratch-built (LVV)	means, in simple terms, an LVV which has been individually constructed from unrelated components, or a mass-produced vehicle which has been modified to such an extent that it can no longer be considered to be a modified mass-produced vehicle. The full legal definition of a scratch-built LVV is currently under review, and will be incorporated within the *LVV Code* once revised.
Table A vehicle classes	means NZTA's classification of vehicle types, as defined in *Land Transport Rule: Vehicle Standards Compliance 2002*.
VCATS	is the vehicle attributes information screen within NZTA's LANDATA system.
WoF	(**Warrant of Fitness**) means a safety inspection and approval process for in-service vehicle, issued by an NZTA-appointed AVI.