



Helping New Zealanders Build & Modify Safe Vehicles

## LVV Operating Requirements Schedule

# Chapter 15 LVVTA Committees & Working Groups

Version 12 | Effective from 1 December 2025



### Approval Record

<b>Signed in accordance with clause 1.3(5) of the <i>Low Volume Vehicle Code</i> of LVVTA, on ..... by:</b>			
New Zealand Transport Agency		Low Volume Vehicle Technical Association	
Name	Signature	Name	Signature

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• LVV ORS Chapter 15 - Amendment # 11	Version 12	1 November 2025	1 December 2025
<p>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 1 November 2025), amendments are carried out to individual chapters.</p> <p>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).</p>			

### 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](http://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](http://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](mailto:submission@lvvta.org.nz), with the name of this chapter in the Subject line.

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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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# Chapter 15

## LVVTA Committees & Working Groups

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### Purpose of this Chapter

The purpose of this LVV Operating Requirements Schedule chapter (the chapter) is to provide information about the various committees and working groups that LVVTA engages to support the LVV certification system, along with their purposes, composition, and meeting protocols.

This chapter should be read in conjunction with *LVV ORS Chapter 16: LVVTA-NZTA Co-regulatory Relationship*. *Chapter 16* provides information about NZTA's relationship with LVVTA, and NZTA's oversight and involvement within the LVV certification system, including NZTA's involvement in LVVTA's committees and working groups.

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

### Section 1 LVVTA Technical Advisory Committee

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#### 1.1 Introduction

The LVVTA Technical Advisory Committee (TAC) is a sub-committee of LVVTA, which provides LVVTA technical staff with a high-level source of technical advice and guidance. It is a volunteer-based group made up of some of New Zealand's leading vehicle modification and construction experts, established to support the enthusiast vehicle modification and construction sector, dealing primarily with highly complex modifications and scratch-built low volume vehicles.

The TAC was originally established by the New Zealand Hot Rod Association in 1990 to assist in the development of the original *NZHRA Code of Construction Manual*, which was the first set of technical requirements developed during the 1990-1992 period to enable the original LVV certification system to commence operation in April 1992. LVVTA took over the management of the TAC in 2009 as part of the overall LVV certification system operations.

Most TAC members have served for over 10 years, many have served for over 20 years, and some have passed the 30-year mark. This astonishing level of commitment illustrates the passion that exists within the vehicle modification and construction enthusiast sector.

In general terms, the TAC's primary responsibilities are to help LVVTA technical staff, the LVV Certifiers, and in particular modifiers and builders as they navigate their way through the LVV certification process, particularly when embarking upon especially unusual or complex projects.

#### 1.2 Functions of the LVVTA Technical Advisory Committee

1.2(1) With vehicle safety as its highest priority, the primary functions of the LVVTA Technical Advisory Committee (TAC) are of a technical nature, relating to vehicle modification and construction, and include:

- (a) providing expert advice to the LVVTA technical staff on technical matters relating to vehicle modification and construction; and
- (b) supporting LVV Certifiers (via the LVVTA technical staff) with technical support and assistance on matters relating to vehicle modification and construction; and
- (c) assessing and making determinations on applications for vehicle modifications and construction features that either:

- (i) do not meet the methods and designs specified within the *Low Volume Vehicle Standards (LVV Standards)* or the *NZ (Car or Motorcycle) Construction Manual chapters (CCM or MCM chapters)*; or
  - (ii) are particularly unusual or complex;
- and
- (d) assessing and making determinations on Build Approval applications submitted by vehicle modifiers and constructors, including Design Approval applications, Concept Approval applications, Component Approval applications, Type Approval applications, and Component Endorsement applications (see Note 1 below); and
  - (e) supporting and enabling innovative approaches in vehicle modification and construction.

Note 1 An explanation of Design Approval applications, Concept Approval applications, Component Approval applications, Type Approval applications, and Component Endorsement applications (collectively known as ‘applications’) is provided within *LVVTA Information Sheet # 11-2012 LVVTA Approval Application Guide*, which is available to the public electronically, free of charge, from the LVVTA website [www.lvvta.org.nz](http://www.lvvta.org.nz)

- 1.2(2) In addition to 1.2(1), the TAC will also, when requested by LVVTA technical staff:
- (a) provide advice as to whether a request for a Variation from Technical Requirements (VTR) should, on technical grounds, be issued (see Notes 1 and 2 below); and
  - (b) review and assist in the ongoing development of *LVV standards* and *CCM or MCM chapters*; and
  - (c) provide expert assistance in the assessment of modified vehicles involved in complaints, investigations, or accidents; and
  - (d) provide any other expert technical functions required by LVVTA.

Note 1 VTRs allows, in certain circumstances and where a specified criteria is met, the consideration of a component or system, or type of modification, which is not normally allowed by the relevant requirements. The VTR process is explained in *LVV ORS Chapter 8: LVV Certification Inspection Procedures*, which is available to the public electronically, free of charge, from the LVVTA website [www.lvvta.org.nz](http://www.lvvta.org.nz)

Note 2 A VTR can also be issued by the LVVTA Technical Working Group (TWG), as set out in section 3.

### 1.3 Appointment and composition of members

1.3(1) The LVVTA Chief Executive Officer will appoint (see Notes 1 and 2 below):

- (a) the members of the TAC; and
- (b) the Chairperson who will chair the meetings of the TAC.

Note 1 The LVVTA Chief Executive Officer may delegate TAC member appointment or re-appointment to the TAC Chairperson.

Note 2 The Chairperson of the LVVTA will be a LVVTA staff member with broad technical knowledge in vehicle modification and construction, and substantial LVVTA operational experience.

1.3(2) The TAC will consist of members who are highly skilled independent technical experts from within the vehicle modification and construction sector, and must comprise:

- (a) the Chairperson who will chair the meetings and record the decisions, and who is a voting committee member; and
- (b) not less than five persons who possess the attributes specified in 1.3(3).

- 1.3(3) The composition of the TAC ensures that the committee’s collective knowledge and experience covers all of the commonly required areas of expertise, and individual members will be selected for possessing (see Note 1 below):
- (a) recognised technical skills and practical experience in vehicle design, modification, and construction; and
  - (b) strong and diverse knowledge of vehicle modification and construction, and of the LVV certification system; and
  - (c) sufficient credibility to influence peers relating to the member’s area of expertise; and
  - (d) an understanding of customer demand for vehicle modification and construction; and
  - (e) an understanding of the regulatory requirements for vehicle safety and the LVV certification system.

Note 1 One of LVVTA’s objectives is to have as wide a range of experience, knowledge, and skills as possible covered by the TAC at all times, including welding, materials, fabrication, formal and practical engineering, along with knowledge in a diverse range of vehicle types and construction methods. Some members are professional car builders, and all members have been involved in the vehicle modification and construction sector for a significant period of time.

#### 1.4 Meetings of the LVVTA Technical Advisory Committee

- 1.4(1) The TAC will meet monthly, or as required, in order to make timely decisions on any applications presented to it, however:
- (a) meetings may be cancelled if no applications are currently under consideration; and
  - (b) additional meetings may be arranged when the application workload necessitates it.
- 1.4(2) The TAC will operate efficiently and effectively, whilst maintaining its duties of good regulatory decision-making, impartiality, and professionalism.
- 1.4(3) The TAC will strive to reach a consensus in its decision-making processes, however, if a consensus cannot be reached, a two-thirds majority of voting members is needed for a decision to be made based on the information provided within the application.
- 1.4(4) The TAC Chairperson may, as appropriate, invite visitors to attend meetings or specific agenda items where particular input is required, however visitors will not have any involvement in the decision-making process or have any rights of voting.

#### 1.5 Confidentiality & conflict of interest

- 1.5(1) Members of the TAC will treat all applications as a person’s intellectual property, and apply confidentiality in all of their undertakings as a committee member.
- 1.5(2) A member of the TAC who has a financial or professional interest in an application must abstain from participation in any decision-making process relating to the application (see Note 1 below).

Note 1 A conflicted committee member may, however, provide input into a discussion on a matter in which they have a conflict of interest prior to a vote taking place. This is because a conflicted committee member sometimes has the highest level of knowledge on a given subject, and can provide helpful technical input.

#### 1.6 Documentation of meetings

- 1.6(1) At each meeting of the TAC, the Chairperson must:

- (a) record the proceedings and all decisions on technical matters by the committee within the meeting minutes; and
  - (b) for each request for a VTR, record the decision within the meeting minutes; and
  - (c) provide to each person who makes an application, written notification of the committee’s decision, including an explanation for any decision to decline the application, including, where applicable:
    - (i) the technical reasoning for the decision; and
    - (ii) reference to any relevant *LVV Standards* or *CCM* or *MCM chapters*;
- and
- (d) ensure that, where necessary for particular applications that require specialised knowledge not available within the committee membership, input is requested and received from appropriate external technical experts in order to assist the committee with their decision-making processes; and
  - (e) refer decisions made by the committee, where they can be applied to other vehicles and modifications, to be incorporated into regular LVV Certifier training, or otherwise communicated to LVV Certifiers to ensure that they are kept up to date with committee decisions and emerging trends.

**1.7 Applications to the LVVTA Technical Advisory Committee**

1.7(1) Applications to the TAC must be made in accordance with the processes specified in *LVVTA Information Sheet # 11-2012 LVVTA Approval Application Guide* (see Note 1 below).

Note 1 *LVVTA Information Sheet # 11-2012 LVVTA Approval Application Guide* is available to the public electronically, free of charge, from the LVVTA website [www.lvvta.org.nz](http://www.lvvta.org.nz)

**1.8 Fees for application processes**

1.8(1) The applicable fee for an application to be considered by the TAC must be paid prior to the TAC’s consideration of the application being made (see Note 1 below).

Note 1 The applicable fees for the application processes are provided in *LVVTA Information Sheet # 11-2012 LVVTA Approval Application Guide*, which is available to the public electronically, free of charge, from the LVVTA website [www.lvvta.org.nz](http://www.lvvta.org.nz)

**1.9 NZTA role within the LVVTA Technical Advisory Committee**

1.9(1) A representative of NZTA has a role on the TAC, and must attend the meetings of the TAC (see Note 1 below).

Note 1 The role of NZTA within the TAC is explained in *LVV ORS Chapter 16: LVVTA-NZTA Co-regulatory Relationship*, which is available to the public electronically, free of charge, from the LVVTA website [www.lvvta.org.nz](http://www.lvvta.org.nz)

**1.10 Right of appeal**

1.10(1) An applicant who wishes to seek a reconsideration of a decision made by the TAC may do so, in which case the ‘LVV Technical Decision Review Committee’ process provided in section 5 of this chapter must be applied.

## Section 2 LVVTA Commercial Technical Advisory Committee

### 2.1 Introduction

The LVVTA Commercial Technical Advisory Committee (COMTAC) is a sub-committee of the TAC. The work of the COMTAC relates specifically to the commercial modification sector, and makes determinations on approval applications from the commercial modification sector. The COMTAC was established with the objective of fast-tracking the processing of applications from the commercial modification sector, taking into account the commercial time-constraints that the industry is subjected to.

An LVV Certifier may access the COMTAC for technical support and assistance on technical matters relating to vehicle modification and construction within the commercial modification sector, via the LVVTA technical staff. The COMTAC operates under the guidance of the TAC and its Chairperson, and meets on an as-and-when-needed basis.

### 2.2 Functions of the LVVTA Commercial Technical Advisory Committee

2.2(1) With vehicle safety as its highest priority, the primary functions of the LVVTA Commercial Technical Advisory Committee (COMTAC) are of a technical nature, relating to commercial vehicle modification, and are the same as those specified in 1.2(1), however, specifically for the commercial vehicle modification sector.

### 2.3 Appointment and composition of members

2.3(1) Members of the COMTAC must be appointed (see Note 1 below):

- (a) on a case-by-case basis each time a meeting of the COMTAC is convened; and
- (b) by the Chairperson of the TAC.

Note 1 Appointments to the COMTAC are made on a case-by-case basis for each meeting of the committee for two reasons:

- firstly, there is a high potential for a conflict of interest within the commercial vehicle modification sector, and special consideration must be made as to the suitability of each member; and
- secondly, the skill-sets of the committee members must be appropriately matched to the type of modification under consideration.

2.3(2) The COMTAC must consist of members who are highly skilled independent technical experts from within the automotive engineering industry, which must comprise:

- (a) the Chairperson who will chair the meetings and record the decisions, and who is a voting committee member; and
- (b) not less than three persons who possess the attributes specified in 1.3(3), which must include; and
  - (i) not less than one who is a member of the TAC; and
  - (ii) not less than one who holds relevant knowledge and experience appropriate to the type of modification for which any application or determination is made; and
  - (iii) not less than one who works within the commercial vehicle modification sector, who has a high level of specific technical expertise and experience relating to commercial vehicle modification.

## 2.4 Meetings of the LVVTA Commercial Technical Advisory Committee

2.4(1) Meetings of the COMTAC must:

- (a) be established and co-ordinated by the Chairperson of the LVVTA TAC, or an appropriate member of LVVTA's technical staff that the Chairperson may nominate in their absence where necessary; and
- (b) occur on an as-and-when-required basis (see Note 1 below); and
- (c) be undertaken, wherever possible, via an electronic or teleconference medium in order to reduce the processing timeframe (see Note 2 below).

Note 1 Meetings of the COMTAC are not held on a regular basis because of the infrequent nature of applications from the commercial vehicle modification sector.

Note 2 It is recognised by LVVTA that time is critical in the commercial environment (more so than in the enthusiast environment) and so the way in which applications are considered and discussed by the committee (by an electronic or teleconference medium where possible) are undertaken in such a way as to reduce, as much as is possible, any delays in response time for the applicant.

2.4(2) The COMTAC must strive to reach consensus in its decision-making processes, however, if a consensus cannot be reached, a two-thirds majority of voting members is needed for a decision to be made based on the information provided with the application.

2.4(3) The COMTAC Chairperson may, as appropriate, invite the applicant, and a technical representative of the applicant, to attend the part of a meeting which deals with the application in question, however the applicant and the applicant's technical representative must not have any involvement in the decision-making process or have any rights of voting.

2.4(4) The COMTAC Chairperson may, as appropriate, invite visitors, other than an applicant or the applicant's technical representative, to attend meetings or specific agenda items where particular input is required, however visitors must not have any involvement in the decision-making process or have any rights of voting.

## 2.5 Confidentiality & conflict of interest

2.5(1) Members of the COMTAC must treat all applications as a company's intellectual property, and apply confidentiality in all of their undertakings as a committee member.

2.5(2) A member of the COMTAC who has a financial or professional interest in an application must abstain from participation in any decision-making process relating to the application (see Note 1 below).

Note 1 A conflicted committee member may, however, provide input into a discussion on a matter in which they have a conflict of interest prior to a vote taking place. This is because a conflicted committee member often has the highest level of knowledge on a subject, and can provide helpful technical input.

## 2.6 Documentation of meetings

2.6(1) Documentation associated with meetings of the COMTAC must be made in accordance with that specified in 1.6(1).

## 2.7 Applications to the LVVTA Commercial Technical Advisory Committee

2.7(1) Applications to the COMTAC must be made by direct arrangement with the Chairperson of the LVVTA TAC.

- 2.7(2) An application for an approval, or for a VTR, or a request for technical support made to the COMTAC, must be referred by the Chairperson to the full TAC, either prior to holding a meeting of the COMTAC, or as a consequence of a meeting of the COMTAC, if either:
- (a) the vehicle for which the application or request for support is made, is a scratch-built low volume vehicle; or
  - (b) the level of modification may involve a sufficiently high level of risk as a result of either its complexity or the number of vehicles to which the modifications will apply that it is not appropriate to deal with the application via the COMTAC; or
  - (c) it is considered that the TAC may require assistance from a Technical Support Team established for the purpose of assessing the application (see Note 1 below).

Note 1 The 'Technical Support Team' referred to in 2.7(2)(c) is detailed within *LVVTA Information Sheet # 02-2015 Technical Support Team for Unusually Complex Modifications*, which is available to the public electronically, free of charge, from the LVVTA website [www.lvvta.org.nz](http://www.lvvta.org.nz)

## 2.8 Obligations of a commercial modifier

- 2.8(1) A commercial modifier who wishes to make use of the services of COMTAC must make an application as specified by the COMTAC Chairperson (see Note 1 below).

Note 1 An applicant should contact LVVTA to discuss the nature of the application with the COMTAC Chairperson prior to presenting an application. The COMTAC chairperson will guide the applicant through the process, including the determination of the appropriate fee.

## 2.9 Fees for application processes

- 2.9(1) The applicable fee for an application to be considered by the COMTAC:
- (a) will be based on fair and reasonable commercial rates; and
  - (b) is determined on a case-by-case basis, and may be obtained by liaising with the Chairperson of the COMTAC at the time of application; and
  - (c) must be paid prior to the COMTAC's consideration of the application.

## 2.10 NZTA role within the LVVTA Commercial Technical Advisory Committee

- 2.10(1) A representative of NZTA has a role on the COMTAC, and must attend the meetings of the COMTAC (see Note 1 below).

Note 1 The role of NZTA within the COMTAC is explained in *LVV ORS Chapter 16: LVVTA-NZTA Co-regulatory Relationship*, which is available to the public electronically, free of charge, from the LVVTA website [www.lvvta.org.nz](http://www.lvvta.org.nz)

## 2.11 Right of appeal

- 2.11(1) An applicant who wishes to seek a reconsideration of a decision made by the COMTAC may do so, in which case the 'LVV Technical Decision Review Committee' process specified in section 5 must be applied.

## Section 3 LVVTA Technical Working Group

### 3.1 Introduction

The establishment of a dedicated LVVTA Technical Working Group (TWG) for LVV matters took place in 2009. The TWG focuses on day-to-day technical issues, challenges, and problems relating to LVV certification. These TWG meetings involve a small group of LVVTA technical staff, and engineering staff from NZTA on an as-required basis, who meet (generally) weekly, so that technical decisions can be made quickly. Many of the technical issues that are dealt with by the TWG are of a compliance and regulatory nature, which do not require LVVTA TAC input.

The representatives appointed to the TWG from LVVTA and NZTA will be conversant in LVV matters, and will be committed to the continuous improvement of the LVV certification system.

The TWG meetings also provide an ongoing opportunity for NZTA to maintain oversight of LVVTA's technical decision-making processes.

### 3.2 Functions of the LVVTA Technical Working Group

3.2(1) With vehicle safety as its highest priority, the primary functions of the LVVTA Technical Working Group (TWG) are to provide opportunities for:

- (a) technical problem-solving in relation to vehicle modification and construction; and
- (b) clarifying a requirement which is ambiguous or difficult to interpret; and
- (c) resolving or clarifying conflict between the wording of a requirement versus the requirement's intent; and
- (d) ensuring appropriateness and fairness of technical and procedural errors which have been assigned to LVV Certifiers (see Note 1 below); and
- (e) the review of a technical decision made by an LVVTA technical staff member which is being questioned or challenged; and
- (f) considering, and where appropriate issuing, a VTR, (see Notes 2 and 3 below); and
- (g) ensuring that alignment exists between NZTA and LVVTA on technical thinking; and
- (h) NZTA to gain insight into emerging trends and challenges; and
- (i) NZTA to maintain regulatory oversight of LVVTA technical decision-making processes; and
- (j) NZTA to support LVVTA in relation to:
  - (i) day-to-day LVV-related technical issues; and
  - (ii) identification and management of LVV-related technical risks.

Note 1 The technical and procedural errors referred to in 3.2(1)(d) are explained in *LVV ORS Chapter 11: LVV Error Recording & Reporting*, which is available to the public electronically, free of charge, from the LVVTA website [www.lvvt.org.nz](http://www.lvvt.org.nz)

Note 2 VTRs allow, in certain circumstances and where a specified criteria is met, the consideration of a component or system, or type of modification, which is not normally allowed by the relevant requirements. The VTR process is explained in *LVV ORS Chapter 8: LVV Certification Inspection Procedures*, which is available to the public electronically, free of charge, from the LVVTA website [www.lvvt.org.nz](http://www.lvvt.org.nz)

Note 3 A VTR can also be issued by the LVVTA TAC, as set out in section 1.

### 3.3 Appointment of members

- 3.3(1) The appointment of TWG members must be made jointly by an authorised NZTA Manager and LVVTA's Chief Executive Officer, and must consist of:
- (a) two or more representatives of LVVTA who have responsibility for technical matters; and
  - (b) one or more representatives of NZTA, on an as-required basis, who have responsibility in NZTA's light motor vehicle technical area.

### 3.4 Meetings of the LVVTA Technical Working Group

- 3.4(1) The TWG will meet:
- (a) weekly, or as required, in order to make timely decisions; and
  - (b) either face-to-face, or via an electronic or teleconference medium.

- 3.4(2) LVVTA will record the outcomes of each TWG meeting.

### 3.5 NZTA role within the LVVTA Technical Working Group

- 3.5(1) The role of NZTA within the TWG is explained in *LVV ORS Chapter 16: LVVTA-NZTA Co-regulatory Relationship* (see Note 1 below).

Note 1 *LVV ORS Chapter 16: LVVTA-NZTA Co-regulatory Relationship* is available to the public electronically, free of charge, from the LVVTA website [www.lvvta.org.nz](http://www.lvvta.org.nz)

### 3.6 Right of appeal

- 3.6(1) An applicant who wishes to seek a reconsideration of a decision made by the TWG may do so, in which case the 'LVV Technical Decision Review Committee' process specified in section 5 must be applied.

## Section 4 LVVTA Policy Working Group

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### 4.1 Introduction

The establishment of a dedicated LVVTA Policy Working Group (PWG) took place in 2009. The PWG focuses on long-term operational and policy matters, particularly in relation to developing, aligning, and improving processes and systems by which to increase efficiency and effectiveness of the various aspects of the LVV certification system.

These operational aspects of the system influence the ongoing development of this *LVV Operating Requirements Schedule*, and the *LVV Code*.

The PWG meetings involve a small group of LVVTA operational staff, and NZTA policy staff. These representatives will be conversant in LVV matters, and will be committed to the continuous improvement of the LVV certification system.

The PWG meetings also provide an ongoing opportunity for NZTA to maintain oversight of LVVTA's operational processes.

## 4.2 Functions of the LVVTA Policy Working Group

- 4.2(1) With vehicle safety as its highest priority, the primary functions of the LVVTA Policy Working group (PWG) are to provide opportunities for:
- (a) NZTA and LVVTA to work together in the area of operational problem-solving in relation to vehicle modification and construction; and
  - (b) ensuring that alignment exists between NZTA and LVVTA on operational thinking; and
  - (c) NZTA to support LVVTA in relation to:
    - (i) day-to-day LVV-related operational issues; and
    - (ii) identification and management of LVV-related operational risks; and
    - (iii) agreeing processes for improving LVV system and services;
- and
- (d) NZTA to maintain regulatory oversight of LVVTA operational decision-making.

## 4.3 Appointment of members

- 4.3(1) The appointment of PWG members must be made jointly by an authorised NZTA Manager and LVVTA's Chief Executive Officer, and must consist of:
- (a) one or two representatives of NZTA who have responsibility in NZTA's light motor vehicle operational and policy area; and
  - (b) one or two representatives of LVVTA who have responsibility for operational and policy matters.

## 4.4 Meetings of the LVVTA Policy Working Group

- 4.4(1) The PWG must meet:
- (a) regularly, and not less than four times per year; and
  - (b) either face-to-face, or via an electronic or teleconference medium.
- 4.4(2) LVVTA must record the outcomes of each PWG meeting.

## 4.5 NZTA role within the LVVTA Policy Working Group

- 4.5(1) The role of NZTA within the PWG is explained in *LVV ORS Chapter 16: LVVTA-NZTA Co-regulatory Relationship* (see Note 1 below).

Note 1 *LVV ORS Chapter 16: LVVTA-NZTA Co-regulatory Relationship* is available to the public electronically, free of charge, from the LVVTA website [www.lvvta.org.nz](http://www.lvvta.org.nz)

# Section 5 LVV Technical Decision Review Committee

## 5.1 Introduction

LVVTA technical staff, and the TWG, make technical determinations that disallow vehicle modifiers and builders from carrying out their desired modifications or construction features.

These determinations are made on the grounds of compliance with the technical requirements that are in place, or safety to the motoring public.

Similarly, from time to time, the TAC decline applications from members of the public who wish to carry out modifications or construction features on a motor vehicle that is considered by the TAC to either be unsafe, or to be of an unknown design and unproven in terms of its safety or durability, again on the grounds of safety to the motoring public.

The LVV Technical Decision Review Committee (TDRC) has been established to provide a mechanism by which a member of the public who has had a technical request or an application denied (either by LVVTA technical staff, the TWG, or the TAC) and is dissatisfied with the outcome, to formally request a reconsideration of the request or application.

Where a member of the public formally requests a reconsideration of the request or application, the LVVTA technical staff will, where practical and reasonable, facilitate the Technical Decision Review process.

The TDRC is independent of the LVVTA technical staff, TWG, and TAC, and is tasked, where required, to review a technical decision, and determine whether or not the technical staff, TWG, or TAC were fully aware of the facts associated with the request or application, and whether the determination process was fair and appropriate.

**5.2 Functions of the LVV Technical Decision Review Committee**

5.2(1) The primary functions of the LVV Technical Decision Review Committee (TDRC) are to:

- (a) operate independently from LVVTA technical staff members, the TWG, and the TAC; and
- (b) where it is appropriate and reasonable to do so, independently review and reconsider a determination that has been made by the LVVTA technical staff, TWG, or TAC, if requested either by (see Note 1 below):
  - (i) NZTA; or
  - (ii) a member of the public;
 and
- (c) provide, after conducting its review and reconsideration process, a final determination in writing to the complainant, LVVTA, and NZTA, as to its findings.

Note 1 In the case of a member of the public, it would be ‘appropriate and reasonable’ [as referred to in 5.2(1)(b)] to request LVVTA to conduct a review and reconsideration relating to their own vehicle, but not to any vehicle owned by another person.

**5.3 Appointment and composition of members**

5.3(1) Members of the TDRC must be appointed:

- (a) on a case-by-case basis each time a meeting of the TDRC is convened; and
- (b) by the LVVTA Chief Executive Officer.

5.3(2) The TDRC must consist of:

- (a) the Chairperson who will chair the meetings and record the decisions, and who is a voting committee member; and

- (b) not less than five persons who are highly skilled independent technical experts from the automotive engineering and modification industry, which must include:
  - (i) not less than one who has relevant technical knowledge and experience appropriate to the type of modification or construction feature for which the review and reconsideration is being made; and
  - (i) not less than one from the LVVTA technical staff, TWG, or TAC involved in the original determination, whose role is to provide background information and the reasons for the original determination, who, however, has no voting right; and
  - (ii) not less than one from NZTA, whose role is to oversee the consideration and determination process and ensure that the TDRC acts in a fair, reasonable, and transparent manner, who, however has no voting right.

#### 5.4 Meetings of the LVV Technical Decision Review Committee

5.4(1) Meetings of the TDRC must:

- (a) be held on an as-and-when-required basis; and
- (b) be established, managed, and recorded by a person appointed by the LVVTA Chief Executive Officer.

#### 5.5 NZTA role within the LVV Technical Decision Review Committee

5.5(1) The role of NZTA within the TDRC is explained in *LVV ORS Chapter 16: LVVTA-NZTA Co-regulatory Relationship* (see Note 1 below).

Note 1 *LVV ORS Chapter 16: LVVTA-NZTA Co-regulatory Relationship* is available to the public electronically, free of charge, from the LVVTA website [www.lvta.org.nz](http://www.lvta.org.nz)

## Terms & Definitions Chapter 15

<b>Applicable requirements</b>	means any technical or operational requirement referred to in the <i>LVV Code</i> which an LVV must comply with in order to be approved for LVV certification.
<b>Build Approval</b>	means the approval process specified in the <i>CCM</i> or <i>MCM Chapter 4: Build Approval Process</i> .
<b>CCM</b>	<b>(NZ Car Construction Manual)</b> means LVVTA’s detailed technical standards, incorporated by reference under the <i>LVV Code</i> , which must be met to enable an LVV to comply with applicable requirements. The <i>CCM</i> is referred to by the corresponding <i>LVV Standard</i> .
<b>Component Approval</b>	means the process applied by the LVVTA TAC for the approval of the suitability and safety of a component, to confirm that it will meet any applicable requirements specified in the <i>LVV Code</i> .
<b>Component Endorsement</b>	means the process applied by the LVVTA TAC for the endorsement of a component or assembly, to confirm that it is of a high quality and manufactured to consistently high standards.

<b>Concept Approval</b>	means the process applied by the LVVTA TAC for the approval of a conceptual project plan for an LVV, to confirm that it can become compliant.
<b>Design Approval</b>	means the process applied by the LVVTA TAC for the approval of a proposed plan for an LVV which is well developed and detailed, to confirm that it can become compliant. The Design Approval process can also be applied to an individual component.
<b>LVV</b>	<b>(Low Volume Vehicle)</b> 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 <i>LVV Code</i> .
<b>LVV Base Forms</b>	<b>(Low Volume Vehicle Base Forms)</b> 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.
<b>LVV Certification</b>	<b>(Low Volume Vehicle Certification)</b> means the process specified by the <i>LVV Code</i> , 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.
<b>LVV Certification File</b>	<b>(Low Volume Vehicle Certification File)</b> means the set of documents, including the <i>LVV Base Forms</i> , <i>LVV Inspection Form-sets</i> , 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.
<b>LVV Certifier</b>	<b>(Low Volume Vehicle Certifier)</b> means a person appointed by NZTA under the provisions of <i>Land Transport Rule: Vehicle Standards Compliance 2002</i> , to carry out certification of modified and scratch-built LVVs, as specified by <i>Part 2</i> of the <i>LVV Code</i> .
<b>LVV Certify</b>	<b>(Low Volume Vehicle Certify)</b> means the same as LVV certification.
<b>LVV Code</b>	<b>(Low Volume Vehicle Code or the Code)</b> means an LVVTA document which is incorporated by reference into the <i>Land Transport Rule: Vehicle Standards Compliance 2002</i> , and all applicable individual <i>Land Transport equipment rules</i> , that provides the legal framework to enable the LVV certification of modified and scratch-built LVVs in New Zealand.
<b>LVV EDP</b>	<b>(Low Volume Vehicle Electronic Data Plate)</b> 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.
<b>LVV Information Sheets</b>	<b>(Low Volume Vehicle Information Sheets)</b> means <i>Information Sheets</i> incorporated by reference under the <i>LVV Code</i> , which provide or support applicable requirements.
<b>LVV Inspection Form-set</b>	<b>(Low Volume Vehicle Inspection Form-set or LVV Form-set)</b> means the check-sheets used by an LVV Certifier to guide and record their inspection of an LVV, and confirm compliance with applicable requirements.
<b>LVV ORS</b>	<b>(Low Volume Vehicle Operating Requirements Schedule or ORS)</b> means the document, incorporated by reference under the <i>LVV Code</i> , which provides LVVTA's operational processes and systems necessary to meet applicable requirements. The <i>LVV ORS</i> sets out the obligations and responsibilities of LVVTA, and the LVV Certifiers.
<b>LVV Standards</b>	<b>(Low Volume Vehicle Standards)</b> means LVVTA's technical standards, incorporated by reference under the <i>LVV Code</i> , that set out the legal requirements which vehicles that are modified and scratch-built vehicles in New Zealand must meet. Each <i>LVV Standard</i> refers to a corresponding <i>CCM</i> or <i>MCM chapter</i> for detailed technical requirements.

<b>LVV TDRC</b>	<b>(LVV Technical Decision Review Committee)</b> is an independent committee established to provide a mechanism by which a member of the public who has had a technical request or an application denied (either by LVVTA technical staff, the TWG, or the TAC) and is dissatisfied with the outcome, to formally request a reconsideration of the request or application.
<b>LVVTA</b>	<b>(Low Volume Vehicle Technical Association)</b> 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 <i>LVV Code</i> .
<b>LVVTA COMTAC</b>	<b>(LVVTA Commercial Technical Advisory Committee)</b> is a sub-committee of the TAC, which relates specifically to the commercial modification sector.
<b>LVVTA PWG</b>	<b>(Policy Working Group)</b> is a working group involving LVVTA and NZTA operational staff, which meets regularly to focus on day-to-day operational and policy issues, challenges, and problems relating to the LVV certification system.
<b>LVVTA TAC</b>	<b>(LVVTA Technical Advisory Committee)</b> is an LVVTA-appointed panel of industry expert-level technical specialists, established to provide LVVTA with a very high level of technical support and direction on all technical matters relevant to the LVV certification system.
<b>LVVTA TWG</b>	<b>(LVVTA Technical Working Group)</b> is a working group involving LVVTA and NZTA technical staff, which meets regularly to focus on day-to-day technical issues, challenges, and problems relating to the LVV certification system.
<b>MCM</b>	<b>(NZ Motorcycle Construction Manual)</b> means LVVTA’s detailed technical standards, incorporated by reference under the <i>LVV Code</i> , which must be met to enable a low volume motorcycle to comply with applicable requirements. The <i>MCM</i> is referred to by the corresponding <i>LVV Standard</i> .
<b>Modification</b>	is defined in <i>Land Transport Rule: Vehicle Standards Compliance 2002</i> ) 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.
<b>Modified Production (LVV)</b>	means, in simple terms, a vehicle which, while modified, maintains a sufficient percentage of body or chassis from one primary mass-produced vehicle that it can still be considered to be that vehicle. The full legal definition of a Modified Production LVV is complex and currently under review, and will be incorporated within the <i>LVV Code</i> once revised.
<b>NFC</b>	<b>(Near Field Communication)</b> means a short-range wireless technology, typically requiring a distance of 40 mm or less to initiate a contact.
<b>NZHRA</b>	<b>(New Zealand Hot Rod Association)</b> is an organisation which administers hot rodding within New Zealand, and is a founding member of the LVVTA.
<b>NZTA</b>	<b>(New Zealand Transport Agency)</b> is a Crown entity responsible for managing New Zealand’s land transport system.
<b>RFID</b>	<b>(Radio Frequency Identification)</b> 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.

<b>Scratch-built (LVV)</b>	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 <i>LVV Code</i> once revised.
<b>Technical Support Team</b>	means a team of technical experts with appropriate specialist knowledge and experience, appointed by LVVTA on an as-and-when-required basis, to support an LVV Certifier when presented with an LVV which incorporates particularly complex modification or construction features.
<b>Type Approval</b>	means 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 <i>CCM</i> or <i>MCM chapters</i> to be individually approved in writing by the LVVTA TAC, in order to save each user of their products from having to apply individually for Component Approval.
<b>VTR</b>	<b>(Variation from Technical Requirements)</b> means a process which enables the consideration of a component or system, or type of modification, which is not normally allowed by the applicable requirements.