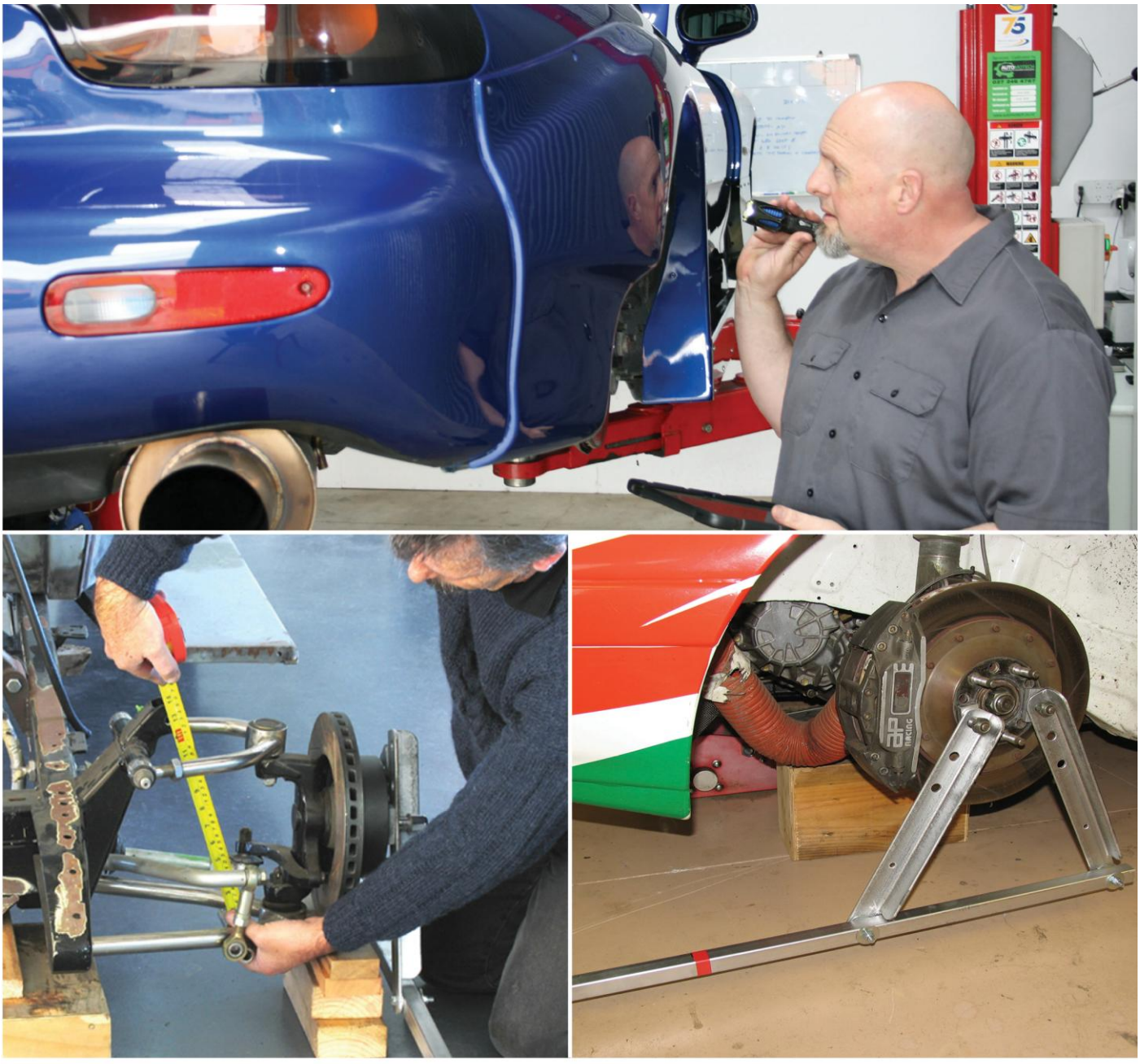
Low Volume Vehicle Technical Association (inc)

Helping New Zealanders Build & Modify Safe Vehicles

LVV Operating Requirements Schedule

Chapter 8
LVV Certification Inspection Process

Version 12 | Effective from 1 December 2025



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 8 - Amendment # 11	Version 12	1 November 2025	1 December 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 1 November 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.

Contents

Chapter 8
LVV Certification Inspection Process

Purpose of this Chapter

The purpose of this LVV Operating Requirements Schedule chapter (the chapter) is to set out the various inspection processes required of an LVV Certifier when carrying out an LVV certification inspection on a low volume vehicle.

This chapter explains:

- the operational requirements which must be met; and
- the details of how the various inspection procedures must be carried out; and
- the types of variations and exclusions which may be applicable in certain circumstances.

This chapter should be read in conjunction with several other *LVV ORS chapters* which are individually referred to throughout this chapter.

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

Section 1 LVV Certification Inspection Overview

1.1 Introduction

There are many inspection procedures which apply to every vehicle which undergoes LVV certification, and there are also a number of other inspection procedures which may or may not apply depending on a range of circumstances associated with the vehicle type, age, modifications, and many other factors.

The LVV certification inspection overview specified in section 1 sets out the basic procedures associated with an LVV certification inspection, in most cases referring to another section further on in this chapter, or another LVV document which provides explanation on the procedure, and how each procedure is applied by an LVV Certifier.

1.2 Prior to an LVV certification inspection

1.2(1) Prior to carrying out an LVV certification inspection, an LVV Certifier must (see Notes 1 and 2 below):

(a) have developed an understanding of all relevant chapters of the *LVV Operating Requirements Schedule* (*LVV ORS*); and

(b) ensure, based on the information available, that an appointment is held for the LVV certification category(s) appropriate to the vehicle and modification type (see *LVV ORS Chapter 3: LVV Certification Categories*); and

(c) comply with the interregional certification requirements (see *LVV ORS Chapter 7: LVV Certifier Conduct & Service*).

Note 1 In some cases, it is only during the LVV certification inspection process that an LVV Certifier can accurately identify all modifications present on a vehicle. Sometimes this results in the presence of modifications which are outside of the LVV certification category(s) for which the LVV Certifier is appointed. In such cases, the LVV Certifier must either:

- refer the vehicle owner to an LVV Certifier who holds the appropriate LVV certification category(s) required; or
- apply to LVVTA for a Category Extension (see 'Category Extensions' in section 7) if the LVV Certifier is of the opinion that they have the knowledge and experience to assess the modification.

Note 2	The *LVV ORS chapters* referred to in 1.2(1) are available to the public electronically, free of charge, from the LVVTA website www.lvvta.org.nz

1.3 Commencing an LVV certification inspection

1.3(1) When commencing an LVV certification inspection, an LVV Certifier must (see Notes 1 and 2 below):

(a) ensure that the vehicle meets the definition of a Low Volume Vehicle and is therefore able to be LVV certified (see *LVV ORS Chapter 2: Low Volume Vehicle Classifications*); and

(b) determine the correct Low Volume Vehicle Classification for the vehicle being LVV certified (see *LVV ORS Chapter 2: Low Volume Vehicle Classifications*); and

(c) determine the modification or construction dates for all modifications and scratch-built features on the vehicle so as to apply the appropriate requirements (see 'Retrospective Certification' in section 2); and

(d) ensure that the vehicle meets the requirements specified for vehicle manufacturer-assigned identifiers, or NZTA-assigned vehicle identification numbers (VINs) (see sub-section 1.6); and

(e) ensure that the LVV certification inspection will be carried out using equipment, and in premises, that meet the specified requirements (see *LVV ORS Chapter 6: Documents, Equipment, & Premises*); and

(f) determine whether the vehicle meets the criteria for unusually complex modifications (see sub-section 1.7); and

(g) determine whether the vehicle meets the criteria for series-production modifications (see sub-section 1.8); and

(h) determine whether the vehicle meets the criteria for streamlined series-production modifications (see sub-section 1.9).

Note 1	It is important that all of the fundamental checks referred to in 1.3(1) are made early on in the LVV certification inspection process to ensure that a lot of time and effort isn't wasted by applying the LVV certification process to a vehicle which is in fact not a low volume vehicle, or by applying the incorrect LVV certification process.
Note 2	The *LVV ORS chapters* referred to in 1.3(1) are available to the public electronically, free of charge, from the LVVTA website www.lvvta.org.nz

1.4 During an LVV certification inspection

1.4(1) During every LVV certification inspection, an LVV Certifier must:

(a) ensure that the vehicle is safe to be operated on the road, and complies as closely as practicable with the legal safety requirements applicable to production vehicles of the same class and date of manufacture (see Note 1 below); and

(b) ensure that any mechanical, engineering, or fabrication work associated with a modification or construction feature on a vehicle (see Notes 2 and 3 below):

(i) is carried out in a thorough, tidy, and tradesman-like manner; and

(ii) follows sound automotive engineering principles;

and

(c) ensure that the vehicle meets all applicable technical requirements specified in (see 'Use of LVV Inspection Documents' in section 3):

(i) the *Low Volume Vehicle Standards* (*LVV Standards*); and

(ii) the *NZ (Car or Motorcycle) Construction Manual (CCM* or *MCM) chapters*; and

(iii) the relevant supporting documents contained in the *LVV Certification Manuals*;

and

(d) conduct the applicable road-test (see 'Road-testing Requirements' in section 5); and

(e) record the vehicle's safety and compliance with the requirements specified in 1.4(1)(a) to (d) by using the applicable *LVV Inspection Form-sets* (see 'Use of Inspection Documents' in section 3); and

(f) verify the vehicle's safety and compliance with the requirements specified in 1.4(1)(a) to (d) by taking photographic records (see 'Photographic Record' in section 4); and

(g) comply with all operational requirements specified in the *LVV ORS*.

Note 1	The requirement in 1.4(1)(a) is copied from the *Low Volume Vehicle Code (LVV Code)* and is an over-riding requirement which makes it clear that, regardless of what technical requirements are or are not in place, every vehicle certified to the *LVV Code* must be fit for its purpose, and must be safe.
Note 2	1.4(1)(b) specifies that it is an expectation of the LVV certification system that modification work is not only compliant and safe, but is carried out to a reasonable standard, both structurally and visually. Engineering work that - whilst compliant and safe - has been executed in a manner that makes the job rough or crude in appearance can bring the LVV certification system into disrepute through observers' perception (rightly or wrongly) of any such work. This in turn can lead to complaint investigations being raised, which can consume time and impose costs unnecessarily.
Note 3	'Automotive engineering principles' referred to in 1.4(1)(b)(ii) is intended to mean those top-end quality engineering principles employed throughout the light passenger vehicle manufacturing industry, rather than in industrial equipment.

1.4(2) Where appropriate, in addition to 1.4(1), an LVV Certifier must, during an LVV certification inspection, comply with any applicable specific LVV certification requirements relevant to situations where either:

(a) a vehicle's modifications or construction pre-dates the *LVV Code* (see 'Retrospective LVV Certification' in section 2); or

(b) the applicable technical requirements may not be appropriate (see 'Variation from Technical Requirements' in section 6); or

(c) an LVV Certifier is prevented from carrying out an LVV certification due to the constraints of the LVV certification category (see 'Category Extensions' in section 7); or

(d) there is a need for an LVV Certifier to carry out the LVV certification of a vehicle in which a potential conflict of interest exists (see 'Self-certification' in section 8); or

(e) two LVV Certifiers, each having different LVV certification categories, are required to LVV certify a vehicle together (see 'Dual LVV Certifier Certification' in section 9).

1.5 Upon completion of an LVV certification inspection

1.5(1) Upon completion of a final LVV certification inspection, an LVV Certifier must (see Note 1 below):

(a) fit an LVV Electronic Data Plate (LVV EDP) to the vehicle in accordance with the specified requirements (see *LVV ORS Chapter 12: LVV Certification Plates and Labels*); and

(b) where applicable, affix any LVVTA LVV Labels to the vehicle in accordance with the specified requirements (see *LVV ORS Chapter 12: LVV Certification Plates and Labels*); and

(c) prepare and submit all required LVV certification documentation to LVVTA (see *LVV ORS Chapter 9: Submission of LVV Certification Files*).

Note 1	The *LVV ORS chapters* referred to in 1.5(1) are available to the public electronically, free of charge, from the LVVTA website www.lvvta.org.nz

1.6 Vehicle manufacturer-assigned Identifiers or NZTA-assigned VINs

1.6(1) In addition to 1.3, an LVV Certifier must, when commencing every LVV certification inspection (see Notes 1 to 4 below):

(a) verify that a correct vehicle manufacturer-assigned unique identifier, or an NZTA-assigned vehicle identification number (VIN):

(i) is permanently attached onto, or stamped into, the vehicle structure; and

(ii) has not been tampered with in any way;

and

(b) inspect the whole vehicle for other identifiers, and confirm that every other identifier which can be found:

(i) is the same identifier; and

(ii) matches the vehicle manufacturer-assigned unique identifier, or NZTA-assigned VIN.

Note 1	Recording the unique identifier or VIN from any other document or source is not acceptable as an alternative to the LVV Certifier sighting the correctly affixed chassis number or VIN (as applicable) to the vehicle as required by 1.6(1)(a).
Note 2	An LVV Certifier should always check, where possible, that the manufacturer-assigned unique identifier on the vehicle's 'identification plate' matches the manufacturer-assigned unique identifier stamped directly onto the vehicle structure. An LVV Certifier should photograph all visible identifiers on a vehicle being LVV certified as part of the photographic record (see 'Photographic Record' in section 4)
Note 3	The requirement specified in 1.6(1)(b) is to reduce the likelihood of a vehicle which features more than one identifier (and may, therefore, have a history of theft or fraud) being put on the road.
Note 4	If an LVV Certifier establishes that any tampering of the identifier or VIN has occurred, the vehicle must be referred to an NZTA-authorised Entry Certifier for validation of the identifier or VIN, using the *LVV F005 – VIN Affix or Reaffix Form*.

1.7 Unusually Complex Modifications

1.7(1) In addition to 1.3, an LVV Certifier must, when commencing every LVV certification inspection (see Note 1 below):

(a) identify, where applicable, the presence of unusually complex modifications or construction features on the vehicle; and

(b) if so, refer to *LVV Information Sheet # 02-2015 Technical Support Team for Unusually Complex Modifications* to see if the process specified within the *Information Sheet* is applicable to the vehicle being LVV certified; and

(c) if the *LVV Information Sheet* referred to in 1.7(1)(b) is applicable, contact LVVTA to implement the specified process.

Note 1	*LVV Information Sheet # 02-2015 Technical Support Team for Unusually Complex Modifications* referred to in 1.7(1) is available to the public electronically, free of charge, from the LVVTA website www.lvvta.org.nz

1.8 Series-production Modification Pre-approval Process (for Commercial Modifiers)

1.8(1) In addition to 1.3, an LVV Certifier must, when commencing every LVV certification inspection (see Notes 1 and 2 below):

(a) identify, where applicable, the presence of modifications which have, or are intended to be, undertaken on a series-production basis; and

(b) if so, refer to *LVV Information Sheet # 01-2014 Series-production Modification Pre-approval Process* to determine whether the process is applicable to the vehicle(s) requiring LVV certification; and

(c) if the *LVV Information Sheet* referred to in 1.8(1)(b) is applicable, seek approval from LVVTA to apply the Series-production Modification Pre-approval Process prior to commencing any LVV certification inspections.

Note 1	Series-production modifications have an increased element of risk, because if a series-production LVV has a safety issue, the risk is multiplied by the number of vehicles which have been modified. For this reason, it is important that LVVTA becomes engaged in, or aware of, any series-production vehicles at the earliest opportunity.
Note 2	The *LVV Information Sheet # 01-2014 Series-production Modification Pre-approval Process* referred to in 1.8(1) is available to the public electronically, free of charge, from the LVVTA website www.lvvta.org.nz

1.9 Streamlined Series-production Modification Process (for Commercial Modifiers)

1.9(1) In addition to 1.3, an LVV Certifier must, when commencing every LVV certification inspection, identify, where applicable, the desire by a commercial modifier to make use of the Streamlined Series-production Modification Process, and if so (see Notes 1 to 3 below):

(a) confirm, by referring to *LVV Information Sheet # 04-2025 Streamlined Series-production Modifications,* to determine whether the process is applicable to the vehicle(s) requiring LVV certification; and

(b) seek approval from LVVTA to apply the Streamlined Series-production Modification Process prior to commencing any LVV certification inspections.

Note 1	The Streamlined Series-production Modification Process enables variations to be made to the normal LVV certification process, to assist commercial modifiers in having their vehicles completed and on the road in the shortest possible time.
Note 2	The variations from normal LVV certification requirements referred to in Note 1 above which enable the Streamlined Series-production Modification Process to provide greater efficiency to commercial modifiers are specified in *LVV Information Sheet # 04-2025 Streamlined Series-production Modifications*.
Note 3	The *LVV Information Sheet # 04-2025 Streamlined Series-production Modifications* referred to in 1.9(1) is available to the public electronically, free of charge, from the LVVTA website www.lvvta.org.nz

1.9(2) If LVVTA grants approval to an LVV Certifier to apply the Streamlined Series-production Modification Process to a group of vehicles, the LVV Certifier:

(a) must apply the process specified in *LVV Information Sheet # 04-2025 Streamlined Series-production Modifications*; and

(b) must not apply sections 3 and 4.

Section 2 Retrospective LVV Certification

2.1 Introduction

Vehicles that were built or modified in New Zealand before modern vehicle safety standards were introduced into New Zealand do not need to be certified to the *LVV Code*, providing the vehicle's registration has not lapsed. This is because the LVV certification system – like common law – is based on the basic premise that a vehicle must comply with those requirements that are in force at the time of the manufacture or modification date.

However, for varying reasons, some vehicles that were built a long time ago can become subject to the LVV Certification process. Common reasons are that:

- a vehicle's registration has lapsed; or
- a vehicle was built or modified here in New Zealand 20 or more years ago and has been subsequently modified.

To impose complex modern safety standards such as frontal impact and door retention system standards onto a home-built sports car that someone built in the United Kingdom in the 1970s and who is now immigrating to New Zealand in their retirement and bringing their beloved sports car with them, would present significant engineering challenges and would be an unreasonable imposition.

In such situations, LVVTA's 'retrospective' certification process takes into account the date of the vehicle's build or modifications, and applies safety-based requirements that are appropriate and reasonable. The retrospective certification process ensures that maximum focus is applied to safety principles that could affect other road users such as suspension, steering, and braking, but less on standards that could affect the occupants during a crash, such as door retention systems and steering column impact protection systems.

The retrospective LVV certification process is applied by way of concessions provided within the various *LVV Standards* and the *CCM* and *MCM chapters*. The *CCM* and *MCM chapters* enable a variation from the rigid application of the specified requirements, and give LVV Certifiers the scope to apply the relevant requirements within the *CCM* or *MCM chapters* as a guide upon which to ensure that they are satisfied that the vehicle is – despite its build date - still safe.

2.2 Vehicles Not Required to be LVV Certified

2.2(1) A low volume vehicle that was modified or constructed in New Zealand prior to the introduction date of the *Transport (Vehicle Standards) Regulations 1990* is not required to undergo LVV certification, provided that (see Notes 1 and 2 below):

(a) documented evidence can be provided to substantiate that the modifications or construction took place prior to 1 January 1992; and

(b) no further modifications have been carried out since 1 January 1992; and

(c) the vehicle has been continuously registered in New Zealand since 1 January 1992.

Note 1 The *Transport (Vehicle Standards) Regulations 1990* referred to in 2.2(1) (now all absorbed into the *Land Transport Rules* programme) were introduced progressively, but the arbitrary general implementation date for LVV certification is 1 January 1992. This implementation date covers all scratch-built low volume vehicles, and all typical drive-train modifications including suspension, brakes, and engine conversions.

Implementation dates of standards that were introduced after 1 January 1992 (such as frontal impact and seats) can be established by referring to the scope and application section of the relevant *LVV Standard*.

Note 2	'Documented evidence' referred to in 2.2(1)(a) can take the form of a legitimate '*Modification Declaration Certificate*' (*MDC*), or other bonafide evidence such as receipts or insurance policy cover notes that specifically refer to the modification. A database containing *MDCs* that were issued between 1991 and 1998 are held by LVVTA, and copies can be obtained from LVVTA. This database holds many, but not all of the original *MDCs* that were issued.

2.3 Vehicles modified or constructed before 1 January 1992

2.3(1) A low volume vehicle that was originally modified or constructed before 1 January 1992, but which is required to undergo the LVV certification process, may have the retrospective LVV certification process applied to those modifications or construction features which were completed before 1 January 1992, provided that either (see Note 1 below):

(a) documented evidence can be provided to verify those modifications or construction features that were were completed prior to 1 January 1992; or

(b) the LVV Certifier has first-hand knowledge of the vehicle's modification or construction history.

Note 1	Common reasons for a vehicle which was modified or scratch-built prior to 1 January 1992 now requiring LVV certification are that further modifications were carried out in more recent times, or that the registration has lapsed.

2.3(2) A low volume vehicle that was originally constructed before 1 January 1992, and has since undergone further modifications, may (see Notes 1 to 3 below):

(a) have the retrospective LVV certification process applied to the aspects of the vehicle's construction that were carried out prior to 1 January 1992; and

(b) have any applicable *LVV Standards* and *CCM* or *MCM chapters* relevant to the modifications carried out since 1 January 1992 applied.

Note 1	An example of a situation where 2.3(2) would apply is a 1937 Chevrolet hot rod built in the 1980s, featuring a 283 cubic inch Chevrolet V8 engine and complete HT Holden independent front suspension assembly, this year fitted with a 350 cubic inch engine replacing the 283, and HZ Holden vented disc brakes replacing the solid HT Holden disc brakes. In this case, the LVV certification process would allow the 'retrospective' requirements to be applied to the whole vehicle except for the 350 Chev engine and the HZ Holden discs. The fitment of the 350 Chev engine and HZ Holden discs would have the *LVV Standards* and *CCM chapters* for Engine and Drive-train Conversions, and Braking Systems, applied to cover those more recent modifications.
Note 2	To assist in determining whether the available documentation provides acceptable evidence, an LVV Certifier may contact LVVTA for assistance prior to confirming if the concessions provided in 2.3 can be applied.
Note 3	The *LVV Standards* and *CCM* or *MCM chapters* referred to in 2.3(2)(b) and in Note 1 above are available to the public electronically, free of charge, from the LVVTA website www.lvvta.org.nz

2.3(3) Where the concessions provided in 2.3(2) are being applied to a low volume vehicle, the LVV Certifier must provide a statement supporting the first-hand knowledge of the vehicle's modification or construction history, or a copy of the applicable documented evidence used to verify that the modifications or construction features were completed prior to 1 January 1992.

2.4 Vehicles progressively modified or constructed

2.4(1) A low volume vehicle that has been modified or constructed over a long period of time, spanning pre and post 1 January 1992, may not be required to comply with all normally applicable *LVV Standards* and *CCM* or *MCM chapters* provided that either (see Notes 1 and 2 below):

(a) documented evidence can be provided to verify those modifications and construction features that were completed prior to the implementation date of the applicable *LVV Standards*; or

(b) the LVV Certifier has first-hand knowledge of the vehicle's modification or construction history.

Note 1	This concession is to cater for vehicles which had part of their modification or construction process carried out prior to 1 January 1992, and part of it after 1 January 1992. This creates a situation where some aspects of the vehicle will have to comply with the applicable *LVV Standards* and *CCM* or *MCM chapters*, and some aspects won't.
Note 2	The *LVV Standards* and *CCM* or *MCM chapters* referred to in 2.4(1) and Note 1 above are available to the public electronically, free of charge, from the LVVTA website www.lvvta.org.nz

2.4(2) A low volume vehicle which has a modification or construction period which spans pre and post 1 January 1992 may (see Notes 1 to 4 below):

(a) have the retrospective LVV certification process applied to the aspects of the vehicle's modification or construction that were carried out prior to the implementation dates of any applicable *LVV Standards*; and

(b) have any applicable *LVV Standards* and *CCM* or *MCM chapters* relevant to the modifications or construction features carried out since the implementation dates of any applicable *LVV Standards.*

Note 1	As an example of the situation referred to in 2.4(2), if an LVV Certifier is inspecting a scratch-built low volume vehicle which has been built over a long period of time, and the LVV Certifier can establish that the vehicle owner/builder completed the chassis engineering on the vehicle before 1 April 2003, then frontal impact requirements (applicable to vehicles scratch-built on or after 1 April 2003) would not be required. This is because the vehicle is deemed to comply with the requirements that were in force at the time of that part of the vehicle's build, and so the owner of the vehicle would not be required to retrospectively re-engineer the chassis. Because of the typically long build-period of many individually constructed vehicles, this philosophy applies regardless of the vehicle's completion date.
Note 2	The implementation date of 1 January 1992 covers all scratch-built low volume vehicles, and all typical drive-train modifications including suspension, brakes, and engine conversions. Implementation dates of *LVV Standards* and *CCM* or *MCM chapters* that were introduced after 1 January 1992 (such as frontal impact and seats) can be established by referring to the scope and application section of the relevant *LVV Standard*.
Note 3	The *LVV Standards* and *CCM* or *MCM chapters* referred to in 2.4(2) and Note 2 above are available to the public electronically, free of charge, from the LVVTA website www.lvvta.org.nz
Note 4	To assist in determining whether the available documentation provides acceptable evidence, an LVV Certifier may contact LVVTA for assistance prior to confirming if the concessions provided in 2.4 can be applied.

2.4(3) Where the concessions provided in 2.4(2) are being applied to a low volume vehicle, the LVV Certifier must provide a statement supporting the first-hand knowledge of the vehicle's modification or construction history, or a copy of the applicable documented evidence used to verify the modifications or construction features that were completed prior to the implementation dates of any relevant *LVV Standards*.

Section 3 Use of LVV Inspection Documents

3.1 Introduction

Section 3 outlines some important principles relating to the correct use of *LVVTA's LVV Certification Management Documents*, to assist in achieving correct outcomes during the LVV certification inspection process. These include using the correct LVV technical documents for the inspection process, particularly the *LVV Base Forms* and *LVV Inspection Form-sets*.

The correct use of the *LVV Base Forms* and *LVV Inspection Form-sets* are critical to achieving high quality and consistent LVV certification inspection outcomes.

The *LVV Base Forms* and *LVV Inspection Form-sets* have been developed for the LVV Certifiers to enable them the convenience of not having to write a comprehensive series of individual detailed reports that cover every aspect of every modification to each vehicle.

LVV certification inspections can be very involved; some *LVV Inspection Form-sets* (and there can be several *LVV Inspection Form-sets* for any given vehicle) contain over 100 individual technical requirements that must be considered and assessed. It would be unrealistic for an LVV Certifier to think that a vehicle can be inspected thoroughly without working through the required *LVV Inspection Form-sets* during the inspection process.

It is a fundamental principle therefore, that the LVV Certifier uses the *LVV Inspection Form-sets* as 'prompts' during the LVV certification inspection, to ensure that all technical requirements associated with the inspection have been assessed and approved. The expectation, and requirement, is that the LVV Certifier fills out the *LVV Inspection Form-sets* as the inspection takes place to ensure that nothing gets missed. Following this logic, it is essential, therefore, that the *LVV Inspection Form-sets* are filled out at the time of the LVV certification inspection.

At the time of issuing of Version 12 of this LVV ORS chapter, LVVTA is transitioning the LVV Certifiers from hard-copy *LVV Base Forms* and *LVV Inspection Form-sets* to an electronic system based on the use of a stylus and tablet. In time, the process of recording an LVV certification inspection will transition to fully electronic.

3.2 Filling out LVV Base Forms

3.2(1) An LVV Certifier must, during an LVV certification inspection of a low volume vehicle, fill out the '*LVV Base Forms*', which comprise (see Notes 1 to 3 below):

(a) an *F000 Certification Plate Order Form*; and

(b) an *F001 LVV Statement of Compliance Certificate*; and

(c) an *F002 LVV Data Form*; and

(d) an *F003 LVV Safety Item Form*; and

(e) an *F004 LVV Rectification Form*.

Note 1	Every vehicle which is LVV certified must have all of the *LVV Base Forms* specified in 3.2(1) filled out, regardless of the extent or type of modifications or construction features present.
Note 2	The requirement in 3.2(1) may be met by either a written record onto hard-copy *LVV Base Forms*, or via the use of a stylus and tablet using electronic *LVV Base Forms*. At the time of issuing Version 12 of this LVV ORS chapter, a gradual technology transition is occurring, from hard-copy *LVV Base Form-sets* to fully electronic *LVV Base Forms*.
Note 3	All *LVV Base Forms* are documents used only by LVV Certifiers, either held in their *LVV Certification Manuals* or accessed from the LVV Certifier's Section of the LVVTA website.

3.3 Selection of LVV inspection documents

3.3(1) An LVV Certifier must, in preparation for an LVV certification inspection of a low volume vehicle (see Note 1 to 3 below):

(a) carry out a preliminary assessment of the vehicle and identify all modifications and construction features present on the vehicle; and

(b) determine, and have ready at the LVV certification inspection site, the necessary *LVV Standards* and *CCM* or *MCM chapters* relevant to each modification and construction feature present on the vehicle; and

(c) determine, and have ready at the LVV certification inspection site, the necessary *LVV Inspection Form-sets* to support the required *LVV Standards* and *CCM* or *MCM chapters*.

Note 1	The latest version of an *LVV Standard* or *CCM* or *MCM chapter* must always be applied, unless the modification or construction feature precedes the date of the latest version of the *LVV Standard* or *CCM* or *MCM chapter.*
Note 2	All *LVV Inspection Form-sets* are documents used only by LVV Certifiers, either held in their *LVV Certification Manuals* or accessed from the LVV Certifier's Section of the LVVTA website.
Note 3	The documents referred to in 3.3(1) may be used in either hard copy form, or electronically.

3.4 Most relevant LVV inspection documents to be applied

3.4(1) An LVV Certifier must ensure that for every vehicle and modification inspected and assessed, the LVV technical requirements that are determined to be applicable to the vehicle's modifications or construction features are (see Note 1 below):

(a) the most appropriate LVV technical requirements for the modifications or construction features being assessed; and

(b) if there are other LVV technical requirements that are more detailed, specific, or appropriate in another area of the *LVV Certification Manuals*, those requirements must be also identified and applied to the modifications or construction features.

Note 1	By the nature of low volume vehicles, the level of complexity and diversity is such that the LVV technical requirements for any given vehicle may not be entirely appropriate or complete, and it is the responsibility of the LVV Certifier to ensure that the most appropriate LVV technical requirements are applied. This may involve referring to other LVV technical documents within the *LVV Certification Management Documents*, such as *LVV Information Sheets* and *LVV Safety Alerts*, that are more appropriate to the vehicle or modifications in question than just the relevant *LVV Standards* or *NZ (Car or Motorcycle) Construction Manual chapters*. For example, while the *LVV Standards* and *CCM chapters* relevant to suspension design and construction are the obvious document for the installation of a Jaguar independent rear suspension into an older vehicle, *LVV Information Sheet # 08-2011 – Jaguar Independent Rear Suspension Installation Guide* provides highly detailed advice on the installation of a Jaguar IRS in such a way as to incorporate the correct geometry. This relevant and useful *LVV Information Sheet* must, therefore, be used by the LVV Certifier, in addition to the relevant *LVV Inspection Form-set*, to assist in the inspection and certification process of such a modification.

3.5 Written reports in absence of LVV Inspection Form-sets

3.5(1) In a case where there is no *LVV Inspection Form-set*, or other relevant guidance from within the *LVV Certification Management Documents,* which is applicable to a modification or construction feature, an LVV Certifier must produce a written report that:

(a) accurately explains and describes the modifications or construction features which are present on the vehicle; and

(b) provides assurance that the modifications or construction features are safe and compliant; and

(c) explains how the decisions that the modifications or construction features are safe and compliant are arrived at.

3.6 Assessment, and filling in LVV Inspection Form-sets

3.6(1) Unless 3.5(1) applies, an LVV Certifier must, while carrying out an LVV certification inspection of a low volume vehicle (see Notes 1 to 4 below):

(a) assess the vehicle, during the LVV certification inspection process, against the applicable *LVV Standards* and *CCM* or *MCM chapters*; and

(b) record the outcomes of the LVV certification inspection by filling out the corresponding *LVV Inspection Form-sets* at the time of the LVV certification inspection; and

(c) provide, legibly, within the *LVV Inspection Form-sets*:

(i) an appropriate response for each line-item; and

(ii) an appropriate response for each request for specific information relating to a line-item.

Note 1	The requirement in 3.6(1) may be met by either a written record onto hard-copy *LVV Inspection Form-sets*, or via the use of a stylus and tablet using electronic *LVV Inspection Form-sets*.
Note 2	An 'appropriate written response' as referred to in 3.6(1)(c)(i) means a notation consisting of either a tick, cross, or N/A (which may include an accompanying strike-through line to show that a series of check-boxes do not apply).
Note 3	All *LVV Inspection Form-sets* are documents held only by LVV Certifiers, in their *LVV Certification Manuals*.
Note 4	An LVV Certifier may not certify a low volume vehicle using any pre-prepared or copied 'master' *LVV Inspection Form-sets* unless individual approval in writing has been provided by LVVTA. This practice, if carried out, could effectively avoid the fundamental inspection requirements of the LVV certification system, which requires that every aspect of every vehicle is individually inspected, assessed, and confirmed for safety and compliance.

3.7 Supporting documents

3.7(1) An LVV Certifier must, while carrying out an LVV certification inspection of a low volume vehicle, obtain and prepare, in addition to the *LVV Base Forms* and *LVV Inspection Form-sets* (see Notes 1 and 2 below):

(a) any supporting technical documentation, certificates, or reports specified within any relevant *LVV Standards, LVV Inspection Form-sets*, or *LVV Information Sheets*; and

(b) any other document required because of a necessary process which may be relative to the vehicle being LVV certified.

Note 1	Some examples of supporting documentation referred to in 3.7(1) include wheel alignment reports, bump-steer swing-check reports, non-destructive test reports, technical information to show how a modification or scratch-built feature was carried out, and relevant invoices.
Note 2	The supporting documents listed in Note 1 above help an LVV Certifier to prove the safety and compliance of a vehicle which has been LVV certified. Regular use of these supporting documents also improve consistency of inspections from LVV Certifier to LVV Certifier.

3.8 Limitations of delegation

3.8(1) Every *LVV Base Form* and *LVV Inspection Form-set* used during an LVV certification inspection must be filled out by the LVV Certifier who is taking responsibility for the LVV certification of the vehicle, with the exception of any area within an *LVV Base Form* or *LVV Inspection Form-set* which is required to be filled in or signed by the vehicle owner (see Notes 1 and 2 below).

Note 1	The *LVV Base Form*s referred to in 3.8(1) are documents used only by LVV Certifiers, either held in their *LVV Certification Manuals* or accessed from the LVV Certifier's Section of the LVVTA website.
Note 2	An LVV Certifier may not delegate filling out any *LVV Base Forms* or *LVV Inspection Form-sets* used in the LVV certification process to any other person. *Land Transport Rule: Vehicle Standards Compliance 2002*, and the *NZTA Notice of Appointment* are all clear that an LVV Certifier cannot delegate any responsibilities to any other person (other than those specified functions such as assessing 'remaining safety items'). The requirement specified in 3.8(1) is a fundamental aspect of the LVV certification system, and is critical for ensuring the integrity of the LVV certification inspection process.

3.9 Retention of LVV inspection documents

3.9(1) All *LVV Base Forms* and *LVV Inspection Form-sets* provided for an LVV certification must be retained on behalf of the LVV Certifier, by LVVTA, for the life of the vehicle.

3.9(2) An LVV Certifier must retain, for each LVV certification, for a period of not less than seven years, a copy of the *F001 Statement of Compliance Certificate*.

Section 4 Photographic Record

4.1 Introduction

LVV Certifiers must take a comprehensive series of specific photographs of each LVV certified vehicle during the LVV certification inspection process.

The photographs can protect the LVV Certifier where a vehicle has been further modified since the time of the LVV certification inspection, and can also assist LVVTA to ensure, via reviewing the photographs during the File Review process, that the vehicle is safe and compliant.

4.2 Photographs to be taken

4.2(1) During an LVV certification inspection, an LVV Certifier is required to take a comprehensive photographic record of (see Note 1 below):

(a) the vehicle exterior, interior, and underside, to show the condition of the vehicle, and to give context to the detailed photographs; and

(b) every aspect of every modification or construction feature which is unique to the individual vehicle being LVV certified; and

(c) every vehicle identifier which can be found, which must include, where possible (see Note 2 below):

(i) if fitted, the NZTA-assigned vehicle identification number (VIN); and

(ii) the vehicle manufacturer-assigned unique identifier stamped onto the vehicle manufacturer's vehicle identification plate; and

(iii) the vehicle manufacturer-assigned unique identifier stamped directly into the vehicle's firewall or prominent part of the body structure;

and

(d) the LVV EDP, showing:

(i) the LVV EDP's unique identification number; and

(ii) the location of the LVV EDP on the vehicle.

Note 1	It must be clearly understood by the LVV Certifier that the submission of the documentation specified in 4.2(1) in no way reduces the responsibility for the correct assessment of the vehicle by the LVV Certifier, or shifts any responsibility for the vehicle's safety or compliance from the LVV Certifier to LVVTA.
Note 2	An LVV Certifier should always check, wherever possible, that the vehicle manufacturer-assigned unique identifier on the vehicle's identification plate matches the vehicle manufacturer-assigned unique identifiers stamped directly onto the vehicle structure. The expectation is not to photograph every vehicle manufacturer-assigned unique identifier on the vehicle, but rather to record that the most important stamped identifiers match the vehicle's identification plate.

4.2(2) The photographs required by 4.2(1), except as provided for in 4.4, must be taken:

(a) by the LVV Certifier personally; and

(b) at the time of the LVV certification inspection.

4.3 Details and format of photographs

4.3(1) The details of the photographs required by 4.2(1) must be:

(a) fully framed, well-focused, and clear; and

(b) in colour; and

(c) provided in .jpeg format; and

(d) provided at a resolution of not less than 1200 x 800 pixel (or equivalent); and

(e) incorporate sufficient light, detail, and clarity so as to enable any review of the photographs to take place easily and effectively.

4.4 Post-rectification photographs

4.4(1) An LVV Certifier may accept photographs from a vehicle owner or modifier to show that rectifications required by the LVV Certifier have been carried out, provided that (see Notes 1 to 3 below):

(a) the primary inspection has been completed; and

(b) the areas requiring rectification are of a minor nature, and either:

(i) relate only to the unmodified aspects of the vehicle; or

(ii) relate to a modified aspect of the vehicle, but is so minor that there is no direct risk to safety by the failure or incorrect operation of the area which has been rectified;

and

(c) the photographs provide clear evidence that each item of rectification work has been correctly remedied; and

(d) the photographs of any rectification work which have not been taken by the LVV Certifier are clearly recorded as such.

Note 1	The 'primary inspection' referred to in 4.4(1)(a) is an inspection where the vehicle is being thoroughly inspected using an underbody inspection facility, and does not include a preliminary 'chassis inspection' or a 'rectification inspection'.
Note 2	Avoiding the rigid adherence to requiring rectification photos for very minor rectification work to be taken by the LVV Certifier can reduce inconvenience and cost to the motoring public, by avoiding an additional inspection, delays in finalising the process, and additional travel for the vehicle owner, particularly if the vehicle owner lives some distance from the LVV Certifier.
Note 3	There are some cases where an invoice could provide alternative evidence of rectification, provided there is minimal scope for any safety risk; for example, if the rectification work consisted of a tyre or lightbulb replacement, this could be confirmed to the LVV Certifier via a copy of a receipt made out to the vehicle owner from the repairer.

4.5 Preparation of photographs

4.5(1) An LVV Certifier must provide photographs of an LVV certified vehicle to LVVTA, as part of the *LVV Certification File*, as specified in *LVV ORS Chapter 9: Submission of LVV Certification Files* (see Note 1 below).

Note 1	*LVV ORS Chapter 9: Submission of LVV Certification Files*, as referred to in 4.5(1), is available to the public electronically, free of charge, from the LVVTA website www.lvvta.org.nz

Section 5 Road-testing Requirements

5.1 Introduction

Road-testing is an essential part of any LVV certification inspection process, and the specific test requirements are covered within *CCM* or *MCM Chapter 19: Vehicle Operation*. Section 5 sets out the circumstances where an LVV Certifier is not required to carry out a road test or a brake test, or to meet the requirements of *CCM* or *MCM Chapter 19: Vehicle Operation*.

5.2 Low volume vehicles not requiring road-testing

5.2(1) An LVV Certifier is not required to carry out a road test on a vehicle which undergoes LVV certification, that is:

(a) brand new; and

(b) is modified on a series-production basis (see Notes 1 to 3 below); and

(c) subject to a pre-delivery check by the vehicle manufacturer's appointed representative prior to the vehicle's entry certification process being carried out; and

(d) not modified in any way that may influence either:

(i) the driver's vision of the road; or

(ii) the driver's control of the vehicle; or

(iii) the vehicle's safe driving performance.

Note 1	The concession specified in 5.2(1)(b) applies whether or not the series-production vehicle is subject to the Streamlined Series-production Modification Process referred to in 1.9.
Note 2	A 'scratch-built' low volume vehicle cannot be a 'series-production' low volume vehicle.
Note 3	The definition of a 'scratch-built' low volume vehicle is provided in *LVV ORS Chapter 2: Low Volume Vehicle Classifications*, which is available to the public electronically, free of charge, on the LVVTA website www.lvvta.org.nz

5.3 Low volume vehicles requiring normal function road-testing

5.3(1) A vehicle which requires LVV certification may, instead of meeting the requirements specified in *CCM* or *MCM Chapter 19: Vehicle Operation*, undergo a road test which is sufficient to establish that the vehicle is functioning normally and safely, if it is not modified in any way that may influence either (see Notes 1 to 3 below):

(a) the driver's vision of the road; or

(b) the driver's control of the vehicle; or

(c) the vehicle's safe driving performance.

Note 1	The normal function road test is limited to those vehicles with modifications that could not have any effect on the operation of the vehicle, such as seatbelt anchorages, additional seats, or a raised roof conversion. Even these vehicles must be road-tested to ensure against any unintended consequences resulting from the modifications.

Note 2	For complete clarity, a normal function road test cannot be applied to a vehicle which has had any modification that could affect either the steering, suspension, braking, or drive-train systems.
Note 3	There is no expectation for a normal function road test to be anything more than a simple WoF-type of road test, during which 50 kph should be achieved, to ensure that the vehicle has no abnormal noises or undesirable characteristics.

5.4 Low volume vehicles requiring full vehicle operation road-testing

5.4(1) A low volume vehicle which does not meet the criteria in 5.2(1) or 5.3(1) must meet all applicable road-testing requirements specified in *CCM* or *MCM Chapter 19: Vehicle Operation*.

5.5 Road-testing competency and responsibility

5.5(1) In order to carry out road-testing competently and responsibly, an LVV Certifier must ensure that the necessary level of skills and competence is possessed in order to accurately assess and comment on the handling characteristics of each vehicle driven or ridden (see Note 1 below).

Note 1	Road-testing is an area where an LVV Certifier may need to undertake professional development. Many aspects of a motor vehicle's handling characteristics can only be assessed through driving, and a high level of driving skill is required to accurately assess the way in which a vehicle behaves and responds over varying road conditions and surfaces, without putting the vehicle or driver/rider at risk. It would be beneficial for those LVV Certifiers who do not have motor racing experience to undergo advanced driver training programmes.

5.5(2) During the process of conducting any road-testing process, including a normal function road-test, an LVV Certifier must:

(a) observe all speed limits and other road rules; and

(b) drive in a manner that is responsible and considerate toward other road users; and

(c) avoid placing themselves or the vehicle under assessment at risk; and

(d) in the case of an unregistered vehicle, operate the vehicle legally with the use of a 'trade plate'.

5.5(3) In addition to 5.5(2), when conducting any cyclic brake performance testing specified in *CCM* or *MCM Chapter 19: Vehicle Operation*, an LVV Certifier must (see Note 1 below):

(a) carry out the testing on a road that is quiet and has a minimal amount of traffic; and

(b) ensure that the road ahead and behind, in both lanes, is free of traffic and pedestrians.

Note 1	Cyclic brake performance testing (used to establish a braking system's fade-resistance during repeated applications) requires repeated stops from a specified speed (usually 100 kph) in immediate succession, and so an LVV Certifier must access quiet roads so as to avoid alarming other drivers and pedestrians with the 'abnormal' driving behaviour associated with conducting cyclic brake-testing.

Section 6 Variation from Technical Requirements

6.1 Introduction

Because of the unique and diverse nature of motor vehicle modification and construction, the combination of modifications and vehicle components, systems, and types are literally infinite. Remember that the LVVTA's reason for being is to help people achieve something unique, creative, innovative, and ingenious, provided that vehicle safety is not compromised.

Therefore, no matter how well-considered and comprehensive the technical requirements within the *LVV Certification Management Documents* are, there will always be unusual situations where the rules, or the vehicle, don't fit or apply.

Section 6 provides a process in the case where an LVV Certifier encounters a situation, which, to apply the specified technical requirements would be inappropriate or provide the wrong outcome. 'Variation from Technical Requirements' (VTR) provides scope for an LVV Certifier to vary from the specified requirements in certain circumstances, with approval from LVVTA.

A VTR is always achieved as a result of discussion with either the LVVTA Technical Working Group (LVVTA TWG) or the LVVTA Technical Advisory Committee (LVVTA TAC).

An application to LVVTA for a VTR may only be made by an LVV Certifier, and must be made and approved prior to the LVV certification being completed.

6.2 Application for a Variation from Technical Requirements

6.2(1) An LVV Certifier may request approval to vary from a technical requirement specified in an *LVV Standard* or *CCM* or *MCM chapter*, if the LVV Certifier believes:

(a) either:

(i) the technical requirement is not necessary, reasonable, or appropriate for the modification or construction feature in question; or

(ii) an unusual or particular situation exists which makes the technical requirement unnecessary, unreasonable, or inappropriate;

and

(b) any compromise to the vehicle's safety as a result of a VTR being issued has been, or will be, reduced as much as practicable.

6.2(2) An application for a VTR must be made by the LVV Certifier prior to the modification or construction feature being carried out.

6.3 Issue of a Variation from Technical Requirements

6.3(1) Where an application for a VTR is received, LVVTA will (see Notes 1 and 2 below):

(a) assess the situation and circumstances to determine if the application meets the criteria specified in 6.2(1)(a), and if so, confirm compliance with 6.2(1)(b) by seeking technical support from either:

(i) the LVVTA TWG; or

(ii) where a particularly unique or complex situation exists, the LVVTA TAC;

and

(b) where satisfied that the modifications for which the VTR application is made are safe and fit for purpose, issue approval to the LVV Certifier making the application.

Note 1	Information about the LVVTA TWG and the LVVTA TAC can be found in *LVV ORS Chapter 15: LVVTA Committees & Working Groups*, which is available to the public electronically, free of charge, from the LVVTA website www.lvvta.org.nz
Note 2	In some cases, where an application for a VTR requires full discussion at an LVVTA TAC meeting, a delay in receiving a response may be experienced. It is up to the vehicle owner and LVV Certifier to plan ahead so as to ensure that such delays do not compromise the workflow of the project.

Section 7 Category Extensions

7.1 Introduction

Category Extensions are sometimes required because an LVV Certifier may not have the required background to be appointed for a certain LVV certification category, however may have intimate knowledge and competence around a certain area within that category.

An example is where an LVV Certifier may not have the background of building scratch-built low volume vehicles and therefore may not ever be appointed to LVV certification category LV1D Advanced Modified Production & Scratch-built (an LV1D Certifier), however may have extensive knowledge around converting Mk1 and Mk2 Ford Escorts from their original rear leaf spring configuration to a turreted four-link and watts linkage system (which requires the LV1D category).

If supported through the Category Extension process, that LVV Certifier could, over time, apply their specific knowledge to other similar modifications within this more specialised category, and in doing so build their experience.

This also provides LVVTA with the opportunity to train and support an LVV Certifier, and through successful LVV Category Extension applications, LVVTA can build confidence in that LVV Certifier's abilities – with the view to enabling enough experience to gain the new LVV certification category permanently.

7.2 Application for a Category Extension

7.2(1) An LVV Certifier may, on a case-by-case basis, be appointed to LVV certify a modification or construction feature that is outside the scope of the LVV Certifier's appointed LVV certification categories, and normally requiring a different LVV certification category.

7.2(2) Where an LVV Certifier applies for a Category Extension as provided for in 7.2(1), such application must be made to LVVTA:

(a) prior to proceeding with the LVV certification of the vehicle for which the application is made; and

(b) using the *LVV F007 Category Extension Request Form* (see Note 1 below).

Note 1	An *LVV F007 Category Extension Request Form* is a document available only to LVV Certifiers, from their *LVV Certification Manuals* and available in the LVV Certifier-only section of the LVVTA website.

7.3 Issue of a Category Extension

7.3(1) A Category Extension may be issued to an LVV Certifier provided that:

(a) the LVV Certifier can demonstrate extensive practical experience directly relevant to the modification or construction feature in question; and

(b) the *LVV F007 Category Extension Request Form*, together with any supporting information, has been correctly provided; and

(c) the LVV Certifier has met the key indicators which show that a consistently excellent standard of LVV certification performance has been achieved since the LVV Certifier's appointment (see Note 1 below); and

(d) the application is approved after discussion and agreement with NZTA via an LVVTA TWG meeting (see Notes 2 to 4 below).

Note 1	The key indicators of a 'consistently excellent standard of LVV certification performance' as referred to in 7.3(1)(c) are specified in *LVV ORS Chapter 5: LVV Certifier Application & Appointment*, which is available to the public electronically, free of charge, from the LVVTA website www.lvvta.org.nz
Note 2	Factors such as the availability of other LVV Certifiers within the region, and the level of service provided by those other LVV Certifiers, are taken into account when considering an application for a Category Extension.
Note 3	The LVVTA TWG referred to in 7.3(1)(d) is explained in *LVV ORS Chapter 15: LVVTA Committees and Working Groups*, which is available to the public electronically, free of charge, from LVVTA's website www.lvvta.org.nz
Note 4	In instances where an application for a Category Extension cannot be processed in a timely manner by working through the normal approval channel referred to in 7.3(1)(d), this will be assessed, on the basis of the LVV Certifier's history, knowledge, and capability by the LVVTA technical staff.

7.3(2) A low volume vehicle for which a Category Extension has been issued to an LVV Certifier will, in each case, be subject to a Technical File Review (see Note 1 below).

Note 1	Information about Technical file Reviews, as referred to in 7.3(2), is specified 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

Section 8 Self-certification

8.1 Introduction

In *LVV ORS Chapter 7: LVV Certifier Conduct & Service*, section 2 outlines the requirements applicable to 'independence' and 'conflict of interest'. There are however some specific circumstances where the normal requirements applicable to independence and conflict of interest can be varied.

The professional interest situation is in direct conflict with an inherent problem within the LVV certification system, which is that, due to the complexity and uniqueness of the vehicle modification and construction environment, there are a very limited number of people with the necessary skills to correctly carry out the modifications or build, and an equally limited number of people with the necessary skills to accurately assess the safety of the modifications or build.

Therefore, the ideal people for both functions are sometimes one and the same person. Often, the only person in a given geographical area who has the skills to do a certain job is the same person who is authorised to do the LVV certification - this is usually why the person became the region's LVV Certifier in the first place.

This conflict of interest situation, because of the professional and financial interest requirement in *Land Transport Rule: Vehicle Standards Compliance 2002*, would create problems for the industry and the hobby if allowances were not made, because the LVV Certifier is often the only, or the best-suited, person to carry out the modifications or the rectification work arising from the LVV certification inspection process.

Section 8 provides variations, under certain circumstances, to resolve this difficult situation. The intention of these variations is to accept that LVV certification is very complex and unique, and the risks associated with self-certification within a controlled environment is outweighed by the benefits of improved service to the vehicle owners concerned, and increased safety to the vehicles involved by having the most appropriately skilled people involved.

8.2 Conflict of interest

8.2(1) Except as provided for in 8.3 to 8.5, an LVV Certifier must not carry out an LVV certification on a vehicle in which a conflict of interest exists, as specified in *LVV ORS Chapter 7: LVV Certifier Conduct & Service* (see Note 1 below).

Note 1	*LVV ORS Chapter 7: LVV Certifier Conduct & Service*, as referred to in 8.2(1), is available to the public electronically, free of charge, from the LVVTA website www.lvvta.org.nz

8.3 Self-certification of minor rectification work

8.3(1) An LVV Certifier may carry out rectification work required to a vehicle as a result of an LVV certification inspection that has been personally undertaken, provided that:

(a) the work undertaken by the LVV Certifier is limited to rectification work of existing modifications, as distinct from new modifications; and

(b) all of the rectification work is completed in not more than eight hours; and

(c) a declaration of the rectification work that specifies the type of work and number of hours spent accompanies the *LVV Certification File*, and is in the form of either (see Note 1 below):

(i) a written report of the rectification work; or

(ii) a copy of the invoice provided to the owner of the vehicle.

Note 1	An '*LVV Certification File*' as referred to in 8.3(1)(c) is the collective set of LVV certification inspection documents, including *LVV Base Forms, LVV Inspection Form-sets*, photographs, reports, and any other supporting documents.

8.4 Disability adaptive control system self-certification

8.4(1) An LVV Certifier who is appointed to certify under LVV certification category 'LV3A Disability Adaptation – Transportation' or 'LV3B Disability Adaptation – Advanced Driver Controls & Structure' may carry out the LVV certification of a vehicle in which a professional interest exists, provided that:

(a) the modifications fall within the scope of LVV certification category 'LV3A Disability Adaptation – Transportation' or 'LV3B Disability Adaptation – Advanced Driver Controls & Structure' (see Note 1 below); and

(b) there are no other LVV Certifiers appointed to certify under LVV certification category 'LV3A Disability Adaptation – Transportation' or 'LV3B Disability Adaptation – Advanced Driver Controls & Structure' within the geographical region of the vehicle being LVV certified; and

(c) the LVV Certifier is a specialist who is professionally engaged in modifying motor vehicles to suit the specialised and individual needs of people with disabilities, and has extensive practical experience in this field; and

(d) the LVV Certifier has met the key indicators which show that a consistently excellent standard of LVV certification performance has been achieved since the LVV Certifier's appointment (see Note 2 below); and

(e) the LVV Certifier has been issued with individual approval in writing to carry out disability adaptive control system self-certification by NZTA (see Note 3 below); and

(f) a declaration of the professional interest associated with each applicable LVV certification is made in writing and accompanies each *LVV Certification File*.

Note 1	Information about the scope of LVV certification categories referred to in 8.4(1)(a) is specified in *LVV ORS Chapter 3: LVV Certification Categories,* which is available to the public electronically, free of charge, from the LVVTA website www.lvvta.org.nz

Note 2	The key indicators of a 'consistently excellent standard of LVV certification performance' as referred to in 8.4(1)(d) are specified in *LVV ORS Chapter 5: LVV Certifier Application & Appointment*, which is available to the public electronically, free of charge, from the LVVTA website www.lvvta.org.nz
Note 3	An application to gain approval for disability adaptive control system self-certification must be made to LVVTA in the first instance, who will, where appropriate, endorse the application, and forward it to NZTA.

8.4(2) A low volume vehicle for which individual approval in writing to carry out disability adaptive control system self-certification has been issued to an LVV Certifier will, in each case, be subject to a Technical File Review (see Note 1 below).

Note 1	Information about Technical file Reviews, as referred to in 8.4(2), is specified 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

8.5 Extensively modified and scratch-built self-certification

8.5(1) An LVV Certifier who is appointed to certify under LVV certification category 'LV1D Modified Production & Scratch-built' may carry out the LVV certification of a vehicle in which a professional interest exists, provided that:

(a) the modifications fall within the scope of LVV certification category 'LV1D Modified Production & Scratch-built' (see Note 1 below); and

(b) there are no other LVV Certifiers appointed to certify under LVV certification category 'LV1D Modified Production & Scratch-built' within the geographical region of the vehicle being LVV certified; and

(c) the LVV Certifier is a specialist who is professionally engaged in the modification and construction of motor vehicles, and has extensive practical experience in this field; and

(d) the LVV Certifier has met the key indicators which show that a consistently excellent standard of LVV certification performance has been achieved since the LVV Certifier's appointment (see Note 2 below); and

(e) the LVV Certifier has been issued with individual approval in writing to carry out extensive modification and scratch-built self-certification by NZTA (see Note 3 below); and

(f) a declaration of the professional interest associated with each applicable LVV certification is made in writing and accompanies each *LVV Certification File.*

Note 1	Information about the scope of the LVV certification category referred to in 8.5(1)(a) is specified in *LVV ORS Chapter 3: LVV Certification Categories*, which is available to the public electronically, free of charge, from the LVVTA website www.lvvta.org.nz
Note 2	The key indicators of a 'consistently excellent standard of LVV certification performance' as referred to in 8.5(1)(d) are specified in *LVV ORS Chapter 5: LVV Certifier Application & Appointment*, which is available to the public electronically, free of charge, from the LVVTA website www.lvvta.org.nz
Note 3	An application to gain approval for extensively modified and scratch-built self-certification must be made to LVVTA in the first instance, who will, where appropriate, endorse the application, and forward it to NZTA.

8.5(2) A low volume vehicle for which individual approval in writing to carry out extensive modification and scratch-built self-certification has been issued to an LVV Certifier will, in each case, be subject to a Technical File Review (see Note 1 below).

Note 1	Information about Technical File Reviews, as referred to in 8.5(2), is specified 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

Section 9 Dual LVV Certifier Certification

9.1 Introduction

There are occasions when more than one LVV Certifier is required to be involved in the assessment and LVV certification inspection of a low volume vehicle. An example of this is where a disabled driver owns a vehicle which is modified with an adaptive hand control system, and is also modified in other ways, such as changed engine, brakes, or suspension.

In some circumstances, there will not be an LVV Certifier within the vehicle owner's geographical region who has the necessary categories to certify every aspect of the vehicle's modifications. An example is an electrically powered scratch-built motorcycle; there are few LVV Certifiers with the LVV certification categories for both scratch-built motorcycles and electric vehicles.

To minimise inconvenience and costs to a vehicle owner such as the one with the adaptive hand control system, and the changed engine, brakes, and suspension, two LVV Certifiers may need to be involved.

An LVV Certifier appointed for Category LV1A Modified Production – Limited (a LV1A Certifier) who can certify the changed engine, brakes, and suspension, can work with an LVV Certifier appointed for Category LV3A - Disability Adaption – Transportation (an LV3A Certifier) who can certify the adaptive hand control system.

In this case, the two LVV Certifiers will collectively take responsibility for the LVV certification of the vehicle, by LVV certifying the modifications within their appointed LVV certification categories and making it clear, within the *LVV Base Forms* and *LVV Inspection Form-sets* they provide, which LVV Certifier filled out the *LVV Base Forms* and *LVV Inspection Form-sets*. Both LVV Certifiers will sign the *F001 LVV Statement of Compliance Certificate*.

One LVV Certifier will take responsibility for affixing the LVV EDP and forwarding the complete *LVV Certification File* for the vehicle to LVVTA.

9.2 Responsibilities of each LVV Certifier

9.2(1) In the case of a low volume vehicle being LVV certified by more than one LVV Certifier under Dual LVV Certifier Certification:

(a) each LVV Certifier must:

(i) fill out the *LVV Base Forms* and *LVV Inspection Form-sets* relative to the modifications or construction features for which they are taking responsibility; and

(ii) ensure that each *LVV Base Form* and *LVV Inspection Form-set* records the name of the LVV Certifier who provides it; and

(iii) sign the *F001 LVV Statement of Compliance Certificate*;

and

(b) one LVV Certifier must take responsibility for:

(i) affixing the LVV EDP; and

(ii) preparing the *LVV Certification File*; and

(iii) ensuring that the *LVV Certification File* clearly states which aspects of the LVV certification each LVV Certifier is taking responsibility for; and

(iv) submitting the *LVV Certification File* to LVVTA; and

(v) acting as the liaison person if LVVTA requires any further information or remedial work undertaken.

Terms & Definitions for Chapter 8

AVI	(**Authorised Vehicle Inspector**) means a person who carries out WoF inspections on behalf of NZTA.
Category Extension	A process which enables an LVV Certifier to operate outside their authorised LVV Certification Categories in special circumstances.
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*.
Entry Certifier	means a person who inspects a vehicle for entry certification on behalf of NZTA.
Entry Certification	means the inspection process which a vehicle is required to undergo before it can be registered for road use as part of the New Zealand vehicle fleet.
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 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 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**) 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 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 Sheet	(**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 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 chapter* or *MCM chapter* for detailed technical requirements.

LVVTA TAC	(**LVVTA Technical Advisory Committee**) 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.
LVVTA TWG	(**LVVTA Technical Working Group**) 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.
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.
Modified Production (LVV)	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 *LVV Code* once revised.
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.
NZTA	(**New Zealand Transport Agency**) is a Crown entity responsible for managing New Zealand's land transport system.
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.
Trade plate	means a number plate used by an AVI on an unregistered vehicle for the purposes of road testing.
VIN	(**Vehicle Identification Number**) means a 17-digit numbering system used world-wide as a primary means of individually identifying motor vehicles.

VTR	(**Variation from Technical Requirements**) which allows, in certain circumstances, the consideration of a component or system, or type of modification, which is not normally allowed by the applicable requirements.