



Helping New Zealanders Build & Modify Safe Vehicles

LVV Operating Requirements Schedule

Chapter 9 Submission of LVV Certification Files

Version 12 | Effective from 1 October 2025



Approval Record

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

Amendment Record

Amendments details	Version #	Issue date	Effect date
• LVV ORS - Original Issue	Version 1	2001	2001
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• 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 9 - Amendment # 11	Version 12	10 September 2025	1 October 2025
Note 1	The first ten amendment processes to the LVV ORS (Amendment #s 1-10), carried out between August 2003 and June 2017, were made to the complete ORS document. From Amendment # 11 (which is Version 12, issued 10 September 2025), amendments are carried out to individual chapters.		
Note 2	Text highlighted in grey shows amendments that have been made subsequent to the previous version of this chapter, and a grey vertical stroke to the left of the text denotes important new or changed information (which may include information which has been removed).		

About the LVV Operating Requirements Schedule

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

Author, Publisher, & Owner

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

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

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

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Availability & Current Version

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

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

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

User's Feedback

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

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

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

Legal Status & Copyright

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

The content of this chapter remains the property of LVVTA, and no part may be reproduced without LVVTA's written consent.

Disclaimer

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

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

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Chapter 9:

Submission of LVV Certification Files

Purpose of this Chapter

The purpose of this LVV Operating Requirements Schedule chapter (the chapter) is to provide guidance to LVV Certifiers about how to prepare and submit their *LVV Certification File* after completing an LVV certification inspection on a low volume vehicle.

This chapter focusses on:

- the documents which an LVV Certifier must submit to LVVTA; and
- how the documents must be prepared and presented; and
- the management of any confidentiality issues, or conflicts of interest, involved in an LVV certification.

Following the requirements set out in this chapter will ensure the smooth and timely processing of an LVV certification application, and having the LVV Electronic Data Plate activated by LVVTA in the shortest possible time.

This chapter should be read in conjunction with *LVV ORS Chapter 8: LVV Certification Inspection Procedures*.

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

Section 1 Composition of LVV Certification File

1.1 Introduction

An *LVV Certification File* is the collective set of very specific documents relating to an LVV certified vehicle, prepared by an LVV Certifier during the LVV certification inspection, which the LVV Certifier then prepares and provides to LVVTA upon completion. An *LVV Certification File* comprises, in general terms:

- the *LVV Base Forms*; and
- the applicable *LVV Inspection Form-sets*; and
- the photographic records; and
- all other supporting reports and documents.

This collection of documents is described in more detail in sub-sections 1.2 and 1.3.

1.2 LVV Certification File content for all vehicles

1.2(1) An *LVV Certification File* is the collective set of documents relating to an LVV certification inspection, and must comprise, for every vehicle undergoing LVV certification (see Notes 1 and 2 below):

- (a) all '*LVV Base Forms*', comprising:
 - (i) an *F000 Certification Plate Order Form*; and
 - (ii) an *F001 LVV Statement of Compliance Certificate*; and
 - (iii) an *F002 LVV Data Form*; and
 - (iv) an *F003 LVV Safety Item Form*; and

- (v) an F004 LVV Rectification Form;
- and
- (b) a component or system LVV Inspection Form-set relative to each modification or construction feature present on the vehicle being LVV certified (as specified in section 3 of LVV ORS Chapter 8: LVV Inspection Procedures); and
- (c) any supporting technical documentation, certificates, or reports relative to the vehicle being LVV certified (as specified in section 3 of LVV ORS Chapter 8: LVV Inspection Procedures); and
- (d) a written report in the case where there is no LVV Inspection Form-set applicable to a modification or scratch-built feature (as specified in section 3 in LVV ORS Chapter 8: LVV Certification Inspection Procedures); and
- (e) photographs of the vehicle being LVV certified (as specified in section 2 of this chapter, and section 4 of LVV ORS Chapter 8: LVV Inspection Procedures).

Note 1	All LVV Base Forms and LVV Inspection Form-sets are documents which are accessible only to LVV Certifiers via the LVV Certifier-only area of the LVVTA website.
Note 2	LVV ORS Chapter 8: LVV Certification Inspection Procedures, as referred to in 1.2(1), is available to the public electronically, free of charge, from the LVVTA website www.lvvta.org.nz

1.3 Additional LVV Certification File content where applicable

- 1.3(1) In addition to 1.2(1), only where applicable, an LVV Certification File must, for the vehicle being LVV certified, also comprise a declaration by the LVV Certifier that the vehicle being LVV certified is subject to (see Note 1 below):
- (a) 'Unusually Complex Modifications' (as specified in section 1 of LVV ORS Chapter 8: LVV Certification Inspection Procedures); or
- (b) 'Series-production Modifications' (as specified in section 1 of LVV ORS Chapter 8: LVV Certification Inspection Procedures); or
- (c) 'Streamlined Certification Services for a Commercial Modifier' (as specified in section 1 of LVV ORS Chapter 8: LVV Certification Inspection Procedures); or
- (d) 'Retrospective LVV Certification' (as specified in section 2 of LVV ORS Chapter 8: LVV Certification Inspection Procedures); or
- (e) 'Variation from Technical Requirements' (as specified in section 6 of LVV ORS Chapter 8: LVV Certification Inspection Procedures); or
- (f) 'Category Extensions' (as specified in section 7 of LVV ORS Chapter 8: LVV Certification Inspection Procedures); or
- (g) 'Self-certification' (as specified in section 8 of LVV ORS Chapter 8: LVV Certification Inspection Procedures); or
- (h) 'Dual LVV Certifier Certification' (as specified in section 9 of LVV ORS Chapter 8: LVV Certification Inspection Procedures); or
- (i) a 'Non-disclosure Request' on behalf of the vehicle owner or modifier (as specified in section 4 of this chapter).

Note 1	LVV ORS Chapter 8: LVV Certification Inspection Procedures, as referred to in 1.3(1), is available to the public electronically, free of charge, from the LVVTA website www.lvvta.org.nz
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Section 2 Composition of Photographic Record

2.1 Introduction

There are very specific photographic requirements that must be met for each LVV certified vehicle, which must be included as part of the overall *LVV Certification File*, relating to what photographs must be taken, and how they must be prepared and presented.

One of the reasons that an LVV Certifier must prepare and provide the photographs in the way specified in this section is because the LVV Electronic Data Plate (EDP) system enables all 'final photographs' from the vehicle's LVV certification inspection to be uploaded and stored within the vehicle's unique LVV EDP.

This means that anyone, including members of the public, Warrant of Fitness inspectors, NZTA, and the NZ Police, can, if they have access to the vehicle or the unique LVV EDP number, view all of the final photographs taken of the LVV certified vehicle via LVVTA's 'Look-up' website.

It is very important, therefore, that good, clear, and correct photographs are provided, which show the LVV certified vehicle in its finished, safe, and compliant state.

2.2 Provision of photographs

2.2(1) The photographs which are required to be provided as part of the *LVV Certification File* (as specified in *section 4 of LVV ORS Chapter 8: LVV Certification Inspection Procedures*) must be supplied either (see Notes 1 to 3 below):

- (a) if the *LVV Certification File* is electronic, as part of an LVVTA-specified electronic file repository; or
- (b) if the *LVV Certification File* is in hard-copy form, on either:
 - (i) a compact disc; or
 - (ii) a flash-drive; or
 - (iii) other non-returnable electronic transfer device.

Note 1 It is the responsibility of the LVV Certifier to ensure that the photographs, as referred to in 2.2(1) are correctly formatted, and can be opened and navigated through quickly and easily. If the images cannot be viewed, the LVV EDP application cannot be processed. *LVV ORS Chapter 8: LVV Certification Inspection Procedures* provides the details of how photographs must be taken and formatted.

Note 2 *LVV ORS Chapter 8: LVV Certification Inspection Procedures*, as referred to in 2.2(1), is available to the public electronically, free of charge, from the LVVTA website www.lvvta.org.nz

Note 3 The LVVTA-specified electronic file repository referred to in 2.2(1)(a) enables LVV Certifiers to electronically upload their *LVV Certification Files* for the purposes of the LVV File Review System, and for long-term electronic document storage.

2.3 Arrangement and identification of photographs

2.3(1) Photographs of an LVV certified vehicle taken by an LVV Certifier at different times throughout the vehicle's modification or construction, must be arranged, and be clearly labelled, within (see Notes 1 to 3 below):

- (a) a folder called 'In-progress Photographs' containing all photographs taken during the LVV certification inspection process, including pre-rectification photographs and any preliminary inspections; and

- (b) a folder called ‘Final Photographs’, containing only high-quality photographs of the vehicle when the LVV certification inspection process is completed, with the vehicle in ‘finished’ form, and in a 100% safe and compliant condition.

Note 1	An LVV Certifier may provide additional supporting photographs which are taken by a third party, in addition to those required by 2.3(1)(a), provided however that the photos are clearly identified as such.
Note 2	Final photographs of the finished and compliant vehicle must be kept separated from any earlier inspections, because the final inspection photos will be transferred by LVVTA to the LVVTA EDP ‘Look-up’ website, which will be accessed by Authorised (WoF) Vehicle Inspectors (AVIs), the public, NZTA, and the NZ Police.
Note 3	Information about the LVVTA EDP ‘Look-up’ website, as referred to in Note 2 above, can be found in <i>LVV ORS Chapter 12: LVV Certification Plates & Labels</i> , which is available to the public electronically, free of charge, from the LVVTA website www.lvvta.org.nz

- 2.3(2) A group of photographs of an LVV certified vehicle within an *LVV Certification File*, whether in hard copy form or electronic form, must contain images relating to only one vehicle.

2.4 Final Inspection photographs

- 2.4(1) Photographs of an LVV certified vehicle within the ‘Final Photographs’ folder must include (see Note 1 below):
 - (a) one of the vehicle’s manufacturer-assigned chassis number or NZTA-assigned VIN; and
 - (b) one of the LVV EDP affixed to the vehicle with the LVV EDP number clearly visible; and
 - (c) one of the LVV EDP affixed to the vehicle, and taken further back to show the fitment location; and
 - (d) one of each compliant modification or construction feature that can be seen on the completed vehicle; and
 - (e) one each of the engine bay, interior, front, back, and each side of the vehicle.

Note 1	The number of photographs provided should be proportional to the number and complexity of modifications and construction features present on the vehicle being LVV certified.
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- 2.4(2) Photographs of an LVV certified vehicle within the ‘Final Photographs’ folder must not:
 - (a) exceed a total number of 100; or
 - (b) show any non-compliant modifications or construction features in the background; or
 - (c) include any documents which may contain private personal information including names, addresses, or phone numbers (see Note 1 below); or
 - (d) show any people if they could be individually recognised (see Note 1 below).

Note 1	The requirements specified in 2.4(2)(c) and (d) are in place to ensure against any unintended breaches of personal privacy.
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Section 3 LVV Certification File Submission

3.1 Introduction

To enable the LVV EDP for a modified or individually constructed vehicle to be activated by LVVTA, an LVV Certifier must forward to LVVTA the *LVV Certification File* relevant to the vehicle being LVV certified upon completion of the LVV certification inspection.

If the *LVV Certification File*, comprising the documents specified in section 1 and the photographic record specified in section 2, are provided correctly, this will assist in an efficient ‘turn-around’ of the *LVV Certification File*.

LVVTA will, after receiving the *LVV Certification File* from the LVV Certifier, and before activating the LVV EDP, apply the LVV File Review (which is a desk-top audit) to the *LVV Certification File*. If the *LVV Certification File* has been correctly submitted, the LVV EDP will be activated, and the vehicle owner will be able to present the vehicle for entry certification or a Warrant of Fitness.

A good *LVV Certification File* provides evidence to LVVTA and the New Zealand Transport Agency (NZTA) that the LVV certified vehicle is safe and compliant, and it gives LVVTA and NZTA confidence that the LVV Certifier is performing well.

The process by which the LVV File Review occurs is explained in *LVV ORS Chapter 10: LVV File Review System*, and the details of the LVV EDP are explained in *LVV ORS Chapter 12: LVV Certification Plates & Labels*.

3.2 Submission of LVV Certification File to LVVTA

3.2(1) An LVV Certifier must, upon completion of an LVV certification inspection, and in order to have the LVV EDP activated, submit to LVVTA a complete and correct *LVV Certification File* relative to the vehicle being LVV certified, comprising:

- (a) all documents and photographs as specified in section 1 of this chapter; and
- (b) photographic files which have been prepared and presented as specified in section 2 of this chapter (see Notes 1 and 2 below).

Note 1	The requirements around photographs, and their preparation and presentation, are set out in two areas, both of which must be read and understood: <ul style="list-style-type: none"> • the specific photographs which must be taken during the LVV certification inspections, and how they must be taken, are specified in <i>section 4 of LVV ORS Chapter 8: LVV Certification Inspection Procedures</i>; and • the photographs which must be selected during preparation of the <i>LVV Certification File</i>, and how they must be formatted and presented, are specified in section 2 of this chapter.
Note 2	<i>LVV ORS Chapter 8: LVV Certification Inspection Procedures</i> , as referred to in Note 1 above, is available to the public electronically, free of charge, from the LVVTA website www.lvvta.org.nz

3.2(2) When submitting a completed *LVV Certification File* for an LVV certified vehicle to LVVTA, an LVV Certifier must:

- (a) send the *LVV Certification File* to LVVTA within five working days of the completion of the LVV certification process (see Note 1 below); and
- (b) make payment to LVVTA for the LVV certification plate fee invoice within LVVTA’s specified payment timeframe (see Note 2 below); and
- (c) provide the *LVV Certification File* to LVVTA via either:
 - (i) if by an electronic means, the LVVTA-specified electronic file repository (see Note 3 below); or
 - (ii) if by hard copy, a safe trackable transportation method such as courier (see Note 4 below).

Note 1	The five-day timeframe specified in 3.2(2)(a) starts after the LVV Certifier has been able to complete the preparation of the <i>LVV Certification File</i> , and is intended to assist in ensuring that a timely overall LVV certification service is provided to the customer.
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Note 2	Details about payment for the LVV EDP, as referred to in 3.2(2)(b) are provided in <i>LVV ORS Chapter 12: LVV Certification Plates & Labels</i> , which is available to the public electronically, free of charge, from the LVVTA website www.lvvta.org.nz
Note 3	The LVVTA-specified electronic file repository referred to in 3.2(2)(c)(i) enables LVV Certifiers to electronically upload their <i>LVV Certification Files</i> for the purposes of the LVV File Review System, and for long-term electronic document storage.
Note 4	The requirement in 3.2(2)(c)(i) requires that a transition over time to an electronic transfer of the <i>LVV Certification File</i> is occurring. The timing of this full transition will be determined and managed by LVVTA.

Section 4 Non-disclosure Request

4.1 Introduction

As part of the LVV certification process, LVV Certifiers are required in some circumstances, to prove compliance of certain components and systems, to provide LVVTA with certain technical information about a company's intellectual property, including compliance information and test results, to which the company holds rights.

LVVTA recognises that in some cases, such information can be commercially sensitive, and that such information, therefore, should not be disclosed or distributed to any third party. LVVTA undertakes to keep all such information strictly confidential if so notified by the provider of the information, and to refrain from discussing the information with any third-party unless authority to do so has been received from the provider of the information.

4.2 Non-disclosure Request requirement

4.2(1) In the event that the provider of the information considers that the *LVV Certification File* developed by the LVV Certifier contains some commercially sensitive information and does not want the LVV Certifier or LVVTA to disclose the information to any third party, the LVV Certifier acting on behalf of the provider must:

- (a) make a Non-disclosure Request to LVVTA as part of the *LVV Certification File* on the *F000 Certification Plate Order Form* on the part of the Form provided for that purpose (see Note 1 below); and
- (b) clearly indicate to LVVTA which elements of the *LVV Certification File* the Non-disclosure Request applies to.

Note 1	An <i>F000 Certification Plate Order Form</i> is a document held only by LVV Certifiers, in their <i>LVV Certification Manuals</i> .
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4.3 LVVTA's non-disclosure policy

4.3(1) Upon receipt of a Non-disclosure Request as specified in 4.2(1), LVVTA (see Note 1 below):

- (a) will not disclose or distribute any information relating to any content within an *LVV Certification File* indicated as commercially sensitive to any third party, other than those persons or organisations specified in 4.3(2); and
- (b) during engagement with non-third party persons and organisations specified in 4.3(2), will apply its conflict of interest policy, as specified in section 5 of this chapter.

Note 1	It should be noted that LVVTA's obligations in regard to disclosure of information only requires LVVTA to maintain information in confidence that has been directly supplied by the disclosing party. Maintenance of confidentiality of that information does not apply if LVVTA has prior knowledge of the information, or has, or can obtain the information through another means or source, or if the information is, or can be, generally known to the public.
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- 4.3(2) Persons and organisations that are not considered to be a third party in relation to a Non-disclosure Request within an *LVV Certification File*, and must be privy to such information if deemed necessary by LVVTA in order to fulfill its obligations and responsibilities, are limited to (see Note 1 below):
- (a) staff-members of, and contractors to, LVVTA; and
 - (b) members of the LVVTA Technical Advisory Committee, or any sub-committee established by LVVTA for the purposes of a technical assessment or an approval process; and
 - (c) recognised industry experts relied upon by LVVTA for expert advice in specialised areas, on a case-by-case basis; and
 - (d) staff-members of NZTA who are involved in LVV operations; and
 - (e) a person or organisation authorised to act on behalf of NZTA in relation to LVV certification complaints or investigations; and
 - (f) members of the New Zealand Police.

Note 1 Information about LVVTA's working groups and committees 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.lvta.org.nz

Section 5 Conflict of interest

5.1 Introduction

Members of LVVTA's technical committees and working groups can sometimes, during the process of assessing modification-related components and systems, find themselves in a situation where they have, or may have, a conflict of interest. LVVTA makes all reasonable efforts to ensure that committee members who are, or may be, conflicted, are not involved in such discussions.

5.2 LVVTA's conflict of interest policy

- 5.2(1) Information provided to LVVTA within an *LVV Certification File* that is accompanied by a Non-disclosure Request from the LVV Certifier acting for the provider of the information will be made available to the LVVTA Technical Advisory Committee, only if (see Note 1 below):
- (a) technical support in regard to the information is required from the LVVTA Technical Advisory Committee by the LVVTA staff-members; and
 - (b) in a case where LVVTA considers that there may be potential for a conflict of interest to exist between one or more LVVTA Technical Advisory Committee members and the provider of the information, either:
 - (i) the conflicted LVVTA Technical Advisory Committee members will voluntarily absent themselves from the part of the meeting in which the information is discussed; or
 - (ii) permission will be sought from the provider of the information for the information to be discussed with potentially conflicted LVVTA Technical Advisory Committee members present.

Note 1 Information about LVVTA's committees and working groups 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.lvta.org.nz

- 5.2(2) Information provided to LVVTA within an *LVV Certification File* that is accompanied by a Non-disclosure Request from the LVV Certifier acting for the provider of the information will be made available to recognised industry experts relied upon by LVVTA for expert advice in specialised areas, only if (see Note 1 below):
- (a) technical support in regard to the information is required from the recognised industry experts by the LVVTA staff-members; and
 - (b) LVVTA is satisfied that there is no conflict of interest between the recognised industry experts and the provider of the information.

Note 1 LVVTA recognises that there is potential for a conflict of interest situation when using recognised industry experts from the vehicle modification industry. All efforts will be made to respect the commercially sensitive nature of any technical information provided by members of the vehicle modification industry, where required.

Terms & Definitions for Chapter 9

Applicable requirements	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.
AVI	(Authorised Vehicle Inspector) means a person who carries out WoF inspections on behalf of NZTA.
Certify	is, as defined in the <i>Land Transport Rule: Vehicle Standards Compliance 2002</i> , to verify that a vehicle complies with safety-related legal requirements prescribed by New Zealand land transport legislation.
Inspection	means the vehicle inspection process specified in <i>section 2.4, 2.5, and 2.6</i> of the <i>LVV Code</i> , carried out by an LVV Certifier during the LVV certification of a low volume vehicle.
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 <i>LVV Code</i> .
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 <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.
LVV Certification File	(Low Volume Vehicle Certification File) means the set of documents, including the <i>LVV Base Forms, 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.
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 <i>LVV Code</i> . The <i>LVV Certification Manuals</i> contain the <i>LVV Code, the LVV ORS, LVV Standards, LVV Base Forms and LVV Inspection Form-sets, Safety Alerts, Information Sheets, Newsletters, and Reference Material</i> .

LVV Certifier	(Low Volume Vehicle Certifier) 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> .
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 <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.
LVV EDP	(Low Volume Vehicle Electronic Data Plate) is an RFID tag, in use from February 2021, fitted to an LVV upon completion of the LVV certification process, which when scanned by an NFC-capable device, displays details and photographs of the modifications and construction features on the LVV to which it is affixed.
LVV EDP label	(Low Volume Vehicle Electronic Data Plate Label) means a printed self-adhesive information label affixed to an LVV, together with an LVV EDP, by an LVV Certifier.
LVV File Review System	(Low Volume Vehicle File Review System) means a comprehensive desk-top auditing process applied by LVVTA to a specified percentage of <i>LVV Certification Files</i> submitted by LVV Certifiers, upon completion of their LVV certifications, as an additional step in ensuring safety and compliance of LVVs.
LVV Information Sheets	(Low Volume Vehicle Information Sheets) means <i>Information Sheets</i> incorporated by reference under the <i>LVV Code</i> , which provide or support applicable requirements.
LVV Inspection Form-set	(Low Volume Vehicle Inspection Form-set or LVV Form-set) means the check-sheets used by an LVV Certifier to guide and record their inspection of an LVV, and confirm compliance with applicable requirements.
LVV Look-up	is LVVTA’s online system used to enable the public to view the LVV certification information provided on an LVV EDP or LVV engraved certification plate.
LVV ORS	(Low Volume Vehicle Operating Requirements Schedule or ORS) means the document, incorporated by reference under the <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.
LVV plate	(Low Volume Vehicle Engraved Certification Plate or LVV 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 <i>LVV Code</i> , 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 <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</i> for detailed technical requirements.

LVVTA	(Low Volume Vehicle Technical Association) is an incorporated society comprised of specialist vehicle associations. Established in 1992, its objectives are to represent the interests of vehicle modifiers and builders in New Zealand, and to ensure high safety standards for modified and scratch-built LVVs. The LVVTA owns and administers the <i>LVV Code</i> .
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.
Modification	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.
NFC	(Near Field Communication) means a short-range wireless technology, typically requiring a distance of 40 mm or less to initiate a contact.
NZTA	(New Zealand Transport Agency) is a Crown entity responsible for managing New Zealand’s land transport system.
RFID	(Radio Frequency Identification) is a technology which uses electromagnetic fields to automatically identify and track tags attached to objects. These tags link to electronically stored information, which can be accessed using RFID readers.
Scratch-built (LVV)	means, in simple terms, an LVV which has been individually constructed from unrelated components, or a mass-produced vehicle which has been modified to such an extent that it can no longer be considered to be a modified mass-produced vehicle. The full legal definition of a scratch-built LVV is currently under review, and will be incorporated within the <i>LVV Code</i> once revised.
WoF	(Warrant of Fitness) means a safety inspection and approval process for in-service vehicle, issued by an NZTA-appointed AVI.