



CRA BULLETIN

Issue 44 – 3 March 2009

Signed: _____ Dated: _____

UPDATE ON COURTESY / REPLACEMENT VEHICLES

The following is an update to CRA Bulletin - Issue 21 (26 July 2005).

CHARGE

If you choose to charge your customers, we would recommend that you:

- Hold a Rental Service Licence. In order to gain this licence you must submit to Land Transport NZ:
 - A completed 'Application for Transport Service Licence' form (TL01).
 - A completed 'Personal Details' form (TL02) for each person in control of the transport service. This includes all partners in a partnership application and all directors for company applicants.

NOTE: Both of the above forms need to be witnessed by a Justice of the Peace, lawyer or an officer of the LTNZ.

- If the applicant is a company or other incorporated body, a Certificate of Incorporation and a list of Directors and Shareholders.
- If the application is for a partnership, a copy of any partnership agreement.
- A \$440.00 application fee.
- A \$28.20 fee, per person, for Police vetting. (Each person named as being in control of the licence will be vetted by the Police. There is no vetting charge if the person has been vetted in the previous three months).

You should allow a minimum of six weeks for your application to be processed.

- Have a current COF on your vehicle.
- Have your customers complete a 'Replacement Vehicle Agreement' (they cannot be classed as courtesy cars if you charge for them). Ensure a copy of this agreement is given to the customer and is kept in the vehicle throughout the term of the hire and produced on demand to an enforcement officer if required. You must keep your copy of this agreement for 3 years from the hireage date. These Replacement Vehicle Agreements are available free of charge through the National Office.

FREE

If you choose to provide these free of charge to your customers, we would recommend that you:

- Have a current WOF on your vehicle.
- Have your customers complete a 'Courtesy Car Use Agreement'. Ensure a copy of this agreement is given to the customer and is kept in the vehicle throughout the term of the hire and produced on demand to an enforcement officer if required. These Courtesy Car Use Agreements are available free of charge through the National Office.