



CRA BULLETIN

Issue 45 – 4 March 2009

Signed: _____ Dated: _____

VEHICLE RECOVERY SERVICE LICENCE

The following information only relates to members that operate their own tow truck or equivalent.

1. If your business only transports vehicles from an insurance depot back to your repair shop, upon our discussions with LTNZ our advice would be to contact your local LTNZ Transport Regulatory Advisor as they will ascertain the correct type of licence for your business.
2. If your business provides the service of collecting vehicles from the side of a road (break downs) or an accident scene, we would recommend that you hold a Vehicle Recovery 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.

- A copy of your 'Certificate of Knowledge of Law and Practice'. In order to gain this certificate you must contact Assessment Systems Ltd (ASL) to purchase a 'Handbook (\$40.00)'. You must pass an 'open book' exam on the information contained in the handbook (exam costs \$90.00).

Assessment Systems Ltd
PO Box 30-343
Lower Hutt

Ph: 04-913 9812
Fax: 04-9139816
Website: www.exams.co.nz

- 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.