

Clean Car Standard (CCS) system

Apply for Fleet Average guide



This guide provides information on the Fleet Average scheme and shows you how to apply in the Clean Car Standard (CCS) system.

You can also watch a video walkthrough.

[Video: Applying for Fleet Average in the CCS system](#)

What is Fleet Average

There are 2 schemes for the CCS: Pay As You Go and Fleet Average.

When you register for a CO₂ account it's automatically assigned to the Pay As You Go scheme. As the name implies, each imported vehicle is assessed and if a charge is due, needs to be paid or an existing credit used to offset the charge.

With the Fleet Average scheme, vehicles are assessed on an annual basis with payment of any charges once the assessment is complete. This means that across the year you have to ensure the average emissions of the vehicles you import meet the CO₂ target for that year. If at the end of the year the average CO₂ emissions of the vehicles imported are higher than the target, you'll be invoiced for the charges.

If there are charges due, you may also be able to offset these with credits. A Fleet Average customer can transfer credits with CO₂ account holders with the same vehicle type, ie new or used vehicles.

The rates per CO₂ grams for Fleet Average are higher than for Pay As You Go.

You need to determine which scheme is best for you and if you're eligible for the Fleet Average scheme. If you want the Fleet Average scheme you need to apply.

For more details see the Clean Car Standard page on the Waka Kotahi website.

www.nzta.govt.nz/clean-car-standard

Eligibility

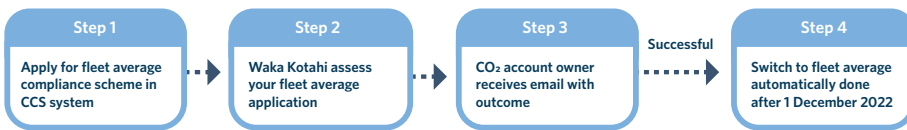
- If you're a used vehicle importer, you must have traded for the previous 5 years and intend to trade for the next 2 years to be eligible.
- If you have 2 CO₂ accounts associated with a NZBN number, both must be Pay As You Go or Fleet Average.

You need to determine which scheme is best for you and if you're eligible for the Fleet Average scheme. If you want the Fleet Average scheme you need to apply.

Process for applying

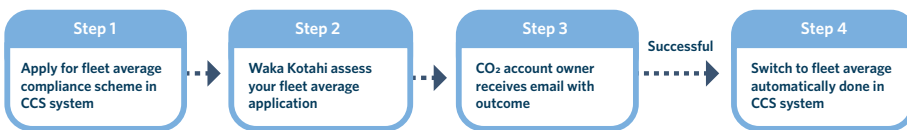
Apply for the Fleet Average scheme in the CCS system.

November 2022



For November 2022, as no vehicle emissions are being recorded against CO₂ accounts, no further action is required.

From December 2022



In December 2022, no settlement of Pay As You Go payments is required.

From January 2023, any vehicles in your account before the switch to Fleet Average that were ready for acceptance (ie pre-delivery inspected or entry certified) will be processed and charged on Pay As You Go. Any vehicles from then on will be processed as Fleet Average. You would need to settle your Pay As You Go payments.

Note that payments aren't due until June 2023.

The Fleet Average scheme requires settlement on a yearly basis.

Fleet Average assessment

Waka Kotahi will assess your application to check the information is complete and you've met the requirements for a Fleet Average scheme. This will include a credit evaluation.

We may contact the CO₂ account owner for more information or clarity during our assessment of the application. We'll email the account owner to let them know the outcome of their Fleet Average application.

Relationship management

Once your Fleet Average application is successful, you'll be assigned a relationship manager from the CCS team who will provide you with ongoing account management and support.

Before you apply for Fleet Average

Information you need

You'll need:

- Your motor vehicle trader number (and any previous motor vehicle trader numbers for the business)
- Your trading history
- Whether you're expecting vehicles to arrive in the next month, and if yes, the number of vehicles (this is so Waka Kotahi can assess your Fleet Average application before your expected vehicle shipment)
- Background information so you can make a declaration about the applicant or related persons.

Documents you need

You'll need to supply the following:

- A description of your business (use the business description template available from the Waka Kotahi website).
- Financial information including audited financial statements (with an unqualified opinion), and a current credit rating if you have it. Providing a credit rating can assist with your application. It can be the credit rating of your fully owned parent company.
- Details of how you plan to comply with the CO₂ targets, ie forecast of the estimated or planned quantity of vehicles and the average CO₂ emissions in grams per kilometre of these vehicles (use the compliance plan template available from the Waka Kotahi website, and the CCS CO₂ forecast tool linked from it).
- Direct debit authority form filled out with proof of the bank account (eg bank statements) to be used for payments and signed (use the direct debit form available on the Waka Kotahi website).

Go to www.nzta.govt.nz/fleet-average to download the templates.

All documents must be supplied for us to assess your application.

Uploading documents

Documents must be in one of these formats: PNG, JPG, JPEG or PDF. The file size can't be more than 10MB.

If you're having trouble uploading your documents, email CCSImporter@nzta.govt.nz

Apply for Fleet Average

Before you begin

1. Logon to the CCS system.
[CCS system logging in and navigating guide](#)
[Video: Logging in and navigating CCS system with an existing RealMe account](#)
[Video: Logging in and navigating CCS system without an existing RealMe account](#)
2. Make sure your CO₂ account is set up.
[CCS system register for CO₂ account guide](#)
[Video: Registering for CO₂ account as a business in the CCS system](#)
[Video: Registering for CO₂ account as an individual in the CCS system](#)

How to apply

1. On the *Dashboard*, under *Account summary*, click on your CO₂ account.
If you have 2 CO₂ accounts associated with your NZBN number, click on either of them.
Your account information displays.
You can click **Save** on any of the Fleet Average screens to save your information and complete the rest of your Fleet Average application later. You can also click **Back** to go to previous screens.
You can click **Withdraw application** if you decide not to continue with your application.
2. Click **Switch to Fleet Average**.
The *About the Fleet Average scheme* screen displays, which has information about Fleet Average, who can apply and what you'll need to apply. It also has links to more information including terms and conditions.
3. Review the information and click **Continue**.
The *Associated CO₂ accounts* screen displays. At the top is your business information and then your CO₂ accounts are listed (identified by your NZBN). At the top it advises all CO₂ accounts will be switched to Fleet Average.

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4. Click **Continue**.
The *Business eligibility details* screen displays.
 5. Enter your motor vehicle trader number.
 6. Select whether your business has traded under another motor vehicle trader number. If you select Yes, enter the motor vehicle trader numbers.
 7. Download and complete the business description template. Click **Select file** under *Business description* and either drag and drop the file or select files. Then click **Attach**. The document is now shown on the screen.
 8. Click **Select file** under *Financial accounts* and either drag and drop your financial statements file or select files. Then click **Attach**. The document is now shown on the screen. Note these must be audited financial statements with an unqualified opinion.
 9. (Optional) Click **Select file** under *Credit rating* and either drag and drop the current credit rating for your business or select files. Then click **Attach**. The document is now shown on the screen. Note that although optional, providing a credit rating can assist your application.
 10. Click **Continue**.
The *Business information* screen displays.
 11. Download and complete the compliance plan template and the linked CCS CO₂ forecast tool. Click **Select file** under *Compliance plan* and either drag and drop the files or select files. Then click **Attach**. Both documents should now show on the screen, the compliance plan and the CCS CO₂ forecast.
 12. Select whether the business has been continuously trading motor vehicles for at least 5 years and intends on trading for the next 2 years or not.
 13. Download, complete and sign the direct debit form. Click **Select file** under *Payment information* and either drag and drop the file or select files. Then click **Attach**. The document is now shown on the screen.
 14. Click **Continue**.
The *Incoming vehicles detail* screen displays.
 15. Do you intend to have your vehicles entry certified within the next month? (for new vehicles this is based on when the pre-delivery inspection is carried out).
If no, select No from the *Are you expecting any vehicles to arrive within the next month* field. Go to Step 17.
If yes, select Yes from the *Are you expecting any vehicles to arrive within the next month* field. Go to Step 16.
 16. Use the calendar to select or enter the date you're expecting your next vehicle shipment. If you're not sure, give an approximate date. Enter how many vehicles you're expecting (entry certifying).
 17. Click **Continue**.
The *Declaration questions* screen displays. The questions are related to the applicant, any director or person with control of the application.
 18. Select No or Yes for all the declaration questions. If you select Yes a field will also display. Enter more information.
 19. Click **Continue**.
The *Review and submit* screen displays.
 20. Check the details and read the terms and conditions.
 21. Select the checkbox to confirm you've read and accept the terms and conditions.

22. Click **Finish**.

23. Your Fleet Average application has been submitted. Click **Close**.

24. Your Fleet Average application is listed on the *Dashboard* under applications with the status Submitted.

What happens next

Waka Kotahi will assess your application, and we'll email you the outcome.

For November 2022, the switch to the Fleet Average scheme will be automatically done in the CCS system after 1 December 2022.

From December 2022, the switch to the Fleet Average scheme will be automatically done in the CCS system.

From January 2023, you'll need to settle Pay As You Go payment if required (note that payments aren't due until June 2023).

When you view your CO₂ account, the scheme will be *Fleet Average*.

Need help?

Please email FleetAverageApplication@nzta.govt.nz for help with your Fleet Average application.

For any other Clean Car Standard questions, go to **Contact us** in the system menu to complete a request, email CCSImporter@nzta.govt.nz or call 0800 141 801.