

Notification of change in control or management of transport service licence (TSL)

Land Transport Rule: Operator Licensing 2017 section 2.4

You can also complete this notification online at www.nzta.govt.nz/tl04

Please Note: A \$9.70 vetting fee will apply to each new 'person in control' added to your licence. If a removal is made no payment is required.

In **all** instances a TL02 form providing personal details must be completed by **all** persons listed in *Additions* below, and filed in conjunction with this application.

If a new person in control isn't a New Zealand citizen, they must provide their passport and visa details on their TL02, so we can confirm with Immigration NZ that they have a right to work in New Zealand.

Transport service licence number:	<input style="width: 100%;" type="text"/>
Transport service licence name:	<input style="width: 100%;" type="text"/>
Contact name:	<input style="width: 100%;" type="text"/>
Contact phone number:	<input style="width: 100%;" type="text"/>
Contact email address:	<input style="width: 100%;" type="text"/>

Additions

1. Full name	<input style="width: 100%;" type="text"/>		
Position to be held	<input style="width: 100%;" type="text"/>		
Date with effect from	<input style="width: 30%;" type="text"/>	Driver licence #	<input style="width: 30%;" type="text"/>
Signature	<input style="width: 100%;" type="text"/>		
2. Full name	<input style="width: 100%;" type="text"/>		
Position to be held	<input style="width: 100%;" type="text"/>		
Date with effect from	<input style="width: 30%;" type="text"/>	Driver licence #	<input style="width: 30%;" type="text"/>
Signature	<input style="width: 100%;" type="text"/>		
3. Full name	<input style="width: 100%;" type="text"/>		
Position to be held	<input style="width: 100%;" type="text"/>		
Date with effect from	<input style="width: 30%;" type="text"/>	Driver licence #	<input style="width: 30%;" type="text"/>
Signature	<input style="width: 100%;" type="text"/>		

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Removals

1. Full name

Position
previously held

Date with effect
from

Driver licence #
(if known)

Signature

2. Full name

Position
previously held

Date with effect
from

Driver licence #
(if known)

Signature

3. Full name

Position
previously held

Date with effect
from

Driver licence #
(if known)

Signature

Certificate of knowledge

Do you hold a goods, vehicle recovery or large passenger service licence?

Yes → Please answer the questions in this section

No → Go to the Payment section

Have you removed the person in control that used to hold the Certificate of knowledge of law and practice for your service?

Yes → Please answer the questions in this section

No → Go to the Payment section

Which person now holds the Certificate of knowledge of law and practice for your service? What is their Aspeq candidate number?

NZ representative

Do you hold a small passenger service licence?

Yes → Please answer the questions in this section

No → Go to the Payment section

Have you removed your New Zealand representative (if no other person in control lives in New Zealand)?

Yes → Please answer the questions in this section

No → Go to the Payment section

Who is now your New Zealand representative?

What is their address?

Payment

A \$9.70 vetting fee will apply to each new person in control added to your licence (if you remove a person, no payment is required.)

You'll need to call us on 0800 822 422 to pay by credit card or debit card over the phone. We're open Monday to Friday, 8am to 5.30pm.

You must make the payment before submitting this application form. We'll give you a reference number.

My reference number is:

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Your information

The information requested is required for Waka Kotahi NZ Transport Agency to maintain the register of transport service licences. Collection of this information is required by section 2 of the Land Transport Rule: Operator Licensing 2017.

Waka Kotahi (and its agents) will hold, store, use and disclose any personal information collected as part of this application in accordance with the Land Transport Act 1998 and the Privacy Act 2020 (part 7, in particular, which authorises the disclosure of this information in certain circumstances). Waka Kotahi (and its agents) may also use this information to communicate with you for the purposes of processing your application, sending you reminders, notifications and information, or getting feedback on our services.

You are entitled to access, and request the correction of, any readily retrievable personal information held about you by Waka Kotahi. You can do so by writing to us at Private Bag 11777, Palmerston North 4442 or emailing us at info@nzta.govt.nz.

Email address

Giving your email address is optional, but it may help us to process your notification faster. We'll email you information about transport service licensing, and other Waka Kotahi services, including asking for feedback on our services and the transport system.

Please post this completed form to:

Commercial Licensing, Waka Kotahi NZ Transport Agency, Private Bag 11777, Palmerston North 4442.