

Anyone can apply for an authorisation from Waka Kotahi NZ Transport Agency to access current names and addresses in the Motor Vehicle Register.

Applications for access are made under section 241 of the Land Transport Act 1998. Waka Kotahi consults with the Ombudsman, Privacy Commissioner and Police Commissioner (our advising agencies) before deciding whether to grant an authorisation. An authorisation should be for a specific purpose and is subject to any conditions specified by Waka Kotahi.

We suggest you view some of the current terms and conditions (which you can view in detail here: www.nzta.govt.nz/authorised-access-mvr/tc) then think carefully about how you would meet each condition and how you could then supply evidence to Waka Kotahi of doing so.

For more information visit the Waka Kotahi website at www.nzta.govt.nz/authorised-access-mvr

Use this application if you want authorisation to access current names and addresses in the Motor Vehicle Register only (this does not include details of previously registered persons). You don't require an authorisation to access non-personal vehicle information (eg make, model, licence expiry dates, etc.). This authorisation does not allow access to details about finance owing on vehicles. That information is held by the Personal Property Securities Register (www.ppsr.govt.nz/cms).

Please consider the following alternatives before you apply:

- Case-by-case applications for personal information can be made with this transaction at <https://transact.nzta.govt.nz/transactions/ReqPersonallInfoAccess/entry>
- We have a free online confirmation service available here with no authorisation needed at <https://transact.nzta.govt.nz/transactions/ConfirmRegisteredPerson/entry>

Privacy

The information requested is required to process your application for *Application for authorised access to current names and addresses in the Motor Vehicle Register* under section 241 of the Land Transport Act 1998. Collection of this information is required by Part 6 of the Land Transport (Motor Vehicle Registration and Licensing) Regulations 2011.

Waka Kotahi, in its capacity as the Registrar of Motor Vehicles (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. In particular Waka Kotahi must, at the request of an individual, provide the name of any person to whom personal information about that individual has been disclosed where that disclosure has been made to a person who has been authorised to access names and addresses under section 241 of the Land Transport Act 1998.

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 by emailing us at info@nzta.govt.nz

Sending in your application

Please email this form along with a high quality scan of any extra relevant information to s241@nzta.govt.nz

You can also print and complete this form and send it with any extra relevant information to:

Exemption and Registers Integrity
Waka Kotahi NZ Transport Agency
Private Bag 11777
Palmerston North 4442

Reporting requirements

If your application is granted, you'll be required to supply an annual report to Waka Kotahi. The report will need to include evidence that you have complied with the Record Keeping and Auditing conditions, a record of staff training completed, and any actions taken in relation to unauthorised access.

If you get approved under standard terms, this will be due on 1 November each year. If you are approved under non-standard terms, the report is due each year, on the same date that the term of authorisation commenced.

Failing to provide the annual report could result in compliance action, such as a warning, suspension or cancellation of your authorisation.

Answer all questions as best you can. We're required under legislation to ask these questions as part of the application process.

You can also attach any extra information you think might be relevant to the application (eg privacy policies, sample agreements).

Company details

The company name is the name that we will issue the authorisation under. If you are a sole trader, enter the name you've registered with the Motor Vehicle Traders Register.

Write n/a in any boxes not applicable.

Attach a separate sheet if necessary.

Company name

Trading as name

Company number

Motor Vehicle Trader (MVT)/Financial Service Provider (FSP) number

New Zealand Business Number (NZBN)

Motochek account number

What is the nature of the business?

What locations does the business operate from?

How long has the business been operating?

Company contact

Name

Phone

Email

Staff and agents employed

Fill out this section if you employ staff or engage agents

- Write n/a for your answer where not applicable
- Continue on a separate sheet of necessary

How many staff or agents are likely to have access to the register?

What are the roles of those likely to have access?

Staff and agents employed (continued)

What training will you give those who are likely to have access on the proper handling of the information from the register?

What controls do you have in place to ensure that those who are likely to have access handle the information properly?

What disciplinary measures can you take against those who do not handle the information from the register properly?

Using and collecting the information

For help in answering this question, see 'Standard terms' listed at the end of this form.

What is your estimated volume of plate enquires each year?

Do you currently use the register?

No Yes

If yes, what do you currently use the register for?

What do you intend to use the register for?

- Vehicle trader
 Fuel suppliers
 Finance companies and insurers
 Other (please specify)

What are your reasons for not collecting the information directly from the individual concerned?

What are your reasons for not collecting the information from a source other than the register?

What are your reasons for not seeking confirmation of the registered person through the Waka Kotahi free online service?

<https://transact.nzta.govt.nz/transactions/ConfirmRegisteredPerson/entry>

What are your reasons for not asking for the information through the Official Information Act 1982?

How will you tell the persons whose information has come from the register about the fact that the register was the source of the information?

Let us know how you tell your customers that you accessed their information from the register. For example, verbally, in writing, in contract documents.

In most circumstances we will require you to inform your customer that you are accessing their information and that they can opt out.

Using and collecting the information

(continued)

How will you tell the persons whose information has come from the register about what you use the information for?

How will you tell the persons whose information has come from the register about the fact that they can notify the Registrar that they do not wish to have their names and addresses made available under an authorisation?

Security and privacy

We need to know how that any computers that might access the register are secured from the public and are password protected to use.

What physical and computer security systems do you have in place to ensure that information from the register is kept secure?

For example, you could tell us about your staff training.

What physical and computer security systems do you have in place to ensure that information from the register is only used for the purpose or purposes specified in the authorisation?

Security and privacy (continued)

Have you ever been found to have breached any of the information privacy principles in the Privacy Act 2020 or previous privacy legislation?

No Yes

If yes, please explain

Have you ever been found, in proceedings of any kind, to have breached any confidentiality obligation?

No Yes

If yes, please explain

Credit check

We will check for any debts to Waka Kotahi as part of the application process.

Do you have a credit rating and, if so, what is it?

Authorisation term

How long do you want the authorisation to last (maximum of 5 years)?

Checklist

Make sure you've answered all the questions and attached all relevant information.

- All questions answered
- Any extra relevant information is attached (**Any evidence of your current recording processes, privacy policies and staff training materials should also be supplied with your application.**)

Standard terms

To help with the timely processing of applications, we've developed the following sets of standard terms.

When sending in an application for an authorisation, please indicate in your answer to the question 'What do you intend to use the register for?' if a set of these standard terms applies to your application.

Term	Definition
Vehicle traders	<ul style="list-style-type: none"> Checking the registered person when purchasing a vehicle. Checking that the registered person has been changed correctly when you purchase or sell a vehicle. Contacting registered persons for the purpose of a safety recall (wholesalers only)
Fuel stations	<ul style="list-style-type: none"> Finding the registered person information of vehicles involved where there has been a failure to pay for goods or services to send a request for payment and refer to debt collection if necessary.
Finance companies and insurers	<p>Finance companies:</p> <ul style="list-style-type: none"> Checking the registered person of a vehicle when assessing an application to provide finance in relation to that vehicle. Checking the registered person of a vehicle when you have a security interest in that vehicle. <p>Insurers:</p> <ul style="list-style-type: none"> Checking the registered person of a vehicle which is involved in an accident with your client. When assessing an application to provide an insurance policy in relation to a motor vehicle. Verifying that payments for claims are made to the registered person of the relevant vehicle.