



## LVV Certifiers' Plate Processing Guide

### Introduction:

The following Information Sheet is intended to act as a guide for LVV Certifiers to help them complete the administrative side of an LVV certification and correlating forms, including some important checks to make before, during, and after the LVV certification inspection process.

### Vehicle inspection:

- Complete all applicable vehicle modification details on F000.
- Locate vehicle ID; – does it all look legitimate?
- Check vehicle class and GVM; – is it definitely an LVV?
- Identify all modifications; – check in the LVV Certification Threshold Schedule to ensure that LVV certification is in fact required. Remember that you shouldn't LVV certify a vehicle that is neither legally required to be LVV certified, nor wanted to be LVV Certified by the vehicle owner.
- Establish that all of the modifications are within your authorised categories. If not, apply for a Category Extension before you go ahead with the rest of the inspection.
- Is the vehicle a one-off Modified Production, Series-production or a Scratch built?
- Complete your LVV certification inspection, filling out all relevant form-sets as you go.
- Complete an F003 and then an F004; – the rectification form must be completed even if no rectifications are required. Ensure that you give a copy to the owner/agent as it contains complaint procedure and other important information.
- Gather all required additional forms and documents from the vehicle owner such as: WOF check sheet, wheel alignment report, NDT report, etc.
- Sign and date the F001; - this should be the last thing you do, and should only be done when all requirements have been met, and all rectifications have been completed.

### Sending your plate application to LVVTA:

- An LVV Certifier must supply the following for each LVV certification:
  - F000 – LVV Certification Plate Order Form.
  - F001 – Statement of Compliance Certificate (three copies including one original). Please remember, once you sign this you are agreeing that the vehicle meets all standards and requirements, is fully compliant, and safe. If you are not sure if a modification meets the applicable requirements, please speak to LVVTA staff before sending in your plate application.
  - F002 – LVV Plate Data Form.

- F003 – Safety Item Form and/or WOF sheet if required (no more than 14 days old).
  - F004 – Rectification Form (signed by owner/agent).
  - Form-sets relevant to each modification. They must be fully completed (put a line through any irrelevant items with 'NA' to show that you have read, considered, and determined that item to be not applicable).
  - Clear and well-focused photographs (preferably on a CD) of all modifications, and a good photograph of the VIN/Chassis number.
  - F005 - Delegation Form if required.
- Once LVVTA has received your application, it will be processed within 3 working days (unless it's extensively modified, scratch built, or if potential problems are identified). You will be contacted if any more information is required, or if potential problems are identified. (Note that 93% of certification applications are processed and despatched within 3 working days of the application being received, and 70% of certification applications are processed and despatched on the same day that the application is received).
  - Your certification plate will be dispatched and a notification email will be sent to your provided email address.
  - Once you receive your plate, check that all plate details are correct and match the vehicle.
  - Affix the plate with rivets and adhesive – it is the LVV Certifier's responsibility to ensure that the plate is fitted, and fitted correctly; - if you need someone else to fit it, an F005 Delegation Form must be filled out and provided.
  - Provide the vehicle owner with the original copy of the F001, and keep the other copy on file along with a copy of the F005 Delegation Form if applicable.
  - Fill out your LVV certification plate register.

### **Other key things to remember:**

- When certifying a vehicle, all 'under threshold' modifications must be inspected and certified as well as those 'over threshold'. Even though the under-threshold modification on its own would not require LVV certification, as soon as LVV certification is required, it becomes 'caught in the LVV net' and must be assessed to all relevant standards.
- Use the requirements and form-sets that are the most appropriate for what you are assessing. If better information or guidance is contained within the Hobby Car Technical Manual (HCTM) than the LVV standard (eg airbag or hydraulic suspension system, or fabricated brake system components), then an LVV Certifier should use the HCTM and corresponding form-set.
- When using the HCTM to assess a modification, use the relevant HCTM form-set – not a form-set that relates to an LVV standard.
- In the case that no HCTM section, LVV standard, or form-set exists which is applicable to the modification being assessed, a series of written statements (materials used, method of attachment etc) must be provided by the LVV Certifier which explains how the conclusion was arrived at that the vehicle and its modifications are fit for their intended purpose.

- When certifying a vehicle that has already been LVV certified, all current modifications must be listed on the F001 and F002 (see example F001 of how to complete it with a previous certification). The person processing the plate needs a clear understanding of all vehicle modifications present on the vehicle, and whether the modifications relate to the current LVV certification or a previous one.
- Send any removed plates back to LVVTA for destruction with a note explaining the reason why the plate has been removed and returned to LVVTA, such as; “This vehicle has been returned to standard.” or “This plate has been superseded.” We need to inform NZTA of any changes like these.
- Any new LVV certification plates that you still have, after reasonable effort has been made to contact the vehicle owner, must be returned to us within two months of the issue date.
- All Objective Noise Tests (ONT) should be sent to LVVTA as soon as they are completed. Please do not save them up over several months; - we need to send monthly reports to NZTA and stockpiling ONTs leads to inaccurate data recording.

### Sample form and form-set:

On pages 4, 5, and 6 of this Information Sheet, a sample F001 Statement of Compliance Certificate, and a sample F009 Brake Performance Test form-set is provided as a guide for any LVV Certifiers to refer to if there is uncertainty as to how certain aspects of the forms and form-sets should be filled out.

### Contact details

For your future reference, to follow are the contact details for LVVTA, and the respective LVVTA staff members' email addresses:

- Phone: (04) 238 4343
- Fax: (04) 238 4383
- Courier Address: 21 Raiha Street, Elsdon, Porirua 5022

#### LVVTA staff email directory:

- |                    |   |  |
|--------------------|---|--|
| • Nikki Thomas     | Day-to-day Wellington office management | <a href="mailto:nikki@lvvta.org.nz">nikki@lvvta.org.nz</a>   |
| • Frances Bradey   | Plate production                        | <a href="mailto:plates@lvvta.org.nz">plates@lvvta.org.nz</a> |
| • Justin Hansen    | Technical (mechanical)                  | <a href="mailto:justin@lvvta.org.nz">justin@lvvta.org.nz</a> |
| • Dan Myers        | Technical (engineering)                 | <a href="mailto:dan@lvvta.org.nz">dan@lvvta.org.nz</a>       |
| • Leon Cast        | Technical support                       | <a href="mailto:leon@lvvta.org.nz">leon@lvvta.org.nz</a>     |
| • Ken McAdam       | Training                                | <a href="mailto:ken@lvvta.org.nz">ken@lvvta.org.nz</a>       |
| • Linda Washington | Finance, Insurance, HR, & Inc. Society  | <a href="mailto:linda@lvvta.org.nz">linda@lvvta.org.nz</a>   |
| • Tony Johnson     | CEO                                     | <a href="mailto:tony@lvvta.org.nz">tony@lvvta.org.nz</a>     |

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**Form #F001-MN LVV STATEMENT OF COMPLIANCE CERTIFICATE**



make	model	body style	year made	VIN
Toyota	Corolla	Hatch	1995	7A8H6070H59235889

Vehicle is [delete not applicable]:	INDIVIDUALLY-MOD/CONSTR	or	SERIES-PRODUCTION	REGISTERED	or	UN-REGISTERED	SCRATCH-BUILT	or	MODIFIED PRODUCTION
	Individual LVV certifier to proceed with certification of vehicle		Company: Apply LVVTA Series-production Modification Pre-approval Process	LVV certify affected items, also condition of remaining safety items [F003 MN]		LVV certify affected items only - TSOA does remaining safety items - [No F003 MN]	LVV certify complete vehicle [less LVV items previously certified]		LVV certify affected items [less items previously LVV certified]

C H E C K ↓	General description of vehicle, modifications, & safety systems:	Description of modification or construction item[s]:	LVV Standard [applied to modifications made after 01 Jan 1992]	Substitute Standard [applied to modifications made prior to 01 Jan 1992]
	System affected:			
✓	Brakes	Willwood disc + calipers front	35-00	
	Steering			
✓	Suspension	Adjustable suspension	195-00	
	Wheels & tyres	17 x 8 Alloys F+R	5293AA	
✓	Engine & drive-train	Turbo to OE engine	85-40	
	Exhaust gas emissions			
	Seatbelt anchorages			
	Seats & seat anchorages	Racetech seats front		Motorsport Authority card
	Driving vision			
	Interior impact			
✓	Frontal impact	Front mount intercooler	155-30	
	Door retention			
✓	Vehicle structure	Mod boot floor		HCTM Chap 13
	External projections			
	Lighting equipment			

Items subject to 'in service' inspection requirements - [Not PSV items]	This vehicle complies with NZTA Vehicle Inspection Requirements Manual [VIRM] relating to condition of items listed on F003-MN	Initial JS
Items subject to PSV requirements - [Roof rack & Disabilities Hoist]	This vehicle meets PSV Rule requirements relating to [specify item(s)]	Initial N/A

I have inspected the above vehicle, its components, structure and systems and I certify that it complies with the Land Transport Rule: Vehicle Standards Compliance 2002. I confirm that I have personally carried out such inspection and certification in accordance with the relevant legislation and within the terms and conditions of my current appointment as an LVV Certifier.

Certifier Name: John Smith	Signature: <i>[Signature]</i>	Authority #: JS
Authorised Category: IC	Date: 14/01/2015	Customer Reference No: JS0012
Inspection site address: 21 Raiha Street, Porirua		

LVVTA use only:	Certification plate #:	Date of Issue:	Notes:
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### Formset FS009 – Brake Performance Test

For final inspection of light vehicles which have undergone modifications to the vehicle's braking system, or could affect the vehicle's braking performance, and are certified in accordance with the LVVTA Low Volume Vehicle Standard: 35-00 Braking Systems

make <i>Toyota</i>	model <i>Corolla</i>	client <i>Jane</i>	certifier ID <i>JS</i>
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#	situation:	subject:	stds	requirements:	comments:	✓	✗
1	Vehicle parked	Speedo	2.3(36)	Speedometer is visible to the driver in a normal seated position		✓	
2	Driveway test	Park brake performance test	2.4(5)	Park brake holds vehicle on a gradient of one in five, or stops vehicle from 30 kph to 0 in 18 metres or less		✓	
3			2.3(29)	Park brake functions and releases correctly, feels securely attached to body structure		✓	
4		Service brake performance test	2.3(35)	Speedometer has been assessed as accurate after being checked against measured road section or specialised measuring equipment	<i>GPS</i>	✓	
5			2.3(9)	Service brake system has been checked to ensure vacuum is present at all engine speeds including during repeated brake applications at idle		✓	
6			Road test	2.4(2)	Service brake operation during normal driving feels progressive, safe, and predictable	<i>All normal</i>	✓
7				Service brake works well without pulling to the left or right under a hard application at 50 kph		✓	
8	Quiet rural 100 kph road-test			<p>Vehicle has met the following applicable fade-resistance test, without deliberate aid of engine compression, and braking is smooth, progressive, without significant premature front or rear lock-up, or pull to left or right</p> <p>⇒ Vehicles with service brake modifications, or have an increase in performance of between 20% and 50%, no less than 3 consecutive stops from 100 kph to 0 each within 4.4 seconds, (or in the case of L-Class within a distance of 61 metres) inside a total time of two minutes (specify individual and total test times if applicable)</p> <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="border: 1px solid black; padding: 2px; text-align: center;">3-25 <small>test 1</small></div> <div style="border: 1px solid black; padding: 2px; text-align: center;">3-19 <small>test 2</small></div> <div style="border: 1px solid black; padding: 2px; text-align: center;">3-34 <small>test 3</small></div> <div style="border: 1px solid black; padding: 2px; text-align: center; margin-left: 20px;">1-30 <small>total test time</small></div> </div> <p>⇒ Scratch-built vehicles, and vehicles that have an increase in performance of more than 50%, no less than 5 consecutive stops from 100 kph to 0 within 4.4 seconds, (or in the case of L-Class within a distance of 61 metres) inside a total time of three minutes (specify individual and total test times if applicable)</p> <div style="display: flex; justify-content: space-around; align-items: flex-end; margin-top: 10px;"> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 2px;"></div> </div>		✓	
9			2.4(3)	Braking componentry of vehicle is considered to be of marginal durability relative to the weight and performance potential of the vehicle, therefore 5 consecutive stops from 100 kph to 0 within 4.4 seconds, inside a total time of three minutes, have been carried out (specify if applicable >>>)	<i>N/A</i>		—
10			2.4(1)	Tests have been carried out with a pedal pressure of between 6.6 kgs and 68 kgs		✓	
11			2.4(3)	No more than an acceptable level of brake fade or increase in pedal pressure was present during testing		✓	
12			3.1(1)	Vehicle is not able to readily attain 100 kph, therefore requirements of LVV Standard 35-00 exclusion 3.1(1) have been met (specify details if applicable >>>)	<i>N/A</i>		—
13			3.1(2)	Vehicle is not able to be safely tested due to wet or slippery road surface, therefore requirements of LVV Standard 35-00 exclusion 3.1(2) have been met (specify details if applicable >>>)	<i>N/A</i>		—
14		Hand control systems	2.4(4)	The installation of a hand controlled braking system for a person with disabilities has been performance-tested to establish the braking ability of the vehicle using the hand control is no less effective than the foot control (specify details if applicable >>>)	<i>N/A</i>		—

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15	Inside vehicle		3.4	<ul style="list-style-type: none"> <li>Where vehicle has been fitted with additional servo assistance for a person with disabilities, requirements of LVV Standard 35-00 exclusion 3.5 are met <i>(specify details if applicable &gt;&gt;&gt;)</i></li> </ul>	N/A	—
16		Proportioning valves	2.3(25)	<ul style="list-style-type: none"> <li>Proportioning valves that are adjustable from inside the vehicle are temporarily disabled for normal road use</li> </ul>	N/A	—

SAMPLE