

27 February 2022

IR-01-23-2880

Lewis T

<https://fyi.org.nz/request/19200-police-policy-documents>

Dear Lewis

I refer to your Official Information Act 1982 (OIA) request dated 28 January 2023, in which you requested:

Please release the following information:

A copy of the latest version of "Driver licencing".

Please provide this information in an accessible, searchable format without a watermark.

If any information needs to be withheld from the document, please ensure this is not done in a way that makes the surrounding content (such as other content on the same page) inaccessible.

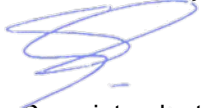
Please find attached a current copy of the 'Driver Licensing' chapter from the Police Manual. Please note that some information has been withheld under section 9(2)(k) of the OIA, to prevent the disclosure or use of official information for improper gain or improper advantage.

While this is the current version, Police is currently reviewing this chapter due to legislative and operational changes.

As part of its commitment to openness and transparency, Police proactively releases some information and documents that may be of interest to the public. An anonymised version of this response may be publicly released on the New Zealand Police website.

I trust that this information is satisfactory in answering your request. You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

Yours sincerely



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Driver licensing

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Policy statement and principles

What

New Zealand operates a Graduated Driver Licensing (GDLS) system to allow drivers, in a controlled manner, to gain the appropriate skills required to operate different classes of vehicles.

Why

Enforcement of the driver licensing system will ensure that drivers only operate vehicles for which they have a current and valid driver licence, within limits of the GDLS, to achieve road safety objectives - reduced road death and trauma.

How

All stopped drivers should be:

- required to produce their driver licence to assist with identification
- checked to ensure they are operating the motor vehicle with a driver licence in accordance with the [Land Transport \(Driver Licensing\) Rule 1999](#).

Police should:

- where they suspect a driver's performance may be hampered due to medical conditions, they can ask the New Zealand Transport Agency (NZTA) to initiate a medical assessment. Police can forbid the driver until medically cleared by the NZTA.
- check that visiting drivers have a current and valid overseas driver licence for the class of vehicle being operated and are within the 12 months date of entry to New Zealand condition
- undertake enforcement action for breaches of the driver licensing system. This enforcement action can also include compliance or a written traffic warning in certain circumstances.

Overview

The driver licensing system under the [Land Transport \(Driver Licensing\) Rule 1999](#) is intended to ensure that only competent drivers use the roads, and is also an effective means of driver identification.

Licence diagram

These are samples of the front and back of a driver licence. All driver licences issued after 1 December 2014 have a different format, as shown below.

Driver licences issued pre-1 December 2014

Front of a driver's licence	Back of a driver's licence																		
<p>NEW ZEALAND DRIVER LICENCE</p> <p>1. FAMILY NAME 2. FIRST NAME OTHER NAMES 3. 02-02-1926 4a. 16-02-2006 4b. 02-02-2013 4c. DONOR 5a. TS123492 5b. 215 6. 2 STREET NAME SUBURB NAME TOWN NAME 7. 1,2,3,4,5,6,D,F,H,O,P,R,T,V,W</p>	<table border="1"> <thead> <tr> <th>CLASS/ENDO</th> <th>ISSUED</th> <th>EXPIRES</th> </tr> </thead> <tbody> <tr> <td>P, V</td> <td>02-02-2003</td> <td>02-02-2013</td> </tr> <tr> <td>F, R, T, W</td> <td></td> <td>31-08-2014</td> </tr> <tr> <td>D</td> <td></td> <td>02-02-2013</td> </tr> <tr> <td>I</td> <td></td> <td>02-02-2013</td> </tr> <tr> <td>O</td> <td></td> <td>02-02-2013</td> </tr> </tbody> </table> <p>CONDITIONS Correcting lenses must be used at all times while driving</p> <p>9 C/E</p> <p>1. Family Name 2. Other names 3. Date of birth 4a. Issue date 4b. Expiry date 4c. Donor indicator 5a. Driver licence No. 5b. Card version No. 6. Address 7. Classes/Endorsements: 1 = Motorcar, light motor vehicle 6 = Motorcycle 8. Graduated classes, endorsements 9. Class/Endorsements for conditions</p> <p>Dates: Day-Mo.-Yr</p> <p>TS123456200501</p>	CLASS/ENDO	ISSUED	EXPIRES	P, V	02-02-2003	02-02-2013	F, R, T, W		31-08-2014	D		02-02-2013	I		02-02-2013	O		02-02-2013
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Driver licences issued post-1 December 2014




Front of a driver's licence	Back of a driver's licence																																	
<p>NEW ZEALAND DRIVER LICENCE DRIVER IDENTITY INFORMATION</p> <p>Surname SMITH First names JOHN JACOB DEAN Date of birth 05-11-1947 Licence AB123456 Version 453 Donor status DONOR Address 123 ABC STREET GOLBURN PALMERSTON NORTH</p>	<p>Licence no. AB123456</p> <p>NEW ZEALAND DRIVER LICENCE C/E DRIVING ENTITLEMENT INFORMATION</p> <table border="1"> <thead> <tr> <th>CLASS/ENDO</th> <th>ISSUED</th> <th>EXPIRES</th> </tr> </thead> <tbody> <tr> <td>1 </td> <td>16-05-1999</td> <td>02-11-2024</td> </tr> <tr> <td>2 </td> <td>13-12-1999</td> <td>02-11-2024</td> </tr> <tr> <td>3 </td> <td>12-01-2015</td> <td>02-11-2024</td> </tr> <tr> <td>4 </td> <td>14-07-2001</td> <td>02-11-2024</td> </tr> <tr> <td>5 </td> <td>12-01-2015</td> <td>02-11-2024</td> </tr> <tr> <td>6 </td> <td>02-11-2014</td> <td>02-11-2024</td> </tr> <tr> <td>D</td> <td></td> <td>18-04-2015</td> </tr> <tr> <td>P, V, O</td> <td></td> <td>02-02-2018</td> </tr> <tr> <td>11, 12, 13, 14, 15, 16</td> <td></td> <td>02-02-2018</td> </tr> <tr> <td>F, R, T, W</td> <td></td> <td>02-11-2024</td> </tr> </tbody> </table> <p>CONDITIONS Correcting lenses must be used at all times while driving. No night driving. Only vehicle with automatic transmission to be used.</p> <p>5</p> <p>AB123456/12345</p>	CLASS/ENDO	ISSUED	EXPIRES	1	16-05-1999	02-11-2024	2	13-12-1999	02-11-2024	3	12-01-2015	02-11-2024	4	14-07-2001	02-11-2024	5	12-01-2015	02-11-2024	6	02-11-2014	02-11-2024	D		18-04-2015	P, V, O		02-02-2018	11, 12, 13, 14, 15, 16		02-02-2018	F, R, T, W		02-11-2024
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Licence types

These are seven types of driver licence under the New Zealand driver licensing system. These are discussed in the table below.

Note: heavy motor vehicle drivers may also be operating a vehicle using an accelerated licence under [Part 4A Land Transport \(Driver Licensing\) Rule 1999](#).

Licence types and conditions

Licence type	What the licence looks like	Conditions
Learner	 <p>NEW ZEALAND DRIVER LICENCE 1 FAMILY NAME 2 FIRST NAME OTHER NAMES LEARNER 3 02-02-1925 4 16-02-2006 to 02-02-2013 to DONOR 5 TS123512 to 225 6 7 8 9 10 11 12,3,4,5,6,7,10,P,R,T,V,W</p>	<p>Must only drive a vehicle for the class to which the licence relates (except if driving a motorcycle, moped or all-terrain vehicle (ATV)).</p> <p>Must be accompanied by a supervisor* at all times.</p> <p>Must display an L plate.</p> <p>Valid for five years.</p> <p>Refer to the NZTA for further information.</p> <p>If riding a moped, must not drive between 2200 hrs and 0500 hrs. An approved motorcycle safety helmet must be worn at all times. Mopeds are not permitted on a footpath or cycle path. Refer to the NZTA for further information.</p>
Restricted	 <p>NEW ZEALAND DRIVER LICENCE 1 FAMILY NAME 2 FIRST NAME OTHER NAMES RESTRICTED 3 02-02-1925 4 16-02-2006 to 02-02-2013 to DONOR 5 TS123523 to 246 6 7 8 9 10 11 12,3,4,5,6,7,10,P,R,T,V,W</p>	<p>Must not carry passengers unless:</p> <ul style="list-style-type: none"> - passenger is their spouse/partner or parent/guardian or dependents - Driver is accompanied by a supervisor. <p>No solo driving between 2200 hrs and 0500 hrs unless accompanied by a supervisor.</p> <p>If the driver passes the practical driving test in a vehicle with automatic transmission, only a vehicle with automatic transmission can be driven.</p> <p>Exception: if the driver is accompanied by a supervisor that has a licence of that class that authorises them to drive that vehicle.</p> <p>Valid for five years.</p> <p>Refer to the NZTA for further information.</p> <p>Motorcycles</p> <p>Restricted motorcycle licence holder (6R) must:</p> <ul style="list-style-type: none"> - Ride a LAMs** approved motorcycle - Not tow another vehicle - Not carry passengers on or in a side car attached to the motorcycle - Not drive between 2200 hrs and 0500 hrs.
Full	 <p>NEW ZEALAND DRIVER LICENCE 1 FAMILY NAME 2 FIRST NAME OTHER NAMES 3 02-02-1925 4 16-02-2006 to 02-02-2013 to DONOR 5 TS123492 to 215 6 7 8 9 10 11 12,3,4,5,6,7,10,P,R,T,V,W</p>	<p>No special conditions.</p> <p>Valid for ten years.</p> <p>Refer to the NZTA for further information.</p>

Licence type	What the licence looks like	Conditions
Temporary		<p>Allows people who cannot drive legally to be able to do so under certain conditions.</p> <p>The same conditions apply as those relating to the licence type held.</p> <p>Refer to the NZTA for further information.</p> <p>Valid for 21 days (if waiting for a driver licence to be issued by the agency) or one year if the licence has been expired/been revoked.</p>
Limited		<p>Granted by the Court to allow drivers who have been disqualified from driving, or have had their licence suspended as a result of demerit points, to drive under certain conditions.</p> <p>The court order will specify what conditions must be met by the driver. The driver must carry their court order with them at all times.</p> <p>Refer to the NZTA for further information.</p>
Zero alcohol		<p>Driver must maintain a zero alcohol level in their system while driving.</p> <p>Zero alcohol driver licence must be held for a period of three years.</p> <p>Refer to the NZTA for further information.</p>
Alcohol interlock		<p>Allows a person convicted under s65A of the LTA to continue to drive with strict alcohol conditions imposed while driving.</p> <p>The driver can only operate a motor vehicle with an approved alcohol interlock device (AID), fitted by an approved AID installer.</p> <p>The driver licence must be held for a minimum of 12 months (excluding any period where the licence is not current (e.g. suspended).</p> <p>Refer to the NZTA for further information.</p>

*A supervisor is a person who holds a current and valid NZ driver licence for the same class of vehicle the driver is learning to drive, has held their NZ full licence (or equivalent overseas licence) for at least two years, sits in the passenger seat next to the driver being supervised at all times, and carries their licence while supervising.







**A Learner Approved Motorcycle Scheme (LAMS) motorcycle is selected based on their performance and capability as being appropriate for a new motorcyclist. Most motorcycles and scooters with an engine capacity of 250cc or under will automatically be approved. A full list of LAMs can be found here: [LAMs-approved and prohibited motorcycles](#).

Note: Any motorcycle that has been modified in a way that increases its power to weight ratio is no longer LAMS compliant regardless of whether it appears on the list.

Classes of driver licence

The class of driver licence required will depend on the gross laden weight (GLW) for rigid vehicles and the gross combined weight (GCW) for combination vehicles.

All vehicles over 3,500kg that require a Certificate of Fitness are required to have a certificate of loading, which states the tare weight (certified actual weight of the vehicle without any load or passengers) and GLW or GCW of the vehicle. The certificate of loading is usually on the front windscreen or in the cab. Refer to the Introduction and Certificate of Loading section of the [Vehicle Inspection Requirement Manual](#) for further details.

Class		Description
Class 1		Car licence (private vehicle, moped, all-terrain vehicle, motor home, tradesperson's vehicle, agricultural, combination or special-type vehicle under certain conditions). Further information
Class 2		Medium rigid vehicle (medium sized truck with no trailer). Further information
Class 3		Medium combination (medium sized truck with trailer). Further information
Class 4		Heavy rigid (large truck). Further information
Class 5		Heavy combination (large truck with trailer). Further information
Class 6		Motorcycle licence. Further information

Driver licence endorsements

Code	Description	
P	Passenger	Vehicle is used in a passenger service (e.g. bus, shuttle or taxi).
V	Vehicle recovery	Vehicle recovery service vehicle (e.g. tow truck or car transporter) used for vehicle recovery.
I	Driving instructor	Provides instruction on a road in driving for financial or commercial gain. (Must also hold those classes of licence that relate to the motor vehicles the person intends to provide instruction on).
O	Testing officer	Conducts tests of practical driving skill.
D	Dangerous goods	Transporting dangerous goods for hire or reward - Further information .
F	Forklift	Drive a forklift.
R	Roller	Special-type vehicles that run on rollers - Further information .
T	Tracks	Special-type vehicles that run on self-laying tracks - Further information .
W	Wheels	Special-type vehicles that run on wheels, other than forklifts - Further information .

Medical reviews

Drivers with medical conditions may pose a significant risk to themselves and other road users if such conditions affect their driving performance. Police play a critical role in identifying drivers with medical conditions that may make them unsafe drivers.

Police may identify drivers that may be medically unfit to drive from a range of sources. If you believe that a driver's ability appears to be affected by a medical condition (or medication to manage that medical condition) or physical impairment, a preventative approach should be adopted, and the following actions taken:

- Investigate whether there are any potential linkages between driving behaviour, medical conditions and road safety
- Complete a [POL 505](#) or [POL 505C](#) and email a copy of the completed file to [s9\(2\)\(k\)](#)
- Forbid the person from driving by issuing a [Road Safety Directive \(POL406\)](#).
- DocLoc the [POL](#) form and enter a [NIA](#) alert - Enter a "Forbidden: Medical" alert into NIA. The alert will remain until it has been cleared - normally after the medical review team notifies the O/C and [FMC](#)

Note:

- Any driver can be considered for a medical review.
- Drivers may have temporary, degenerative or permanent conditions that impact on their ability to drive safely.
- Any driver licence suspension could be temporary or permanent depending on the circumstances.
- Consider providing information to drivers (and any support persons if present) on alternative transport options.
- You can take steps to [immobilise](#) or move a vehicle, or take possession of a vehicle's ignition or other keys (s121(1) & (2)(d)) if you believe on reasonable grounds that:
 - a driver is, because of their physical or mental condition incapable of having proper control of the vehicle; and
 - the driver is not complying with any enactment concerning work time or rest; and
 - in the circumstances immobilisation or confiscating keys is necessary in the interests of the driver, anyone else or the public.

Note: Being a poor driver is not a physical or mental condition, but poor driving may be the result of a physical or mental condition that prevents a person having proper control of a vehicle. It is **not** acceptable for an enforcement officer to forbid a driver from driving on the basis only that his or her driving was poor or below standard. See '[Overseas licences](#)'.

Overseas licences

A person who holds a valid and current overseas driver licence or international driving permit for a class(s) of vehicle can drive that vehicle class(s) in New Zealand for a maximum of 12 months from the date of entry to New Zealand ([s88\(1\)](#) Land Transport (Driver Licensing) Rule 1999). After 12 months, the person must gain a New Zealand driver licence to continue driving in New Zealand. Refer to the New Zealand Transport Agency for [further information](#).

Note: Each time the person re-enters New Zealand, they can drive for a further 12-month period on a valid and current overseas driver licence or international driving permit. This applies whether or not the licence holder resides in New Zealand.

For identifying the drivers date of entry, phone the New Zealand Immigration Service on 0800 274 274, a 24 hour hotline.

Overseas driver licence endorsements/conditions are not enforceable in New Zealand, e.g. displaying a P plate or operation only between particular hours.

New Zealand Police may however take enforcement action for breaches, in New Zealand, of an overseas driver licence class. The vehicle class (class of vehicle permitted to be operated) must be clearly identified on the licence used.

Where a person holds both an overseas and a New Zealand driver licence for the same class, their authority to drive on their overseas licence does not cease. Should enforcement action occur, the full or most enabling driver licence if current and valid, for the class being operated, will take precedence - *Richardson v AG [2016] NZHC 67*.

If an overseas driver licence holder is disqualified from holding or obtaining a driver licence in New Zealand, their right to continue driving on their overseas licence ceases ([s88\(3\)\(c\)](#) Land Transport (Driver Licensing) Rule 1999). Overseas drivers cannot resume driving on their overseas driver licence once their disqualification in New Zealand ends - they must obtain a New Zealand driver licence.

Note: Overseas drivers should have a [NIA Alert](#) (Road Safety Target) entered against their NIA ID. The alert should state that "This driver has been disqualified from driving in NZ on an overseas driver licence. Once the disqualification ends they cannot return to driving on their overseas driver licence, and are deemed unlicensed. If stopped driving they should be forbidden to drive ([Road Safety Directive \(POL406\)](#)) until they obtain an appropriate class of licence".

International driving permits

Drivers in New Zealand using an International Driving Permit (IDP) must also carry the original licence on which that IDP is based. IDPs are in a paper booklet format and are relatively easy to forge.

By requiring an overseas driver to carry both an [IDP](#) and the original licence on which that IDP is based, Police at the roadside can have more confidence that the IDP was gained legitimately and that the person is appropriately licensed. This requirement aligns New Zealand with international practice, and will improve licence and identify security.

Translation

If the overseas licence or permit is not in English, the person must carry an accurate English translation, otherwise they are not permitted to drive ([s88\(2\)](#) Land Transport (Driver Licensing) Rule 1999).

Approved translation sources are:

- a diplomatic representative at a high commission, embassy or consulate;
- the overseas issuing authority; or
- a translation service acceptable to the Director.

Offences

For all offences relating to driver licensing you **must** prove the identity of the driver. A full list of specimen charges can be found in the [Legislative Reference Table \(LRT - Code Book\)](#).

Breach of graduated driver licence conditions

Section [121A\(2\)](#) of the Land Transport Act 1998 (LTA) provides enforcement officers a number of options for dealing with breaches of certain driver licence conditions. While officers have discretion in deciding how to deal with breaches of graduated driver licence conditions, the overriding consideration must be the safety of the driver and other road users, including any passengers.

For minor "one-off" breaches (such as not displaying an 'L' label), a written traffic warning or infringement offence notice (ION) might be an appropriate action. For more serious breaches, stronger action is required - usually this will be in the form of an ION or filing a charging document and the driver being forbidden to drive ([Road Safety Directive](#) (POL406)).

Common offences related to graduated driver licence conditions

Offence	Penalty
Learner driver unaccompanied (L504)	\$100 and 35 demerit points
Learner's overseer not suitably qualified (L505)	\$100 and 35 demerit points
Learner licensee failed to display a "L" plate (L514)	\$100 and 25 demerit points
Restricted driver unaccompanied between 10pm and 5am (L523)	\$100 and 35 demerit points
Restricted driver carried unauthorised passenger (L531)	\$100 and 35 demerit points

Offences related to driver licence

Licence status	Actions to take
Cancelled or expired licence	Issue ION (L144 or L149) and forbid to drive (Road Safety Directive (POL406)).
Disqualified	Impound vehicle and prepare a charging document (L230 if 3 rd or subsequent). Power to arrest. Note that a driver can be disqualified in one status and still remain current in another.
Forbidden	EBA - Summons the driver and prepare a charging document Unlicensed - Impound vehicle and prepare a charging document (B184). Power to arrest. Breach of limited licence - Prepare a charging document (B199) Power to arrest
Suspended or revoked	Impound vehicle and file a charging document (L143 or L232 if 3 rd and subsequent). Power to arrest.
Unlicensed	Issue ION (L144) and forbid to drive (Road Safety Directive (POL406)).
Breach of limited licence	Prepare a charging document (L204 or L231 if 3 rd or subsequent). Power to arrest.

General driver licensing offences

Offence	Penalty
Drove on a road without an appropriate driver licence - this includes the wrong class of licence and no or wrong endorsements (L144).	\$400
Failed to produce a driver licence for inspection without delay after being required to do so by an enforcement officer (L114).	\$55

Processing times for NIA

When a person is convicted of an offence, the change to the licence status will not be available in NIA for at least two nights or three days. This is the minimum processing time.

A *DLICNO (Road - Duplicate Drivers Licences) notification should be processed within 10 working days.

Forbidding the offender to drive

Offenders may be forbidden to drive because they are unlicensed, they breach the conditions of their learner or restricted licence, or they have returned a positive EBT result.

When deciding to forbid a driver, consideration must be given as to the implications that this will have on the driver or any passengers. In urban locations, drivers can be forbidden without causing too much inconvenience or raising any safety issues. However, in remote locations, forbidding the offender from driving has more serious implications.

In making a decision as to whether the offender should be allowed to continue to drive, the Police constable should consider the following:

- Are there concerns about the driver's competency?
- Are there alternative means of transport available (e.g. passengers, family or friends who could and are willing to drive the vehicle)?
- Is it feasible to transport the driver and any passengers to a safe place or their home yourself, or another officer? Is there another officer who could drive the offender's vehicle?

If alternative means of transport are available to legally drive the vehicle immediately, forbid the driver ([Road Safety Directive \(POL406\)](#)). Forbid the driver from driving until they can comply with their driver licence conditions.

If there are no feasible transport alternatives available, and there are no concerns about the driver's ability, allow the driver to continue driving the vehicle and follow them to:

- their home, if nearby; or
- the nearest location where the driver can make arrangements to be collected. The location must provide for food, shelter and adequate communication facilities.

Once there, serve the driver with the [POL406](#) forbidding them from driving until their driver licence conditions can be met.

Note: The prohibition is only applicable until the driver is able to drive the vehicle without breaching the relevant licence conditions.

Licence suspensions

If a person receives a total of 100 or more demerit points in any two year period, their current driver licence will be suspended for three months. There are two main ways that the suspension is enacted:

- **NZTA serves the suspension** document to the driver, and the driver is subsequently required to surrender their licence to either Police or the NZTA.
- **Roadside suspension** - driver is suspended after the officer has confirmed driver's identity, and with Comms that the driver has 100 demerit points or more.

Roadside suspensions - actions required

Step	Action
1	Complete a POL1006 (Notice of Driver Licence Suspension and Disqualification for Excess Demerit Points) and ask the driver to surrender their driver licence. This form both prohibits the driver from holding or obtaining a driver licence.
2	Send a *SUSP (Road - Driver Licence Suspension Notice) to the Transport Registry Centre (TRC) to notify them of the suspension or disqualification. Access the *SUSP through the Ten-One ' Notifications ' function. You must do this as soon as practicable and within 12 hours.
3	Send to the TRC within 7 days and by normal post the TRC copy of the POL 1006 with the completed Statement of Service (on the reverse side) and the driver licence, if it has been surrendered.
4	Print off a Traffic Conviction History list, showing all the demerit points and attach it to the police file copy of the POL 1006 .
5	Send the Police copy of the suspension notice and a copy of the *SUSP to the FMC for processing.

Note: ensure that the driver and any passengers are not stranded at the roadside before serving the suspension notice. If there is someone else available to legally continue driving the vehicle, serve the driver with the suspension notice immediately via the driver's copy of the notice.

If there is no one available to legally drive the vehicle, allow the driver to continue driving, escorted by you, to their home (if nearby) or to the nearest location where food, shelter, and adequate communication facilities are provided for. Once there, serve the driver with the driver's copy of the notice.

Extension of 28 day suspension

Up to three extensions to the original 28 day suspensions can be applied for by Police employees at or above the position of Inspector to the District Court. [Further information](#).


Suspending an overseas driver licence or permit

If a driver with an overseas driver licence or permit is suspended, ensure that they understand the reasons for why you are taking possession of their licence.

Step	Action
1	<p>Tell the driver that they can make written application to the Police Infringement Bureau (PIB) for the return of the licence or permit after the mandatory 28 suspension period has ended, or when they leave the country. This can be done by:</p> <ul style="list-style-type: none"> - Emailing infringements@police.govt.nz with the relevant details - Phoning the PIB on 0800 105 777 for further information.
2	<p>Ensure that reference to the licence being sent to PIB and the circumstances of the apprehension are noted in the suspension narrative in NIA.</p>
3	<p>Photocopy the suspension notice and attach it to an envelope containing the overseas driver licence or international driving permit and forward it to PIB as soon as practicable.</p>

The [PIB](#) will store the driver licence until the driver applies to have it returned either at the end of the 28 days or once they leave the country.

Note: Download the '**Overseas drivers licences and suspension process aide memoire**', for reference or placing in your notebook.

	Overseas drivers licences and suspensions aide memoir.pdf	146.49 KB
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Driver licence stop orders

Section [91A-91H](#) of the Land Transport Act 1998 establishes a Driver Licence Stop Order (DLSO) regime. This regime allows the Ministry of Justice (MOJ) to issue a DLSO which, once served, suspends **all** driver licences held by a person with overdue traffic fines or reparation.

Drivers to be served with a DLSO

When a driver has been identified with overdue traffic fines, the MOJ will issue a warning notice which provides details of the fines and that the driver may be liable to a DLSO if they fail to arrange satisfactory repayments. If, after 14 days, a driver has still failed to arrange satisfactory repayments, an alert will be loaded into NIA identifying the person as '*wanted for service of a DLSO*'.

Note: Police will identify drivers wanted for service of a DLSO during the normal course of duties - lists of drivers wanted for service will not be issued, nor are police expected to seek out drivers wanted for service.

A DLSO can remain in place indefinitely, once it is served the person's licence will be suspended until arrangements for reparation has been entered into.

What classes of driver licence are suspended?

The DLSO once served, suspends all classes of driver licence a person holds. This includes limited or temporary licences.

A driver who has been suspended due to a DLSO or is currently unlicensed at the time of service of a DLSO, cannot obtain a new or temporary driver licence until they have engaged with MOJ in respect of fines/reparation.

Police service of a DLSO

MOJ attempts to serve the warning letter on the driver at their last known address. If service fails, because for example, the person has moved, or the person does not contact MOJ to arrange for repayments within the 14 day warning period, then an alert is entered in NIA identifying that the person is wanted for service of a DLSO.

Police can serve a DLSO if they identify through the course of normal duties a driver that is wanted for service. Staff must issue a hard copy of the DLSO form to the driver. The DLSO form is found in Word under Road Policing. Complete the form using the details held in NIA.

If staff identify a driver wanted for service of a DLSO, **but do not** have a physical copy of the form, the officer should obtain the driver's current address and update it in the driver's DLSO alert in NIA.

If an address is updated in NIA using the 'send updated address' button on the DLSO NIA alert, it will automatically generate a flag in the MOJ's system, and MOJ will **reset the DLSO process**. The original DLSO will be withdrawn and MOJ will re-send the **warning letter** to the new address, giving the person another 14 day warning period.

If the driver does not make contact with MOJ after this 14 day warning period, **a new DLSO will be imposed**. The new DLSO alert will be loaded into NIA and visible to staff. MOJ Bailiffs will attempt to serve the new DLSO on the person at their new address.

NIA Alert

NIA will show an alert for drivers who are wanted for service of a DLSO.

A NIA entry is made when a persons' address is updated, and as well when the DLSO is served, as below.

NIA ALERT	ACTION
Serve 'Driver Licence Stop Order' on driver due to outstanding fines. DLSO# [automatically populated] Use the form DLSO available from Police forms in Word. If you don't have a DLSO form then obtain the drivers current address, update NIA and also email driver's details to s9(2)(k).	Serve <i>DLSO</i> as per process below OR obtain the persons current address and updated NIA.
Updated address provided by [QID] on [DATE] at [TIME] and the address was [ADDRESS]	Check the alert for comments and serve DLSO as per process below.

DLSO SERVICE - ACTIONS REQUIRED

Step	Action
1	Check NIA alert for DLSO service and locate the DLSO number on the alert.
2	Obtain the Driver's current address and complete the <i>DLSO form</i> . This form both suspends the driver and prohibits the driver from holding or obtaining a driver licence until payment has been received or arranged with the MOJ. The <i>DLSO form</i> is available from 'Road Policing' forms in WORD.
3	Photograph the completed form on your phone and email it to s9(2)(k) with the subject line ' <i>DLSO Issued</i> '.
4	Serve the DLSO on the driver and require the driver to surrender their driver licence(s).
5	Send the surrendered licence(s) to Waka Kotahi, 56 the Square, Palmerston North or Private Bag 11777, Palmerston North 4442.
6	Ensure that NIA is updated with the person's current address.

Note: ensure that the driver and any passengers are not stranded at the roadside before serving the DLSO notice. If there is someone else available to legally continue driving the vehicle, serve the driver with the DLSO notice immediately.

If there is no one available to legally drive the vehicle, allow the driver to continue driving, escorted by you, to their home (if nearby) or to the nearest location where food, shelter, and adequate communication facilities are provided for. Once there, serve the driver with the DLSO notice.

UPDATING CURRENT ADDRESS - ACTIONS REQUIRED

Step	Action
1	After obtaining the drivers' current address, query the person in NIA and double click the 'Updated address required for MOJ' alert.
2	Select the 'Send Updated Address' button which will open a dialog box.
3	Enter the [Obtained by], [Date/time] and [Address]
4	After selecting 'OK', the narrative of the alert will be updated and the address details will be emailed to s9(2)(k)

Motor Vehicle Register updates

The MOJ manage the DLSO process and updates the Motor Vehicle Register - Police are not required to notify Waka Kotahi if they serve a DLSO.

Seizure of driver licences

A person is not entitled to have more than one physical copy of a driver licence, and only the most recent version is valid. If Police come into possession of a driver licence containing any version number, other than the current one listed in [NIA](#), it should be retained and forwarded to the NZTA:

Transport Registry Centre

NZTA

Private Bag

Palmerston North

Police do not have the right to search for a driver licence other than powers conferred through specific statute, such as by search warrant, or where a person must surrender their driver licence (e.g. disqualified). It cannot be seized from people who do not give it to Police.

Contact with the NZTA call centre

Procedure

Step	Action
1	Contact Comms to check whether they can find the information required. If Comms cannot help you, call NZTA on the direct line set up for Police driver licensing enquiries - Phone s9(2)(k) or send your request via email to s9(2)(k)
2	If you send an email provide in it your rank, first and last name, <u>QID</u> and a return postal address. Note: Allow at least two days' notice for any request requiring certified copies of documents