

Fleet Vehicles

Also refer to [this information](#) for notification for renewal of an MVR licence.

What is a fleet?

We have a system in place so that customers with many vehicles can have them re-licensed automatically, the labels posted out to them and the fee direct debited. Any other form needs to be lodged at an agent, processed online where applicable or sent in to us (such as an MR13A).

How many vehicles are required to have a fleet?

Customers must own 25 or more vehicles before they can set up a fleet.

How do you pay the licensing fees for the fleet?

The fees for fleet transactions are collected by direct debit. A customer cannot set up a fleet without setting up a direct debit.

What is the licence renewal process for fleet vehicles?

The licence renewal for fleet vehicles (the 'Fleet Run') is automatically processed by the MVR system on the the 14th of the month, preceding the month that the licence expires in. For example, vehicles with an expiry date in February 2021 were automatically re-licensed on 14 January 2021.

Fleet vehicles can be re-licensed for a 12 month period only. When selling a vehicle they may want to licence for a shorter period which can be done online or at an agent, then the change of ownership needs to be done to remove them from the fleet file. If the customer wishes to re-license a fleet vehicle for six months, the vehicle must be deleted from the fleet. The only exception is if a vehicle is being sold. It can be licensed for a shorter period by calling through to [Fleet Vehicle inquiries](#).

What is the 'Advanced Notification' and when is it sent?

As the licences of a fleet come closer to expiry, details of these vehicles appear on a schedule called Advance Notification - which is produced and sent one month before the 'Fleet Run'. For example, for a vehicle expiring in February 2021 the advance notice would be sent 17 December 2020 and the vehicle would be re-licensed on 14 January 2020. The advance notice gives customers the opportunity to add or remove vehicles prior to the actual fleet run.

Can I get a copy of an invoice?

The fleet relicensing system is automated where everything is designed to go by post.

CSRs: you can trigger an invoice through ADCT. These queries do not need to be transferred to Tania.

How can I become a Fleet Customer?

The following requirements must be met:

- At least 25 vehicles in your fleet
- All vehicles registered in your company's name attached to one Waka Kotahi customer number
- All vehicles relicensed for 12 months at a time
- A direct debit account with this office

If the customer meets the above requirements they can be **emailed** the application forms to complete. Completed forms are to be returned to **fleet@nzta.govt.nz** with an alphabetised spreadsheet (plate, make, model) of the vehicles they want us to license. **Note: we do not encourage setting up rental companies as fleet customers as they don't always want 12 month licensing.**

How is a change of registered person added to a fleet owner?

If they use their Waka Kotahi customer number as ID on the **MR13B form**, the vehicle is automatically added to the fleet.

How is a new vehicle registered into a fleet owner's name?

If they use their Waka Kotahi customer number as ID on the **MR2A** or **MR2B** form, the vehicle is automatically added to the fleet.

Do I need to be a company to set up a fleet?

Any vehicle owner, either a company or an individual, can apply to have a fleet set up under MVR - provided that the applicant meets the standard requirements of owning more than 25 vehicles.

What is my fleet number?

You should not advise a fleet number from LANDATA. Once you have established that the caller has a Waka Kotahi fleet customer number, (check **OFACL**) transfer the caller to **Fleet Vehicle inquiries**.

How do I change the licence expiry date of fleet vehicles?

The fleet owner must submit a written request to change the licence expiry date for any fleet vehicles. The fleet owner must provide the fleet ID (customer number) and the following details for each vehicle whose licence expiry date is to be changed:

- plate number
- make
- model, and

- desired new licence expiry date.

Note: When the expiry date for a fleet vehicle has been changed it shows in TRANLOG as an MR25. The customer can email fleet@nzta.govt.nz or be transferred through to **Fleet Vehicle inquiries** if they call.

How do I add a vehicle to my fleet?

The customer must lodge an **MR13B form** at an agent and pay the appropriate fee. Their Waka Kotahi customer number for fleet relicensing **must** be entered as ID.

If the vehicle is already in their correct company name but not under the correct Waka Kotahi customer number for fleet relicensing, put the caller through to **Fleet Vehicle inquiries**.

How do I remove a vehicle from my fleet?

The customer can **write** or **e-mail**, advising the customer number and the plate numbers of any vehicles they wish to have removed from their fleet. They should also advise the reason for any removals (eg, vehicle sold, temporarily or permanently removed from the road and so on) together with any other relevant information. For example, new owner details and so on. If you have any queries, refer to **Fleet Vehicle inquiries**.

How do I change the usage of a fleet vehicle?

The usual process applies. Refer to **MR14 form - Application to change motor vehicle usage**.

How do I cancel a fleet vehicle's registration?

The usual process applies. Refer to **MR15 form - Application to Cancel Registration**.

How do I pay a vehicle licence invoice (MR1C) for a fleet vehicle?

The usual process applies. Refer to **MR1C form - Vehicle Licence Invoice**.