

## **Concept Approval application procedure**

The Concept Approval Application Form 4A is to be used when your project plan is just a concept, and you want confirmation that the idea you have in mind can be legally built. This is generally intended for projects that are out of the ordinary, or are particularly unique in some way.

### **Before filling out this Concept Approval Application Form 4A:**

1. Establish the basic concept and elements of the vehicle that you propose to build or modify.
2. Establish which LVV Certifier you intend to use to inspect the vehicle for LVV certification during its construction. The offices of the New Zealand Hot Rod Association (Inc) (NZHRA) and the Low Volume Vehicle Technical Association (Inc) (LVVTA) can provide you with contacts for the most appropriate certifiers, or other specific expert advice if necessary.  
  
A list of NZHRA-endorsed LVV Certifiers can be obtained from the NZHRA website, [www.hotrod.org.nz](http://www.hotrod.org.nz).
3. Read through the Concept Approval Application Form 4A thoroughly to gain an understanding of what is required before you begin to fill it out.

### **While filling out this Concept Approval Application Form 4A:**

4. Where components or systems are not known, or have not been selected at the time of submitting your Design Approval Application Form, enter “Not known” or “NK” in the appropriate spaces provided.
5. On modified vehicles, where a component or system is original for the vehicle to which it is fitted, and is not modified in any way, enter “Standard” or “STD” in the appropriate spaces provided.
6. Where information is asked for which does not apply to your project (eg. “Kingpins” and your front suspension is of the type which does not incorporate kingpins), enter “Not applicable” or “NA” in the appropriate spaces provided.
7. Fill out the form neatly and clearly, providing as much information as you are able to, and provide drawings wherever they are required to be provided, and number them accordingly.
8. Provide any drawings required on A4 sized paper only.
9. Use only black or blue pen (no other coloured pens or any type of pencils, as the Form has to be able to be photocopied and distributed to the Technical Advisory Committee (TAC) members of the Low Volume Vehicle Technical Association (Inc) (LVVTA).
10. Write any questions that you would like answered by the TAC members of the LVVTA in the appropriate boxes provided within the respective sections. Where possible, they will give you whatever guidance and assistance they can, based on their knowledge and experience.

**After filling out this completed Concept Approval Application Form 4A:**

11. Take a photocopy of your completed Concept Approval Application Form for your records, in case of loss during postage.
12. Send the completed Concept Approval Application Form to the New Zealand Hot Rod Association (Inc), PO Box 454, Tauranga, together with the fee of \$35-00 inc GST. (This fee may change from time to time – check the NZHRA website to ensure that the fee is correct).
13. Upon receipt, your completed Concept Approval Application Form will be copied and distributed to each member of the LVVTA TAC, and then discussed by the members at a TAC meeting. Further information or clarification may be required from you if the completed Concept Approval Application Form is not filled out sufficiently, if further clarification is required, or if drawings are missing or unclear.
14. Upon the conclusion of discussions relating to your Concept Approval Application Form, the Form will be filled out by the TAC, which may include answers to your questions, specific requirements that your Approval will be subject to, and general comments for you and the LVV Certifier. If approved, a Concept Approval Number will be allocated and recorded on the first page of your Concept Approval Application Form.
15. The completed and signed off Concept Approval Application Form will be posted back to you, and a copy will remain on the TAC's files for their future reference.

**After you have received your Concept Application Form 4A:**

16. If you receive approval in principle for your concept from the LVVTA TAC, you can then proceed with planning your project, confident in the knowledge that, subject to the details being acceptable to the LVVTA TAC and/or the LVV Certifier, your vehicle can be legally put on the road through the LVV certification process.
17. When you have established the details of the vehicle's design and construction, including the components to be used and their sources, attachment systems, and how the project will be tackled, you should then fill out the Design Approval Application Form 4B.

**The Concept Approval Application Form 4A cannot be considered approved by the LVVTA TAC until endorsed by colour-stamping with the approval stamp of the LVVTA TAC on the front page, and at the end of the Form.**

**Note that this Concept Approval Application Form 4A should not be used if the vehicle is already partially constructed. If construction has already commenced, go straight to the Design Approval Application Form 4A.**

**Note also that if a Design Approval Application Form 4B is being submitted to the TAC, there is no need to submit a Concept Approval Application Form 4A also. The Concept Approval Application Form 4A is only relevant if you wish to build a vehicle that is out of the ordinary, or is particularly unique in some way, and you haven't started the vehicle's construction.**

**The fees for a Concept Approval Application or a Design Approval Application are correct at the time of the original release of this NZ Hobby Car Technical Manual, however this may change from time to time. Ensure that the fee you send in is correct by checking on the NZHRA website [www.hotrod.org.nz](http://www.hotrod.org.nz) at the time of your application.**

## **Form 4A – Concept Approval Application**

<b>Applicant to fill in:</b>		
<u>Owner's name:</u>		
<u>Address:</u>		
<u>Phone:</u> (hm)	(wk)	(cell)
<u>E-mail address:</u>		
<u>Car Club:</u>		

<b>Applicant to fill in:</b>		
<u>Vehicle:</u> (Make)	(Model)	
<u>Body-style:</u>	<u>Year:</u>	<u>Expected weight:</u>
<u>Is vehicle currently registered?</u>	<u>If registered, date of first reg:</u>	
<u>Has vehicle been previously registered in NZ?</u>		

<b>Technical Advisory Committee use only:</b>	
<u>Fee \$35-00 (Inc GST) Received by:</u>	<u>Date:</u>
<u>Certification type:</u>	<u>Category:</u>
<u>Approved CAA form number: (Future reference number)</u>	
<u>Issued by:</u>	<u>Date:</u>

### **4.1 Project basic outline**

**Provide details of what stage the vehicle is presently at:**

(eg: not started, bare space-frame, etc)

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**Body and chassis drawings:**

Provide on accompanying page(s), in A4 size only, plan view (birds-eye) and side view drawings which will illustrate the basics of the project including any major modifications detailed in the body and chassis sections above.

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**Describe body type and style including any modifications:**

(eg: coupe, roadster, roof-chop, conversion to ute, two-door conversion, open sports, etc)

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**Describe chassis or frame including any modifications:**

(eg: original, RHS-type, space-frame, monocoque, hand-built, material specifications, etc)

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**Drive-train and mechanical details:**

Provide all relevant details relating to the following subjects in the appropriate spaces below:

- Engine make, type, size, and configuration:

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- Gearbox make and type:

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- Diff:

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- Front suspension system:

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- Steering system:

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- Rear suspension system:

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- Front brakes:

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- Rear brakes:

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- Any other general information in regard to the vehicle's chassis and related components not covered above that you are able to detail at this stage:

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<p><u>Queries from Applicant:</u></p> <p>Please note any queries or questions relating to basic design and construction, component selection, or materials of the project that you would like the TAC to respond to:</p> <p>.....</p> <p>.....</p> <p>.....</p>
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<b>Technical Advisory Committee use only</b>
<p><u>Comments from TAC to Applicant:</u></p> <p>.....</p> <p>.....</p> <p>.....</p>

<b>Technical Advisory Committee use only</b>
<p><u>Comments from TAC to Certifier at preliminary or chassis inspection:</u></p> <p>.....</p> <p>.....</p> <p>.....</p>

<b>Technical Advisory Committee use only</b>	
<u>Signed for on behalf of the Technical Advisory Committee:</u>	
<u>Name:</u>	<u>Position:</u>
<u>Signature:</u>	<u>Date:</u>