



# Enforcement Authorities

Application form to access the Register of  
Self-Contained Vehicles

7 December 2023

Version 1.0

## What you need to know

This form is to apply to the Plumbers, Gasfitters, and Drainlayers Board (the **Board**) to access the register of self-contained vehicles (the **Register**). It is for local authorities or government agencies with responsibility for regulating freedom camping under the Freedom Camping Act 2011 (**Enforcement Authorities**).

For further information about this form, see: [Enforcement Authorities – Guidance document](#).

Email your completed form to [applications@nzscv.co.nz](mailto:applications@nzscv.co.nz)

If we need further information, we will contact you by email. Once we receive all the information we need, we aim to process applications within 10 working days.

## Your details

Complete the details below for:

- your territorial authority or agency
- the manager or person responsible for the application, and
- the person or people responsible for administering Enforcement Officers in the Register

Note: Enforcement Officer means a person appointed as an enforcement officer by a local authority, the Director General of the Department of Conservation, the Commissioner of Crown Lands, or the Chief Executive of Land Information New Zealand in accordance with the Freedom Camping Act 2011.

Council or agency details	
<b>Council / Agency Name (Applicant)</b>	
<b>Council / Agency Email Address</b>	
<b>Council/Agency Contact Number</b> (mobile or DDI)	
<b>Website Address</b> (optional)	
<b>Physical Address</b> (main office)	
<b>Postal Address</b> (main office, if different from physical address)	
<b>Region</b>	

### Council or agency contact person responsible for application

For example, manager or person who is responsible for enforcement activities under the Freedom Camping Act 2011.

<b>Full name</b>	
<b>Job title or role</b>	
<b>Email address</b>	
<b>Contact number:</b> (Mobile or DDI)	

### Register administrator details

For example, the person who is responsible for setting up and administering register users e.g. other admin users or Enforcement Officers.

<b>Full name</b>	
<b>Job title or role</b>	
<b>Email address</b>	
<b>Contact number:</b> (Mobile or DDI)	

### Additional administrator details (if required)

<b>Full name</b>	
<b>Job title or role</b>	
<b>Email address</b>	
<b>Contact number:</b> (Mobile or DDI)	

### Additional administrator details (if required)

<b>Full name</b>	
<b>Job title or role</b>	
<b>Email address</b>	
<b>Contact number:</b> (Mobile or DDI)	

## Declaration

### APPLICANT'S DECLARATION:

I declare that the information I have provided in this application form is true and correct. I am aware that this information is being collected by the Plumbers, Gasfitters, and Drainlayers Board for the purpose of providing the Applicant access to the register of self-contained vehicles. Any personal information provided about any person in this application form has been provided with their permission and can be used for the purpose of providing access to the Register. This information may also be used for any other purpose required or permitted by the Plumbers, Gasfitters and Drainlayer's Act 2006, its regulations, or the Privacy Act 2020. I understand that, other than as set out above, personal information will not be disclosed to anyone else without my permission and that I can access this information on request (Privacy Act 2020).

**Declarant name:**

**Declarant signature:**

**Declarant position:**

**Date signed:**

# Memorandum of understanding

Between Plumbers, Gasfitters, and Drainlayers Board  
and an Enforcement Authority in relation to self-  
contained vehicles regime

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## Purpose

1. The purpose of this Memorandum of Understanding (**MOU**) is to:
  - a. ensure the respective roles and responsibilities of the parties under the Plumbers, Gasfitters, and Drainlayers Act 2006 (**Act**) and the Plumbers, Gasfitters, and Drainlayers (Self-Contained Vehicles) Regulations 2023 (**Regulations**) are well understood;
  - b. in particular, to ensure that enforcement authorities and the enforcement officers they appoint understand requirements and expectations around entry of, and access to, information in the register of self-contained vehicles (**Register**); and
  - c. facilitate co-operation and communication between the parties to ensure the efficient and effective operation of the regime.

## Parties

2. The Parties to the MOU are:
  - a. The Plumbers, Gasfitters and Drainlayers Board (Board);
  - b. .... an authority empowered under the Freedom Camping Act 2011 to appoint enforcement officers to enforce infringement and other offences under the Freedom Camping Act 2011 (**Enforcement Authority**).

## Key responsibilities under the Act and Regulations

3. The Act introduces a regulatory regime for self-contained vehicles (**SCVs**) that is intended to address the environmental and community impacts of vehicle-based freedom camping.
4. The Board is the regulator of the SCV system and responsible for appointing self-containment certification authorities (**Certification Authorities**), prescribing requirements relating to motor vehicle inspections, considering and investigating complaints against Certification Authorities and taking disciplinary action, prosecuting offences, and establishing and maintaining the Register.
5. Under the Freedom Camping Act 2011, enforcement officers are responsible for infringement offences in areas and in relation to land as set out in the warrant issued by the Enforcement Authority appointing the enforcement officer.
6. Under the Act, enforcement officers may enter and access specified information in the Register.
7. The Board expects the Enforcement Authority to ensure their appointed enforcement officers are familiar with their obligations under the Act in relation the Register and with any relevant notices and guidance issued by the Board.

## Relationship Management and Communication

8. The Board and the Enforcement Authority will each appoint a contact person in respect of the relationship between them. The role of the contact person is to act as a first point of contact and to seek to resolve any questions or issues raised between the Enforcement Authority and the Board.



9. Promptly after the signing of this MOU:
  - a. The Board will provide the Enforcement Authority with details of the Board's nominated contact person for that Enforcement Authority and of any change of that contact person.
  - b. The Enforcement Authority will provide the Board with details of its nominated contact person and of any change of that contact person.
10. The parties will endeavour to respond to any questions raised by the other as soon as possible and, if identified as urgent, within 3 working days.

## Register

### Responsibilities of parties in relation to the Register

11. The Board has established and maintains, in accordance with the Act, the Register.
12. The Board will use its best endeavours to ensure the Register is configured to allow only access to the Register as permitted under the Act.
13. Enforcement Authorities also have a responsibility to ensure their appointed enforcement officers understand, and comply with, the Register requirements in the Act and are familiar with any relevant guidance issued by the Board.
14. Only enforcement officers are permitted to enter information in the Register. The public, Certification Authorities and enforcement officers can access information at different levels (discussed below). The Board's Registrar is permitted to access any of the information contained in the Register and to make changes in certain limited circumstances.
15. Enforcement officers are permitted to access the Register as follows:

#### Entry of information

- a. enter information into the register about a motor vehicle that has been used in the commission of an offence under section 20, 20A, 20B, or 20C of the Freedom Camping Act 2011;
- b. the information entered is any information **about the vehicle** that the enforcement officer considers relevant. Personal information (such as a person's name and address) should not be entered in the Register;

#### Access to information

- c. enforcement officers may access information in the Register only for the following purposes:
  - i. to ascertain whether a vehicle holds or previously held a certificate of self-containment (**Certificate**) and the expiry date of any current, expired or revoked Certificate;
  - ii. to access information in the vehicles Certificate and any information entered about a vehicle inspection; and
  - iii. to ascertain information entered by an enforcement officer about a vehicle.

16. Members of the public can, through the Register, access the information set out in paragraph 15(c)(i). Certification authorities can also access information in 15(c)(ii) which includes the vehicle owner's name but not address.
17. Only enforcement officers and the Board are permitted to access information entered by enforcement officers.

## Privacy Act

18. The Enforcement Authority acknowledges that the Act specifically provides that:
  - a. the Register may only be searched for the permitted purposes, and
  - b. a search of the Register for personal information other than in accordance with the Act constitutes an action that is an interference with the privacy of an individual under section 69 of the Privacy Act 2020.
19. The Enforcement Authority will ensure that the enforcement officers it appoints are aware of their Privacy Act obligations and will regularly monitor enforcement officers' compliance with, and understanding of, the Register requirements.
20. The Enforcement Authority will immediately advise the Board if it becomes aware that any person has entered or accessed information on the Register outside the scope of what is permitted and will provide the Board with full information in relation to that access or information.

### Creating new Register users

21. The Enforcement Authority is responsible for setting up Register user(s) for its appointed enforcement officers that are entitled to have access to the Register. Any Register user access should be immediately removed by the Enforcement Authority if the enforcement officer is no longer required or authorised to access the Register.
22. The Enforcement Authority is responsible for the actions of any Register users it creates. The Enforcement Authority must ensure that all its Register users are trained in the use of the Register, and are aware of the obligations set out in this MOU as they relate to the Register (including those related to privacy).
23. The Board may audit usage of the Register, including searches performed by the Enforcement Authority (and any user within the Enforcement Authority). The Enforcement Authority will cooperate with and assist the Board in undertaking any audit processes.

## Term

24. This MOU is effective from the date this MOU is signed by both parties and continues in effect unless either party withdraws from the MOU in accordance with paragraph 25.
25. Either party may withdraw from the agreement by giving 4 weeks' written notice to the other party.
26. This MOU is intended to be non-binding in so far as it is not legally enforceable.

## Dispute Resolution

27. Any dispute concerning the subject matter of this MOU is to be settled by full and frank discussion. Failing such settlement, the dispute will be referred to mediation with a mediator to be agreed by the parties, or if no agreement is reached, with a mediator to be appointed by the Resolution Institute.

## Official Information Act

28. Any information provided to the Board is subject to the Official Information Act 1982. If the Enforcement Authority considers information it is sharing with the Board is confidential or commercially sensitive or should be withheld under the OIA for any other reason, it should identify this when providing the information to the Board. If the Board receives a request under the OIA for disclosure of that information, it will provide the Enforcement Authority with an opportunity to comment before the Board makes a decision on disclosure.

SIGNED on behalf of the Board by:

SIGNED on behalf of the Enforcement Authority by:

.....

.....

Name:

Name:

Date:

Date: