Self-contained Vehicles

September 2025

Edit – Registered & Non-Registered Vehicle Inspection

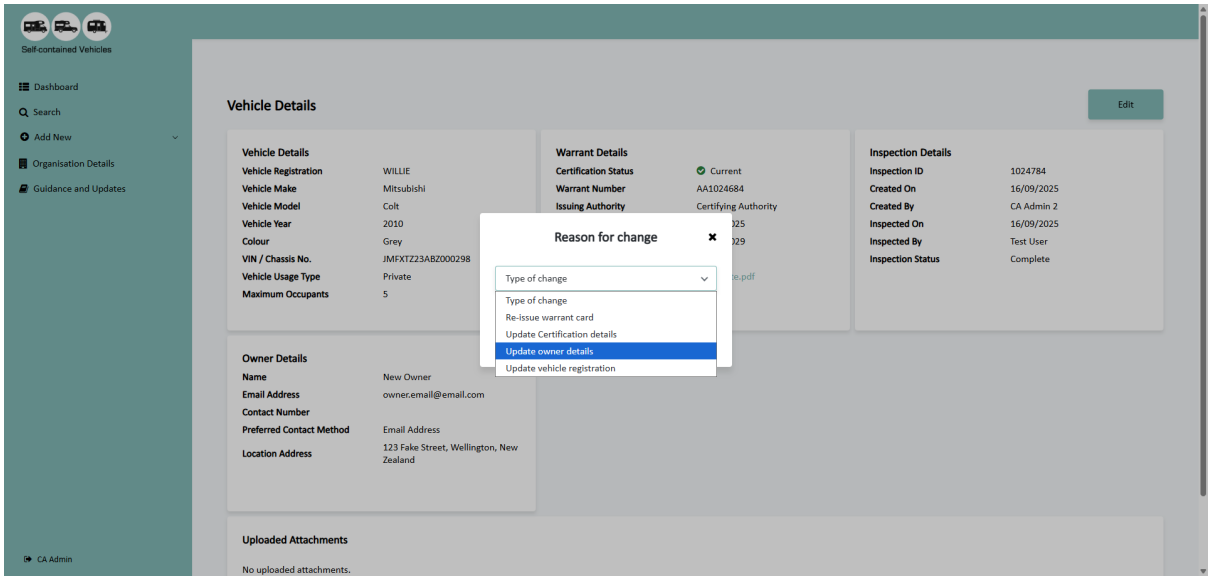
Background

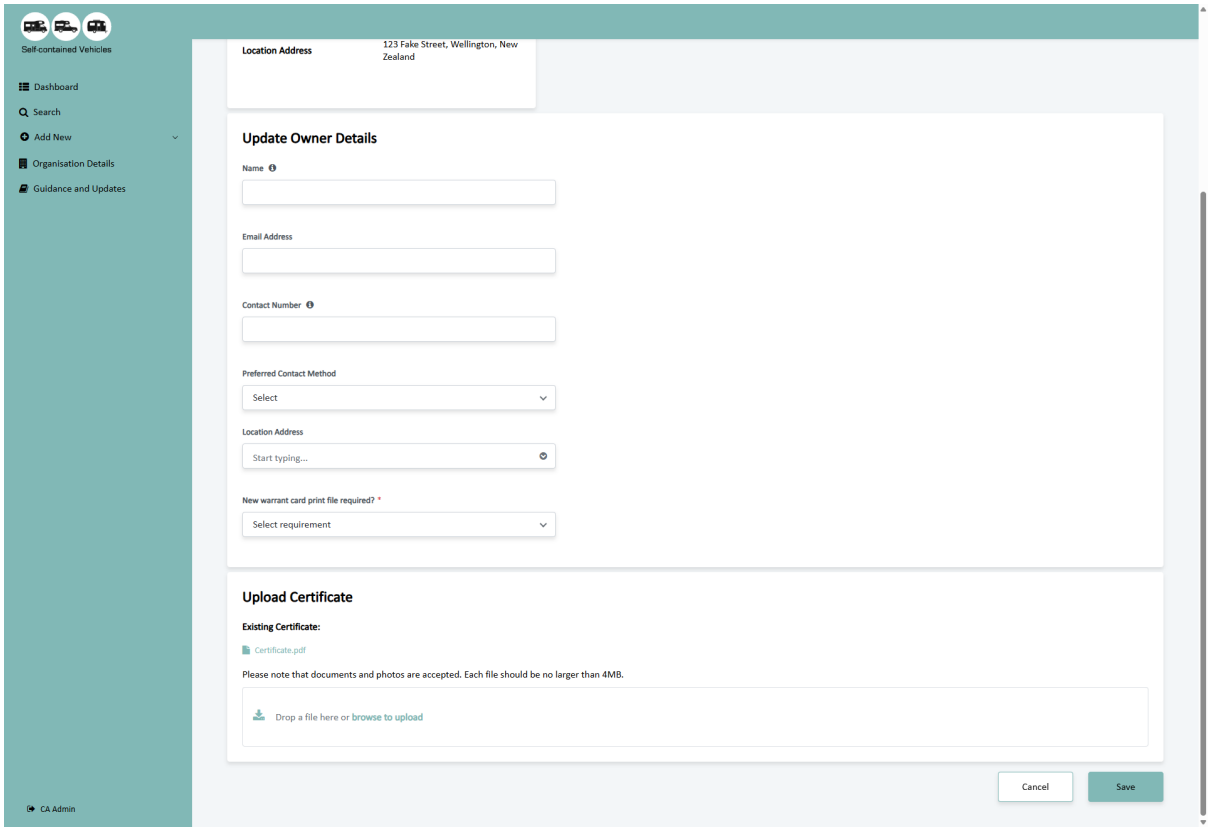
- Update to the Release notes from March 2025
- For registered and non-registered vehicles that have changed ownership, CA Administrators are needing to update the vehicle owner details

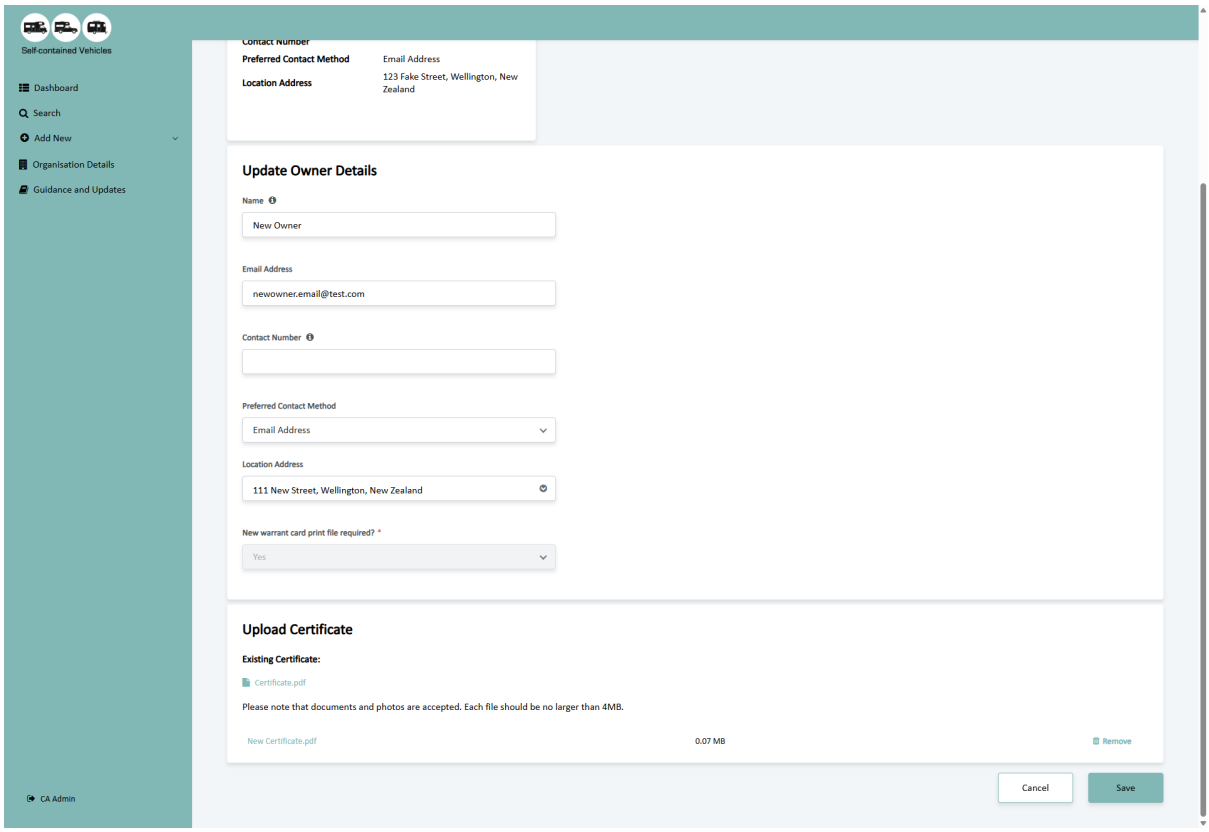
Update Vehicle Owner details

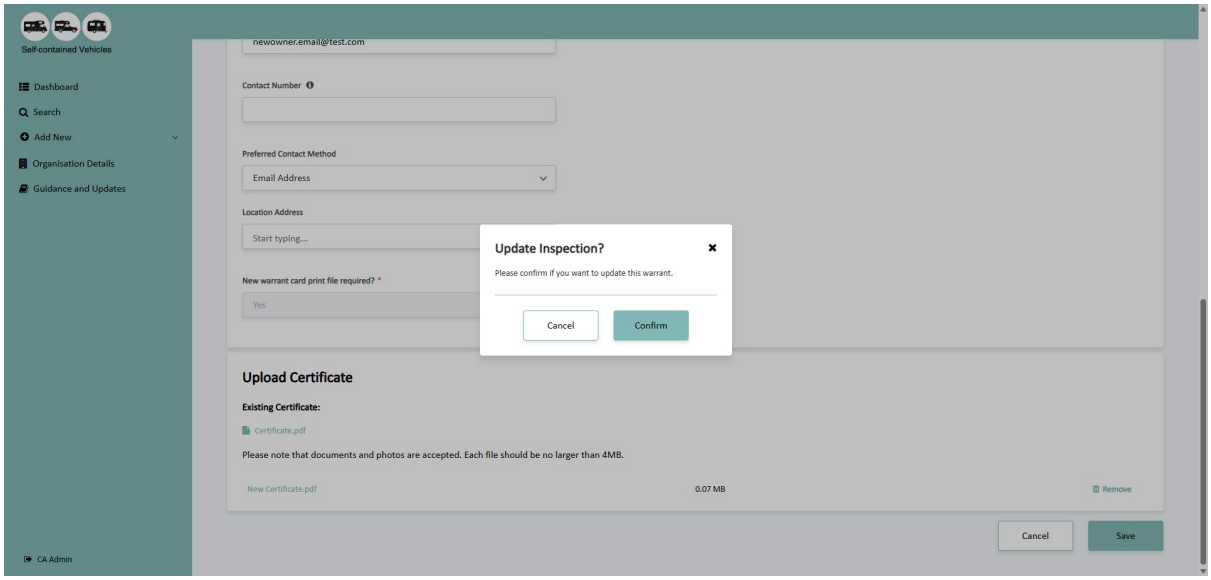
1. CA Administrators will now be able to update the vehicle owner details for registered and non-registered vehicle inspection records.
2. CA Administrators will use the same "Edit" function on the Vehicle Details screen but will now see the new dropdown option 'Update Owner details' available to them.
    a. The inspection record does not belong to the Certifying Authority that issued the warrant but must be current (cannot be expired or revoked).
3. Having selected the 'Update Owner details' workflow, they will be able to:
    a. Update the owner details of the vehicle (name, email address, contact number, preferred contact method and address)
    b. Upload corrected Certificate
4. Once confirmed, the existing inspection record will be updated, and a new warrant card print file will appear under the Warrant Cards tab under their Organisation Details screen.

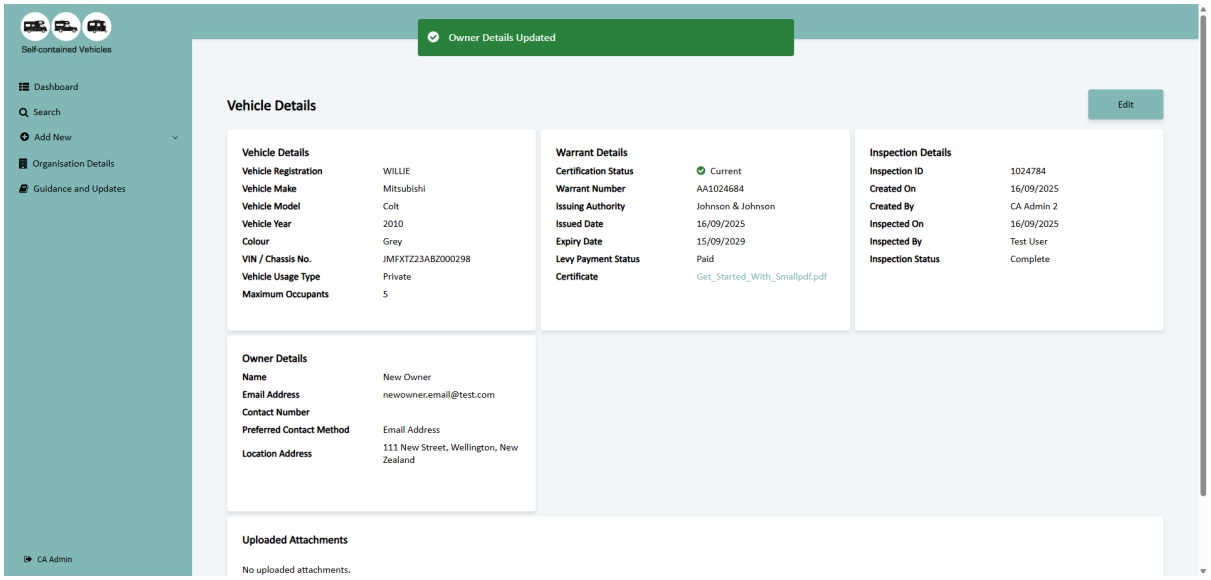
Note: If the CA Administrator that is updating the vehicle owner details does not belong to the CA Organisation that issued the warrant, then as per existing behaviour won't be able to see Owner Details, but will receive a confirmation on screen that the update has been made.




Self-contained Vehicles
Dashboard
Search
Add New
Organisation Details
Guidance and Updates
CA Admin
Location Address
123 Fake Street, Wellington, New Zealand
Update Owner Details
Name
Email Address
Contact Number
Preferred Contact Method
Select
Location Address
Start typing...
New warrant card print file required? *
Select requirement
Upload Certificate
Existing Certificate:
Certificate.pdf
Please note that documents and photos are accepted. Each file should be no larger than 4MB.
Drop a file here or browse to upload
Cancel
Save


Self-contained Vehicles
Dashboard
Search
Add New
Organisation Details
Guidance and Updates
CA Admin
Preferred Contact Method
Email Address
Location Address
123 Fake Street, Wellington, New Zealand
Update Owner Details
Name
New Owner
Email Address
newowner.email@test.com
Contact Number
Preferred Contact Method
Email Address
Location Address
111 New Street, Wellington, New Zealand
New warrant card print file required? *
Yes
Upload Certificate
Existing Certificate:
Certificate.pdf
Please note that documents and photos are accepted. Each file should be no larger than 4MB.
New Certificate.pdf
0.07 MB
Remove
Cancel
Save


Self-contained Vehicles
Dashboard
Search
Add New
Organisation Details
Guidance and Updates
CA Admin
newowner.email@test.com
Contact Number
Preferred Contact Method
Email Address
Location Address
Start typing...
New warrant card print file required? *
Yes
Update Inspection?
Please confirm if you want to update this warrant.
Cancel
Confirm
Upload Certificate
Existing Certificate:
Certificate.pdf
Please note that documents and photos are accepted. Each file should be no larger than 4MB.
New Certificate.pdf
0.07 MB
Remove
Cancel
Save


Self-contained Vehicles
Dashboard
Search
Add New
Organisation Details
Guidance and Updates
CA Admin
Owner Details Updated
Vehicle Details
Edit
Vehicle Details
Vehicle Registration WILLIE
Vehicle Make Mitsubishi
Vehicle Model Colt
Vehicle Year 2010
Colour Grey
VIN / Chassis No. JMFXTZ23ABZ000298
Vehicle Usage Type Private
Maximum Occupants 5
Warrant Details
Certification Status Current
Warrant Number AA1024684
Issuing Authority Johnson & Johnson
Issued Date 16/09/2025
Expiry Date 15/09/2029
Levy Payment Status Paid
Certificate Get_Started_With_Smallpdf.pdf
Inspection Details
Inspection ID 1024784
Created On 16/09/2025
Created By CA Admin 2
Inspected On 16/09/2025
Inspected By Test User
Inspection Status Complete
Owner Details
Name New Owner
Email Address newowner.email@test.com
Contact Number
Preferred Contact Method Email Address
Location Address 111 New Street, Wellington, New Zealand
Uploaded Attachments
No uploaded attachments.

Direct Access to Self-Contained Vehicles Information

Background

- The Board has primarily used email to issue guidance and information to CA Administrators and also publish on the Plumbers, Gasfitters and Drainlayers website
- The Board has now created a consolidated webpage where all published documents and information will made available to CA Administrators

Direct Access

1. CA Administrators will now be able access self-contained guidance and relevant information directly from the main menu in the Self-Contained Vehicle Register
2. By clicking on the link a new tab will be opened displaying the new webpage