

# Limited Licence Process

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Wailaw isn't currently taking on Limited Licences.

Your options include paying a lawyer to prepare one (approx. \$700+) or doing it yourself.

A Limited Licence application consists of three documents:

- An application; and
- An affidavit; and
- A draft order.

Also include any extra information you have to support your reason for needing a Limited Licence e.g. Letter from employer or Doctor.

This is not a live version. You can use Wailaw's template to create and complete your own documents.

For more information you can visit [communitylaw.org.nz](http://communitylaw.org.nz) and search "Limited licence"

If you complete the above documents, Wailaw will check your work and provide feedback. Email it to [info@waitematalaw.org.nz](mailto:info@waitematalaw.org.nz), then come in in person with a hard copy to 1 Trading Place and discuss it with a lawyer.

Once you have completed your documentation, follow these steps:

- Make three copies; one for the Court, one for the police and one for the duty solicitor on the day. You also keep one for yourself.
- Serve one copy on police by taking it to the counter of your local police station. Attention it to the Limited Licence Officer.
- After one week call the Limited Licence Officer and see if police approve it.
- If police do not approve it, make the changes and re-serve on police.
- Once police approve the application, (or if they disapprove but you want to argue your point before a Judge) file it with the court and get a court date for the application to be heard.
- Advise the police of this date (otherwise they won't know, they won't bring their file and it will have to be adjourned for a later time or date).
- Appear in court on the date and address the Judge or Magistrate if required.
- If the court grants the application you then go to the counter, pick up the order. You can then take this to NZTA or AA to get your Limited Licence. They will post it out to you in three days' time.
- IF you can't wait three days:
  - ❖ Call NZTA on 0800 822 422 and tell them why you need your application to be dealt with urgently.
  - ❖ They will give you a number to **fax** your application through to in Palmerston North.
  - ❖ They will then contact the NZTA office that you are working with to approve the application and that NZTA office will give you a paper licence until the pink one comes through.
- The filing fee is \$150 (drink drive/ court imposed a disqualification) or \$200 (demerit points), with an additional \$50 sealing fee if the limited licence order is granted. It is approximately \$39.30 for obtaining the licence from NZTA.

**Remember: You don't have a Limited Licence until you have been issued the Limited Licence.**