

# Terms of Business



## Application form

### Terms of Business for CAR Bill Payers

The Customer (Bill Payer) named in any Corridor Access Request (CAR) application must already be a registered Auckland Transport Customer and have an AT Customer Number.

If the proposed Customer (Bill Payer) is not already registered, they can apply by completing both a Customer **Application form**, and this **Terms of Business form**. These should both be added to the current Worksite application and submitted to <https://www.myworksites.co.nz/login>

In situations where the CAR Applicant is not the Customer (Bill Payer), the Applicant must demonstrate that the proposed Customer (Bill Payer) has agreed to be the Bill Payer for the particular CAR application. This agreement must be recorded on an **E2 form** and submitted as part of the current CAR application.

### Declaration

As the Customer (Bill Payer), I understand and accept the obligations that go with the role of CAR Bill Payer as follows,

I will pay all **CAR fees and charges** including, audit charges, non-compliance charges, penalty charges, recovery charges, and reinstatement charges - related to the Corridor Access Request (CAR) that I have made, as the Applicant, or that I have agreed to be the Bill Payer for, by signing an E2 form. I take full financial responsibility for this CAR worksite.

I will pay all AT invoices by the due date (20th of the following month).

I will contact Auckland Transport immediately if I wish to dispute any invoice as incorrect, and explain my reasons.

I will respond by telephone to any messages from Auckland Transport when they are trying to contact me.

I understand that if I fail to pay any invoice on time, Auckland Transport may engage a debt recovery agency to recover the debt owed by me, plus all costs that they incur in the process.

I understand that only approved CAR Customer (Bill Payers) will be accepted for CAR applications in the Auckland Transport area.

I understand that once I am an approved CAR Customer (Bill Payer), I can be the Bill Payer for any CAR provided I give written agreement to be the Bill Payer for that CAR using an E2 form.

I understand that if I do not comply with the obligations that go with the role of CAR Bill Payer as contained in this document, and the E2 form, I may be removed from the list of approved CAR Bill Payers, and I will not be permitted to fill the role of CAR Bill Payer in the Auckland Transport Area in the future.

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## Application form



**I agree to the Bill Payer Terms and Conditions as detailed on page 1.**

Customer (Bill Payer) to complete this section,

Name*: <small>Type or handwrite your information in these boxes.</small>	
Signature**:	Date:
AT Customer Number (if known):	
Postal Address:	
E-mail Address:	
Mobile:	Phone:

**Note.** \* A Customer (Bill Payer) can be an individual person, or a company.

\*\* The person signing on behalf of a company must be a Director of the Company or have delegated authority.