

TRADE ACCOUNT APPLICATION

COMPANY INFORMATION:	
Registered Name:	
Trading Name (if different):	
Company Number (e.g. 6221234)	
NZBN Number (e.g. 9429012345678)	
Incorporation Date	
Mailing address (if different from above)	
Address – Premises for Delivery	
Website	

DIRECTORS & SHAREHOLDERS			
	Name	Email	Phone Number
Director			
Director			
Director			
Shareholder			
Shareholder			
Shareholder			

CONTACT DETAILS	
Who is the primary contact for hiring equipment?	Name: Email: Phone Number:
Who is the main accounts contact?	Name: Email: Phone Number:
Email address for Newsletters	

TRADE REFERENCES				
	Company	Phone Number	Contact Name	Average Monthly Spend
Trade Reference #1				
Trade Reference #2				
Trade Reference #3				

COMPANY REQUIREMENTS	
Estimated Spend per month with us	(minimum \$500 per month)
Do you have any specific requirements?	(eg address of project for O/N)

AGREEMENT	
By signing below, you (as 'the Hirer') acknowledge that you have the authority to sign and complete this application, that you have read and understood the terms and conditions of hire of Upper Hutt Hire Limited (version dated 3 December 2025) and that you agree to be bound by these terms and conditions.	
Full Name	
Signature	
Date	

GUARANTEE	
Full Name	
Signature	
Date	

Please complete the application form and return to office@upperhutthire.co.nz .

If you have any questions, please contact us on 04 528 4473 or Alison on 027 2892260.

Upper Hutt Hire Use Only		
Date application Received	Date:	
Level 1: Existing Business	Approved:	
Level 2: Small Business	Credit Checks:	
Level 3: Medium – Large Business	Credit Report & Checks	
Approved / Declined	By	
	Date	
Action: Advise client	By whom:	
	Date	
	Credit Limit:	

Terms and Conditions

1. Conditions

The conditions set out below shall apply and are incorporated into any Hire Contract for the hire and/or sale of goods ("Equipment") between Upper Hutt Hire Limited (the "Owner") and the person or entity hiring or buying the equipment ("Hirer"). The Hirer agrees to abide by the terms and conditions as set out below. If the Hirer is not an individual, the person signing the Hire Contract warrants that they have the authority to bind the Hirer in contract.

2. Delivery and removal of Equipment

The Hirer authorises the Owner to bring its vehicle onto his property to deliver and to recover the equipment at the end of hire. The Owner shall not be responsible to the Hirer nor third parties for any damage that may be done to driveways or underground services by any reason of the weight of the vehicle. Request for collection must be made by telephone when the Hirer has finished with the equipment and not by prior arrangement. Always ask for a pick-up number. All cartage charges are to be paid by the Hirer. Equipment must be free of extraneous dirt, packed up, ready for loading, and assistance rendered to the Owner's driver if more than one person is required to load it. THE HIRER MUST OBTAIN AN OFF-HIRE NUMBER WHEN TERMINATING HIRE. The hirer is still responsible for equipment until picked up from site by the Owner.

3. Hire Period

- (a) The hire period shall commence and expire as stipulated on the hire contract or the time that the equipment leaves the Owner's premises. By the expiry time/date the equipment is to be delivered back to the Owner's premises unless agreed otherwise in writing. For every hour over the expiry time ending, the Owner has the right to charge you default interest from your bond at a rate of 5% on the value of payment or the next hire amount according to the Owner's pricelist.
- (b) Unless agreed in writing otherwise, equipment is hired out on a daily rate (including weekends and public holidays).
- (c) A 'day' is deemed to be 8 hours between the times of 8am to 5pm and a 'half day' is deemed to be no more than 4 hours or overnight if the hire period is between 5pm and 8am. The 'daily rate' shall apply to a day hire and one-week hireage is deemed to be 7 full days.
- (d) Hiring commences at the time shown on the face of this form which is the time the equipment leaves the Owner's store. The hiring shall terminate at the time stated by the Hirer on the hire contract. By that time the equipment is to be delivered back into the Owner's store by the Hirer or following collection by the Owner's vehicle at the Hirer's request.
- (e) The hire period shall be for a maximum time of 364 days.

4. Owner's Right to Hire

- (a) The Owner may terminate the hire at any time without reason by giving the giving the Hirer 12 hours written notice. Such notice may be given either by personal delivery or by post to either the job address or any other address of the Hirer specified on the face of this agreement, or by phone call or text or by email to the Hirers last known email address. In the case of notices posted to the Hirer the period of notice shall commence to run from the time at which the notice would have been delivered in the ordinary course of the post. The Owner shall not be responsible to the Hirer for any loss arising as a result of such termination.
- (b) Notwithstanding termination of the hiring the Hirer shall be obliged to pay the Owner a sum equivalent to hire fees at the rate specified herein in respect of any period from the date of termination of the hiring until the equipment is actually returned to the Owner's store.

5. Hiring Charges

- (a) In the absence of any special arrangements to the contrary equipment is hired on a daily rate including Saturday, Sunday and public holidays.
- (b) Minimum rates apply when the term of the hire is not greater than 4 hours during our normal business hours.
- (c) The hire period is based on the time the equipment is uplifted until the time the equipment is returned or advised for pickup, not the time for which the equipment is used.
- (d) If the Hirer cancels a hire booking, the Owner reserves the right to charge a non-refundable hire fee equal to 50% of the Balance Due set out on the Hire Contract, so as to compensate in part for any other booking enquiries that may have been declined.

6. Payment

- (a) Unless the Hirer operates a credit account with the Owner a bond is required before hiring commences which will exceed the estimated total charges and an appropriate refund will be made to the Hirer on return of the equipment in good order and condition. Should total charges exceed the amount of the bond the balance is payable by the Hirer promptly to the Owner on return.
- (b) Immediately on request by the Owner the Hirer shall pay:
 - (i) All the costs associated with the use of the equipment, and
 - (ii) The cost of fuels and consumables provided by the Owner, and
 - (iii) The full cost of repairing any damage to the equipment caused or contributed to by the customer unless expressly agreed otherwise in this contract, and
 - (iv) All taxes including GST, tolls, fines, penalties, levies or charges payable in respect of this contract and arising from the Hirers use on the equipment, and
 - (v) All costs incurred by the Owner in recovering possession of the equipment.
- (c) Where the Hirer operates a credit account with the Owner payment is due on the twentieth day of the month after the date of invoice unless stipulated by the Owner.
- (d) Where payment is not made by the due date, the Owner reserves the right, without prejudice to the Owners other remedies under these conditions, at law or otherwise, to charge default interest at the rate of 2% above the Owner's overdraft rate as it may apply, calculated from the due date to the date of payment, plus an administration fee of \$100 per month plus any applicable collection costs including any costs of collection and all legal fees incurred by the Owner in the event of legal action becoming necessary.
- (e) Where an account is overdue the Owner reserves the right to reverse any previously agreed discount to the Hirer.
- (f) Without limiting the ability of the Owner to recover all amounts owing to it the Hirer irrevocably authorises the Owner to charge any amounts owing by the Hirer to any credit card or bank account details of which are provided to the Owner.
- (g) The Owner reserves the right to set a credit limit and payment terms and charge credit card fees related to the payment of accounts.
- (h) No credit shall be extended on overdue accounts.
- (i) The Hirer reserves the right to appoint a third party to collect any overdue payments, and any collection costs shall be at the Hirers account.
- (j) No claim for credit will be recognised after one month of the date of invoice.

7. Care of Equipment and Breakdowns

- (a) The Hirer shall take proper care of the equipment. In the event of the equipment being damaged, the Hirer shall pay to the Owner a sum equivalent to the cost of making good the said damage. In the event of the equivalent being lost on hire to the Hirer then the Hirer shall pay to the Owner a sum equivalent to the cost of replacing the equipment as lost. This obligation is subject to Condition 10 as applicable.
- (b) Breakdown resulting from misuse shall not in any circumstances shorten the period of hire.
- (c) It is the Hirer's responsibility to satisfy himself that the equipment is suitable for the work intended and that it is used in a way that complies with all statutory requirements.
- (d) The Owner does not purport The Equipment to be new stock or equal to new, but when sent out all items are understood to be in good condition and fit for the purpose for which they were designed.
- (e) The Owner is not liable for any loss suffered by the Hirer or liability incurred by the Hirer as a result of the breakdown of the equipment howsoever caused. Notwithstanding the foregoing of any liability attaching to the Owner under this agreement shall be limited to the amount of hireage charges due under this agreement. In the event of breakdown the Hirer must immediately notify the Owner by telephone.

8. Injury or Damage to Hirer or Third Persons or Property

The Hirer shall not have any claim against the Owner for direct or consequential loss or damage suffered by the Hirer as a result of the Hirer's use of the equipment and further the Hirer will indemnify the Owner against any claim by a third person in respect of any direct or consequential loss, injury or liability arising from this hiring or arising out of the use of the equipment hired by the Hirer.

9. No Assignment of Hire Agreement

- (a) This agreement is personal to the Hirer and is not capable of assignment by him, and the Hirer shall not sublet or sell the equipment or hire out the Equipment to any other person or lose possession of the equipment, but this shall not prevent employees of the Hirer using the equipment by the Hirer.
- (b) The Hirer will not assign the Hirer's rights under this Agreement, unless the Owner consents in writing.
- (c) The Hirer will not give any security interest over the Equipment to anyone other than the Owner.

10. No Warranties by Owner

The Owner makes no warranty or representations as to the state, quality or fitness of the equipment for any purpose and no such warranty shall be implied by the description of the equipment on the face of this form. All implied warranties and conditions as to the state, quality or fitness of the equipment for any purpose are hereby excluded.

11. Authority

The person signing this document for and on behalf of the Hirer (if not personally the Hirer) warrants that he or she has the authority of the Hirer to make this contract on the Hirer's behalf and that he or she is empowered by the Hirer to bind the Hirer to this agreement. The person so signing hereby indemnifies the Owner against all losses and costs that may be incurred by the Owner arising out of the person so signing the agreement failing to have such power of authority.

12. Location of Equipment

The Hirer shall forthwith, on request by the Owner, and advise the Owner of the whereabouts of the equipment and allow the Owner or its agent or servants reasonable time to inspect and test the equipment and for such purposes the Hirer hereby gives irrevocable leave and licence to the Owner its servants and agents to take possession of the equipment remove the same and to enter upon any premises where the equipment or any of the same or any part thereof may be.

13. Privacy

- (a) The Hirer and Guarantor consents to the Owner obtaining such information and making such enquiries about the Hirer and/or guarantor from any source, including credit reference and reporting agencies and companies related to the Owner, in relation to this agreement and disclosing information about either of them to credit reference agencies, companies related to the Owner, sureties, financiers of the Owner or anyone who is considering becoming a surety or assignee. A person has the right to access personal information (within the meaning of the Privacy Act 2020) held by the Owner and request correction of any errors in that information.
- (b) By entering into this agreement, the Hirer consents to the Owner using and publishing security camera footage of the Hirer and associated parties for the recovery of any equipment not returned.

14. Credit

- (a) The Hirer acknowledges that to receive credit from Upper Hutt Hire Limited, the following conditions must be observed. A credit account may be established at the sole discretion of The Owner upon the completion of a credit application form. In accordance with the Privacy Act 2020 Upper Hutt Hire Ltd is authorised to obtain such information as required to determine your credit worthiness. This will be used as a guideline in setting credit limits but may also be used for debt collection purposes.
- (b) The Owner will invoice the Hirer on a monthly basis, and The Hirer undertakes to make payment by the 20th day of the month following the date of the invoice ("due date"). If any account is in dispute, the undisputed portion of the account shall be payable in accordance with the normal terms of payment as described in the above paragraph herein. Payment of the disputed portion may be withheld provided the matter is brought to the Company attention as soon as it is discovered. A letter of explanation setting out the particulars of this dispute should be sent to the Owner within seven days of the dispute arising.
- (c) Failure to pay any account by the due date shall be treated as a breach of contract and the Company may, in respect of such account, without prejudice to other rights or to other remedies, charge penalty interest of 10% per month, together with G.S.T. plus a late fee of \$100 + GST thereon until receipt of payment in full, this will be calculated monthly. The Hirer shall be responsible for all costs and/or expenses incurred if a Solicitor and/or Debt Collection Agency is employed to recover any amounts overdue for payment.

15. Guarantee

- (a) The Guarantor agrees to unconditionally guarantee to Upper Hutt Hire Limited the due and punctual payment by the Hirer of all moneys payable in accordance with the conditions of Hire and Trade as and when the same become due and payable by the Customer.
- (b) The signatory to this application agrees to be deemed as principal debtor for all accounts held by the Hirer with Upper Hutt Hire Limited.
- (c) The signatory to this application agrees that this guarantee shall be a continuing guarantee and shall not be discharged by any settlement or payment of account and that this guarantee is both joint and several. The Hirer confirms that they have been advised by the Owner that they should seek legal advice before signing this guarantee.
- (d) The Guarantor signatory to this application agrees that his/her/their liability under this guarantee shall not be discharged, abrogated, prejudiced or affected by:
- (i). The granting of time, credit or the indulgence or other concession to the Hirer;
 - (ii). any alteration, modification, variation or addition to any agreement in respect of the supply of good and services; or
 - (iii). any other act, omission or event which but for this provision might operate to discharge, impair or otherwise affect the Hirers obligations under this guarantee or any powers or remedies conferred upon Upper Hutt Hire Limited by this guarantee or by law.

16. Exclusion Clause

If the Hirer is hiring the Chattels for the purposes of a business as defined in the Consumer Guarantees Act 1993, the guarantees and undertakings applying to the Owner under the Consumer Guarantees Act 1993 are excluded to the maximum extent permitted by the law.

17. Personal Property Securities Act 1999

- (a) All terms in this clause have the meaning given in the PPSA and section references are to sections of the PPSA.
- (b) The Owner reserves the right to secure a PPSR over the Hirer to goods and services.
- (c) On the request of the Owner, the Hirer shall promptly execute any documents, provide all necessary information and do anything else required by the Owner to ensure that the security interest created under this Agreement in favour of the Owner constitutes a perfected security interest in the Chattels and their proceeds which will have priority over all other security interests in the Chattels.
- (d) The Hirer will pay to The Owner fees and expenses incurred by The Owner in relation to the filing of a financing statement in connection with this Agreement.
- (e) The Hirer waives their rights under sections 114(1)(a), 116, 120(2), 121, 125, 126, 127, 129, 131, 133, 134 and 148 of the PPSA.

18. Failure to sign does not negate the Hirer's obligations under the Agreement

The Hirer accepts that on uplifting the equipment but having been handed a copy of these Terms and Conditions, the Hirer shall be bound to this Agreement and Terms and Conditions. Failure to sign this Agreement and/or Terms and Conditions shall not negate the Hirer's responsibilities and obligations under the Agreement and Terms and Conditions

19. Health and Safety

- (a) The Hirer acknowledges his/her responsibility to meet all the requirements of the Health and Safety at Work Act 2015 and all other statutory requirements and industry guidelines irrespective of whether he/she is deemed to be a Person Controlling a Business or Undertaking ("PCBU").
- (b) The Hirer agrees that it his/her responsibility to satisfy him/herself that the equipment hired is suitable for the intended work and agrees to use the equipment in a way that complies with all statutory requirements and ensure the use of the equipment does not exceed the design parameters of the equipment, including but not restricted to maximum allowable speed, load limits, wind speed and suchlike.
- (c) The Hirer agrees to use the equipment only after they have received sufficient information and training on the use of the equipment and agrees to seek further information from The Owner or Industry Expert if so required.
- (d) The Hirer agrees to conduct a site risk assessment and develop a hazard management plan and record the results before commencing any work with the equipment.
- (e) The Hirer agrees to undertake and complete such equipment pre-start checks and tasks as required by Worksafe NZ or other statutory or industry body before commencing any work.
- (f) The Hirer shall not tamper with or alter any safety devices or guards fitted to the equipment, and shall at all times use the necessary safety and personal protective equipment when operating the equipment.
- (g) The Owner may decline the hire if The Hirer cannot provide evidence of training or competence, to the Owners satisfaction.

20. General

- (a) Headings are inserted for convenience and shall not affect the construction of the Contract. The singular includes the plural and vice versa. Persons include incorporated and unincorporated entities. Words implying one gender include the other. The word "including" does not imply limitation.
- (b) If at any time any provision of the Contract is or becomes illegal, invalid or unenforceable in any respect under the law of New Zealand, that will not affect or impair the legality, validity or enforceability of any other provision of this Contract.
- (c) The Contract records the entire arrangement between the parties relating to the matters dealt with in this Contract and supersedes all previous arrangements, understandings or representations whether, written, oral or both, relating to these matters.
- (d) This Contract is governed by the laws of New Zealand. The parties agree to submit to the non-exclusive jurisdiction of the courts of New Zealand.
- (e) This version of these terms and conditions is dated 29 January 2026 and supersedes any and all earlier versions.