

Vehicle dimensions and mass permitting manual (volume 1)

Part E

HPMV overlength permits

Current as at 1 May 2021

Disclaimer

This publication is intended to provide general information about the permitting of vehicles that exceed dimension and mass limits. While every effort has been made to ensure the quality and accuracy of this information, readers are advised that the information provided does not replace or alter the laws of New Zealand, does not replace any legal requirement, and is not a substitute for expert advice applicable to the reader's specific situation. Readers should also be aware that the content in this publication may be replaced or amended subsequent to this publication, and any references to legislation may become out of date if that legislation is amended.

Readers are therefore advised to obtain their own legal and other expert advice before undertaking any action based on information contained in this publication.

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Record of amendments in this part

Note: Amendments are numbered consecutively and may affect individual or multiple parts in one or both volumes of the *Vehicle dimensions and mass permitting manual*. For a complete record of all amendments to this manual, please refer to the 'Record of amendments' at the start of volume 1 and volume 2.

Amendment to 2nd edition	Description of changes in this part	Effective date
Amendment 5	<p>Revisions reflect policy and legislation changes from the Land Transport (NZTA) Legislation Amendment Act 2020 and the Land Transport Rule: Omnibus Amendments 2020. Updated sections:</p> <p>Introduction: Information added about the Director of Land Transport role, delegations of authority, and the terminology used in the manual.</p> <p>E2.3 Entry certification requirements: New and current pro-forma design diagrams may now be used at entry certification for dimension compliance verification. Previously, a temporary permit issued with the vehicle identification number (VIN) was needed at entry certification.</p>	1 May 2021
Amendment 4	<p>Permit processing times revised. Due to increased volumes and the requirement for more in-depth operator compliance checks, the target time for processing HPMV higher mass permits has been extended to 20 days.</p> <p>Amended sections: E2.7 and E3.6.</p>	1 February 2021
Amendment 2	<p>Part revised to reflect the new performance based standards (PBS) adopted and published by Waka Kotahi in May 2019, as well as associated changes to the management and permitting of pro-forma and non pro-forma (one-off) vehicle designs.</p> <p>Main changes in amendment 2:</p> <p>Chapter E1: Vehicle requirements for HPMV overlength permits:</p> <ul style="list-style-type: none"> • Information added about performance based standards (PBS). • New criteria for permit eligibility of non pro-forma (one-off) vehicle designs explained. • New section added with three types of pro-forma vehicle designs (new, current and superseded). Previous list of pro-forma designs removed (a full list is published on Waka Kotahi's website). • Transition arrangement for superseded pro-forma designs explained. <p>Chapter E3: How to apply for a non pro-forma (one-off) HPVM overlength permit:</p> <p>New chapter added describing the permitting process for non pro-forma (one-off) overlength HPMVs. It explains the requirements that must be met to obtain initial approval for a one-off design and how to apply for a permit for a one-off design.</p>	1 June 2020

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Record of amendments in this part continued

Amendment to 2nd edition	Description of changes in this part	Effective date
Amendment 1	Notes added about the Transport Agency developing new performance based standards (PBS) and permits for non pro-forma vehicles being on hold until the new PBS and related processes are in place.	8 February 2018

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Part E: HPMV overlength permits

Introduction

About this part

This part of the *Vehicle dimensions and mass permitting manual* provides guidance for transport operators who require approval from Waka Kotahi NZ Transport Agency to exceed length limits for a high productivity motor vehicle (HPMV).

Note: Approvals to exceed length limits are widely referred to as ‘overlength permits’, including in this manual. Vehicles that operate under such a permit are referred to as ‘overlength’ vehicles.

Audience

The intended audience for this part is:

- transport operators who require an HPMV overlength permit
 - Waka Kotahi staff involved in processing overlength permit applications
 - designers and manufacturers of vehicles that may operate under an HPMV overlength permit, and
 - enforcement agents such as the Commercial Vehicle Safety Team (CVST) of the New Zealand Police.
-

Legal basis and Director role

HPMV overlength permits (legally ‘approvals’) are issued under section 5.9 of the Land Transport Rule: Vehicle Dimensions and Mass 2016 (the VDAM Rule).

Waka Kotahi’s Director of Land Transport is responsible for approving a variation from a standard dimension requirement and issuing HPMV permits in accordance with the requirements of the VDAM Rule.

The Director has delegated the authority to issue permits to Waka Kotahi’s permitting staff and their contractors. References in this manual to Waka Kotahi/the Transport Agency or to permitting staff should be interpreted as references to the Director if the reference relates to a Director function under the VDAM Rule.

When to apply for an HPMV overlength permit

You should apply to Waka Kotahi for an HPMV overlength permit if:

- your vehicle is an HPMV that exceeds standard length limits (see section *E1.1 What is an overlength HPMV?*), or
 - you want to test the feasibility of operating a vehicle under an overlength permit.
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Introduction continued

Overlength versus overdimension permits

HPMV overlength permits are different from ‘overdimension’ permits. Overdimension permits are specifically for **indivisible** loads that exceed vehicle dimension limits specified in the VDAM Rule.

HPMV overlength permits are available for both divisible and indivisible loads, but unlike vehicles operating under an overdimension limit, HPMVs cannot exceed standard height and width restrictions.

Local roads

Waka Kotahi has authority to issue HPMV overlength permits for both state highways and local roads. However, it liaises closely with local road controlling authorities (RCAs) and generally seeks their approval before issuing an overlength permit involving local roads. If a local RCA raises serious concerns about a route applied for or about the use of particular roads, Waka Kotahi may:

- specify a route as a condition on the permit, or
 - decline an overlength permit application if no suitable route can be agreed.
-

Permits to exceed mass limits

An overlength vehicle that is to carry loads exceeding standard mass limits requires either an HPMV higher mass or an HPMV 50MAX permit **in addition** to an overlength permit.

Waka Kotahi permitting staff must approve an overlength permit first before they can assess a permit application for exceeding mass limits.

Operators can apply for both permit types separately or at the same time.

Overlength permits and HPMV higher mass or 50MAX permits are issued as separate documents, but both types of permit must be carried together in the vehicle during travel.

For details on HPMV permits to exceed mass limits see:

- *Part D: HPMV higher mass permits*, and
 - *Part F: HPMV 50MAX permits*.
-

Terminology and abbreviations

Specific terminology and abbreviations are used throughout this manual. For definitions and explanations, see *Part I: Definitions and glossary* in this volume of the manual.

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Introduction continued

In this part

This part contains the following chapters:

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Chapter E1: Vehicle requirements for HPMV overlength permits	E1-1
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Chapter E1: Vehicle requirements for HPMV overlength permits

Overview

About this chapter

This chapter describes which vehicle designs are eligible for HPMV overlength permits, and how Waka Kotahi assesses vehicle safety as part of the overlength permitting process.

In this chapter

This chapter contains the following sections:

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E1.1 What is an overlength HPMV?	E1-2
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E1.3 Approval process for new pro-forma designs	E1-5
E1.4 Sample diagrams of pro-forma overlength designs	E1-7
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E1.1 What is an overlength HPMV?

Introduction

Standard length requirements for vehicles and vehicle combinations are specified in the VDAM Rule.

Vehicle combinations may exceed standard length requirements under an overlength permit but still have acceptable performance on New Zealand roads. For example, a vehicle may be longer overall to increase deck space, or the truck and trailer may have non-standard lengths within the standard overall length.

This section describes the standard length requirements that may be exceeded under an HPMV overlength permit.

Permitted variations of length requirements

Provided the vehicle meets Waka Kotahi's performance standards (see *Safety performance requirements* below), the following length requirements can be exceeded under an HPMV overlength permit:

- overall length (up to 23 metres **steel to steel** for pro-forma designs)
- forward distance
- front and/or rear overhang
- rear trailing unit distance
- articulated vehicle point of attachment
- tow coupling position
- coupling point distance
- inter-vehicle spacing, and
- outside turning circle in either direction for a 360-degree turn.

Legislation reference: VDAM Rule schedule 2.

Safety performance requirements

Under the VDAM Rule, an HPMV that exceeds standard length limits must have the equivalent safety performance of a standard vehicle for the roads it operates on to be eligible for an overlength permit.

Legislation reference: VDAM Rule section 5.9(6).

Waka Kotahi applies performance based standards (PBS) to assess the safety of non-standard vehicles. It has approved a range of pro-forma designs that meet safety performance requirements and are eligible for overlength permits – see the next section *E1.2 Pro-forma overlength HPMV designs*.

Vehicle designs that do not conform to an approved pro-forma design may be eligible for an overlength permit in specific circumstances – see section *E1.5 Non pro-forma (one-off) overlength HPMVs*.

E1.2 Pro-forma overlength HPMV designs

Pre-approved designs

Pro-forma overlength HPMV designs are vehicle designs that Waka Kotahi has tested against performance based standards (PBS) and found to achieve satisfactory performance.

To be approved as a pro-forma, a design must:

- fully meet all PBS requirements
- not exceed 23 metres in length steel to steel, and
- be suitable to carry general freight and safely travel on the wider road network.

If your vehicle conforms to a pre-approved pro-forma design, your overlength permit application will be processed and approved quickly.

Performance based standards (PBS)

PBS are a set of performance measures used to evaluate the safety of non-standard vehicle designs, particularly in regard to their stability and how well they track within a lane.

In the past, PBS in New Zealand were largely based on overseas standards, which were not always suitable for New Zealand roads. After conducting an extensive review and consulting with industry groups, Waka Kotahi issued improved PBS in May 2019, together with new pro-forma vehicle designs that meet the new PBS.

More information about PBS can be found at www.nzta.govt.nz/commercial-driving/high-productivity/performance-based-standards/.

Operator responsible for 'fit to network'

Pro-forma overlength permits are not route-constrained. However, the VDAM Rule still requires operators to avoid using long vehicles on roads where they cannot be easily or safely driven. Operators must ensure that their vehicle is manoeuvrable, fits safely on the road and interacts safely with road users at all points of the journey.

Legislation reference: VDAM Rule section 3.1(2).

Note: An overlength vehicle that also operates under a permit to exceed mass limits is subject to the route restrictions specified in the higher mass permit.

Entry certification

Diagrams of current pro-forma designs may be used at entry certification for dimension compliance and verification.

For details see section *E2.3 Entry certification requirements*.

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E1.2 Pro-forma overlength HPMV designs continued

Three categories of pro-forma designs

With the adoption of a new set of PBS, the pro-forma designs assessed against the previous PBS measures will gradually be replaced over time.

This means that there are three categories of pro-forma designs:

Category	Means that the pro-forma design...
New	<ul style="list-style-type: none"> was assessed against the 2019 PBS and approved by Waka Kotahi, and is available for entry certification and eligible for permits.
Current	<ul style="list-style-type: none"> was assessed against pre-2019 PBS has not yet been replaced by a new design, and remains available for entry certification and eligible for permits until a replacement design takes effect.
Superseded	<ul style="list-style-type: none"> was assessed against pre-2019 PBS has been replaced by a new design, and remains available for entry certification and eligible for permits until the expiry date specified on Waka Kotahi's website (usually 12-months after publication of a replacement design). <p>Note: Superseded designs remain valid for existing permits and permit renewals.</p>

For more information and examples of the different pro-forma design categories, see section *E1.4 Sample diagrams of pro-forma overlength designs*.

Where to find pro-forma diagrams

A full set of HPMV overlength pro-forma designs can be found on Waka Kotahi's website at the following links:

Designs eligible for...	Link
HPMV higher mass permits	www.nzta.govt.nz/commercial-driving/high-productivity/proforma-designs-for-high-productivity-motor-vehicles/
HPMV 50MAX permits	www.nzta.govt.nz/commercial-driving/high-productivity/50max/50max-information-for-operators-and-manufacturers/50max-proforma-designs/

E1.3 Approval process for new pro-forma designs

New pro-forma designs

Waka Kotahi and industry plan to introduce new and updated pro-forma designs from time to time by agreement.

Waka Kotahi will consider approving a new design proposal if the industry demonstrates that the design:

- is likely to have widespread uptake
- is designed to carry general freight
- meets all the safety performance requirements in the PBS, and
- is suitable for general access to the wider road network.

Approval process for new designs

The approval process for new pro-forma designs would typically run through the following stages:

Stage	Description
1	The operator requiring a new pro-forma design discusses the proposed design with other operators first and obtains the backing of an industry group.
2	The operator or industry group applies to Waka Kotahi for initial approval in principle by: <ul style="list-style-type: none"> • emailing a schematic drawing of the proposed new pro-forma design with its dimensions to proforma@nzta.govt.nz, and • outlining the reasons why an existing pro-forma design is not suitable and a new design is needed.
3	If Waka Kotahi approves the new design in principle, it directs the operator or industry group to obtain a PBS report from an engineering consultancy for the new design. The report must assess the design for both high-speed stability and low-speed manoeuvring and confirm that the proposed design has the equivalent safety performance of a standard vehicle.
4	On receipt of the PBS report, Waka Kotahi reviews the report in detail and, if acceptable, approves the new design as a pro-forma.
5	A diagram of the new pro-forma design is published on Waka Kotahi's website and the new design becomes available for entry certification and permit applications.

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E1.3 Approval process for new pro-forma designs continued

Transition from old to new pro-forma designs

When Waka Kotahi approves a new pro-forma design that replaces an existing design, the new design will be phased in over a 12-month transition period. In some cases, the transition period may be extended.

New vehicles based on the superseded design remain eligible for entry certification and HPMV permits within 12 months of the new design being published on Waka Kotahi's website or until the expiry date specified on the website.

Existing permits remain valid

Existing overlength permits for superseded pro-forma designs remain valid for the life of the vehicle, or the duration of the permit and permit renewals.

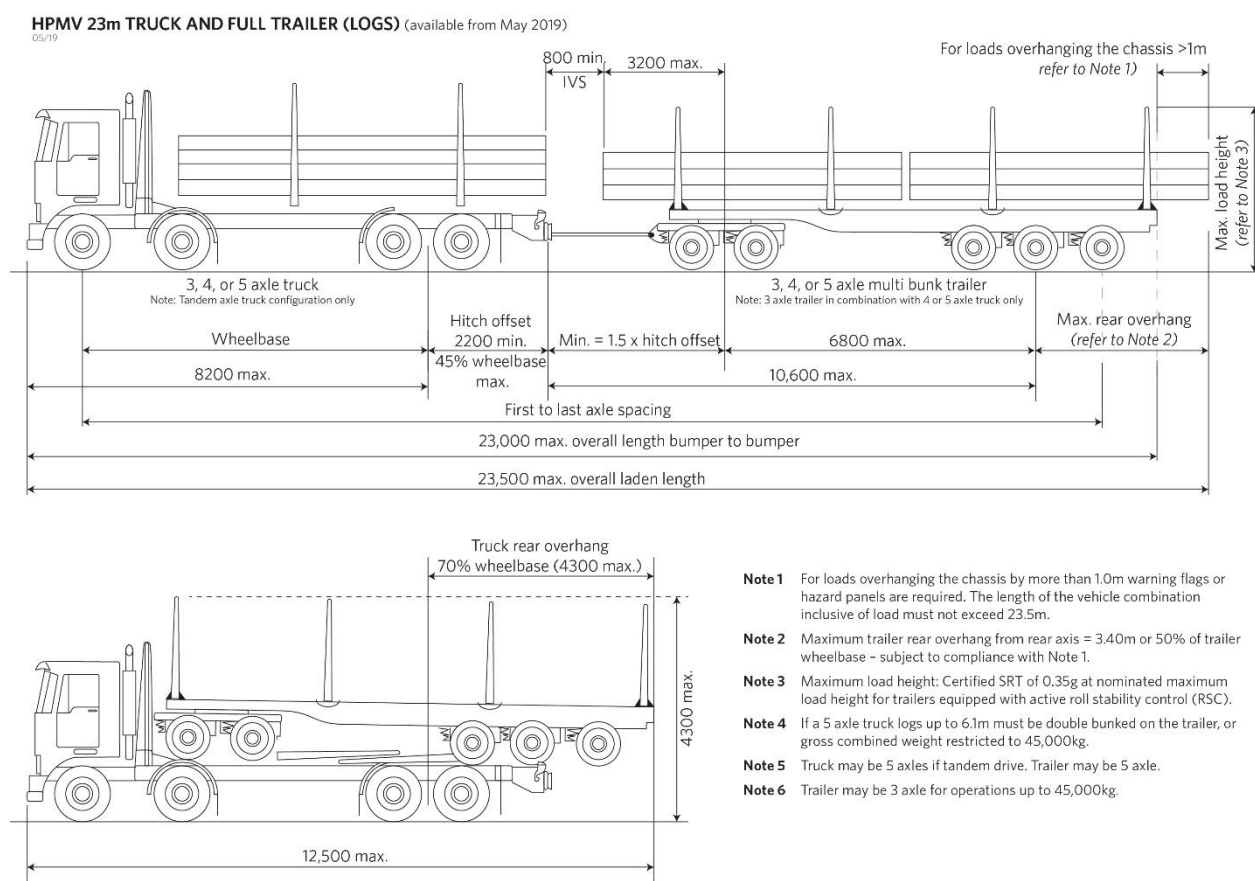
E1.4 Sample diagrams of pro-forma overlength designs

Introduction This section shows examples of the three different categories of pro-forma designs (new, current and superseded) and explains what the categories mean for entry certification and permit eligibility.

Sample 'new' design The design below is an example of a **new** overlength pro-forma design, which means that it:

- was assessed as meeting the 2019 PBS and approved by Waka Kotahi, and
- is available for entry certification and eligible for permits.

23-metre log truck and full trailer (available from May 2019)



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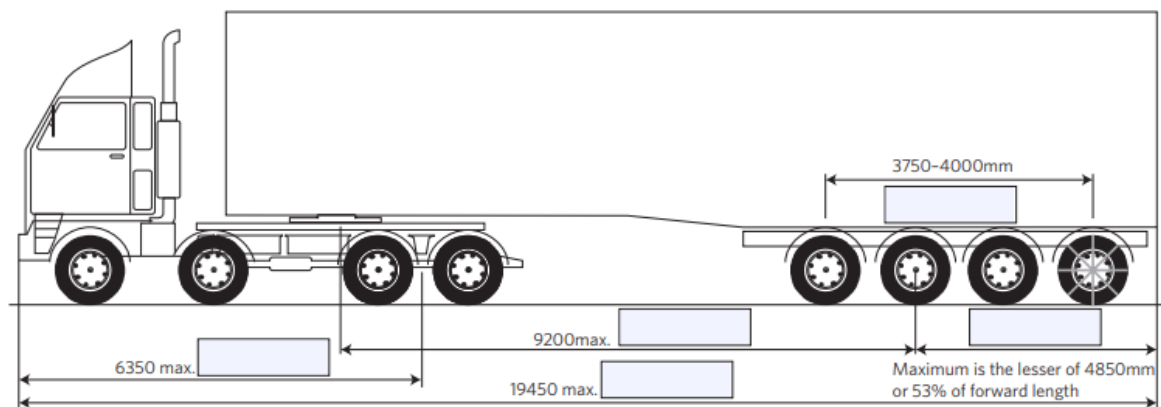
E1.4 Sample diagrams of pro-forma overlength designs continued

Sample 'current' design

The design below is an example of a **current** overlength pro-forma design, which means that it:

- was assessed against pre-2019 PBS
- has not yet been replaced by a new design, and
- remains available for entry certification and eligible for permits until a replacement design takes effect.

19.45-metre quad semi



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E1.4 Sample diagrams of pro-forma overlength designs continued

Sample 'superseded' design

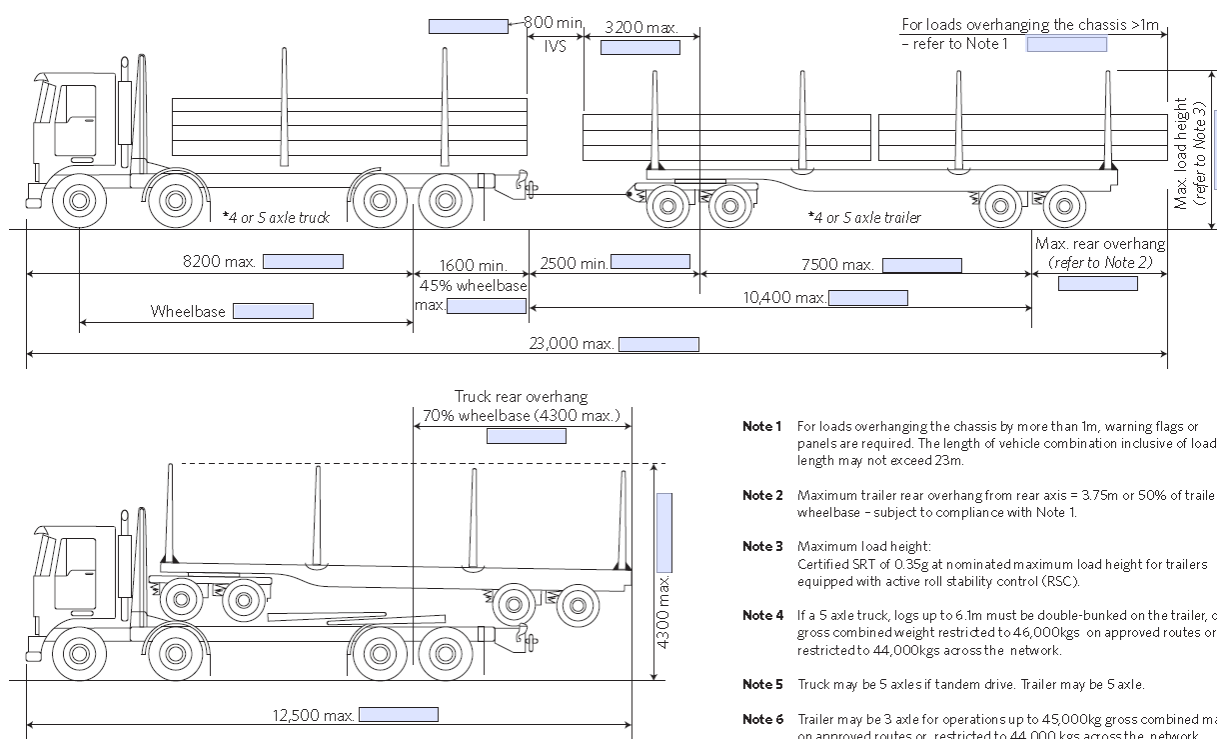
The design below is an example of a **superseded** overlength pro-forma design, which means that it:

- was assessed against pre-2019 PBS
- has been replaced by a new design, and
- was available for entry certification and eligible for permits for **12 months** after notification of the replacement design and until the published expiry date.

Note: Superseded designs remain valid for existing permits and permit renewals.

23-metre log truck and full trailer

Note: This design is not available for entry certification after 1 June 2020.



E1.5 Non pro-forma (one-off) overlength HPMVs

What are 'non pro-forma' designs?

'Non pro-forma' vehicle designs are one-off heavy vehicles designed for a specific freight task, for example customised designs for carrying a specialist load on a restricted route. These unique designs neither meet:

- the standard dimension requirements in the VDAM Rule, nor
 - a Waka Kotahi approved pro-forma overlength design.
-

Eligible for one-off approval

Waka Kotahi may approve a one-off non pro-forma vehicle design for an overlength permit if it meets the following requirements:

- the design meets all or most PBS measures (see *Performance based standards (PBS)* in section E1.2 above)
- the vehicle is intended for a specialised freight task
- it operates on a short, highly constrained route (eg 5–10km between a port and a nearby storage site, or to move a specific product for manufacturing from one factory to another in close proximity), AND
- the individual vehicle units that make up the combination, when broken down:
 - have standard vehicle dimensions, or
 - conform to an existing pro-forma design.

The last requirement ensures the continued viability of a vehicle unit if a freight contract changes or the unit is sold.

For details on how to apply for one-off approval, see *Chapter E3: How to apply for a non pro-forma (one-off) HPMV overlength permit*.

Not eligible for one-off approval

Designs intended for general freight, long-distance travel and access to the wider road network are **not** eligible for one-off approval for overlength permits. However, they may be considered as new pro-forma designs if there is wider industry support – see section *E1.3 Approval process for new pro-forma designs*.

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E1.5 Non pro-forma (one-off) overlength HPMVs continued

Trials and permit periods

Waka Kotahi may issue a permit for a non pro-forma design for a limited period on a trial basis to confirm the design's modelled performance in the PBS report.

If no trial is required, or if a trial demonstrates that the performance of the vehicle on the specified route is satisfactory, overlength permits are usually granted for an unlimited period or the life of the vehicle.

Identical vehicles

If a non pro-forma design is approved for an overlength permit, other vehicles with an identical design are also eligible for a permit.

Additional permits issued for identical vehicles will be subject to the same route restrictions as the original permit.

Only one PBS report is required in support of permit applications for identical non pro-forma vehicle designs.

Existing non pro-forma permits remain valid

Overlength permits for non pro-forma vehicles that were issued before the release of the new PBS in May 2019 remain valid for the duration of the permit or for renewal provided there are no changes to the route (if specified in the permit) and no modifications to the vehicle.

If there are any changes to the vehicle or route, then the operator must apply for a new non pro-forma overlength permit – see *Chapter E3: How to apply for a non pro-forma (one-off) HPMV overlength permit*.

E1.6 Vehicle attributes check

Introduction

Waka Kotahi is required under the VDAM Rule to consider, among other factors, the safety of a vehicle as part of the HPMV permitting process.

This section describes how Waka Kotahi assesses vehicle safety for HPMV overlength permits.

Certifier must assess vehicle suitability

When applying for an HPMV permit, operators must have their vehicles assessed by a Waka Kotahi approved heavy vehicle specialist certifier.

Certifiers must complete and sign a prescribed HPMV attributes check sheet for each unit in the vehicle combination applied for. The attributes check sheets must be submitted together with the permit application.

What does the certifier assess?

For an overlength permit application, the certifier checks that the vehicle has:

- lights of the light emitting diode (LED) type at the rear of the combination
- repeater side indicator lights placed approximately midway along the side of the trailer
- conspicuity (reflective) tape displaying the DOT-C2 mark (minimum width) outlining the shape of the vehicle from the side and rear, OR
- LED side marker lamps spaced not more than three metres apart along the side of the vehicle as close as practical to the load bed or, for a log truck and trailer, on each bolster, and
- only original equipment manufacturer (OEM) approved modifications (if any) that may affect the vehicle's frontal impact protection system (SRS/FUPS).

The certifier also checks that the trailer meets stability requirements – see *Static roll threshold (SRT)* below.

The certifier signing the attributes check sheet is responsible for ensuring that all required information is included on the attributes check sheet.

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E1.6 Vehicle attributes check continued

Static roll threshold (SRT)

HPMVs must have roll stability control fitted and activated on trailers:

- fitted with EBS brakes, or
- first registered after 1 May 2010.

Trailers with activated roll stability control must meet a minimum static roll threshold (SRT) of 0.35g.

Trailers that do not have EBS and roll stability control may be eligible for HPMV permits if they have a minimum SRT of 0.4g and were first registered:

- before 1 May 2010, or
- before 1 April 2016 if they are log trailers carting round wood.

If the load is a closed container, the SRT compliance certificate must specify uniform density.

Mixed freight may be used only if the load is visible and the status can be verified.

The attributes check sheet must confirm that the trailer meets the stability requirements for an HPMV permit.

What does Waka Kotahi check?

When processing an overlength permit application, Waka Kotahi checks that the relevant sections of the attributes check sheets accompanying the permit application have been completed, and that the check sheets have been signed by a Waka Kotahi approved specialist certifier.

Dimensional accuracy

When completing the application form for an overlength permit, applicants must provide the dimensions of their vehicle (see *E2.5 Prerequisite tasks before you apply*).

Dimensional accuracy is the responsibility of the operator.

More information

For more information on vehicle attributes checks, see section *D2.4 Vehicle attributes check* in part D of this volume.

Chapter E2: How to apply for a pro-forma HPMV overlength permit

Overview

About this chapter

This chapter describes how to apply for an HPMV overlength permit for a pro-forma vehicle. It includes an overview of the permitting process and gives guidance on obtaining the required documents and completing the application form.

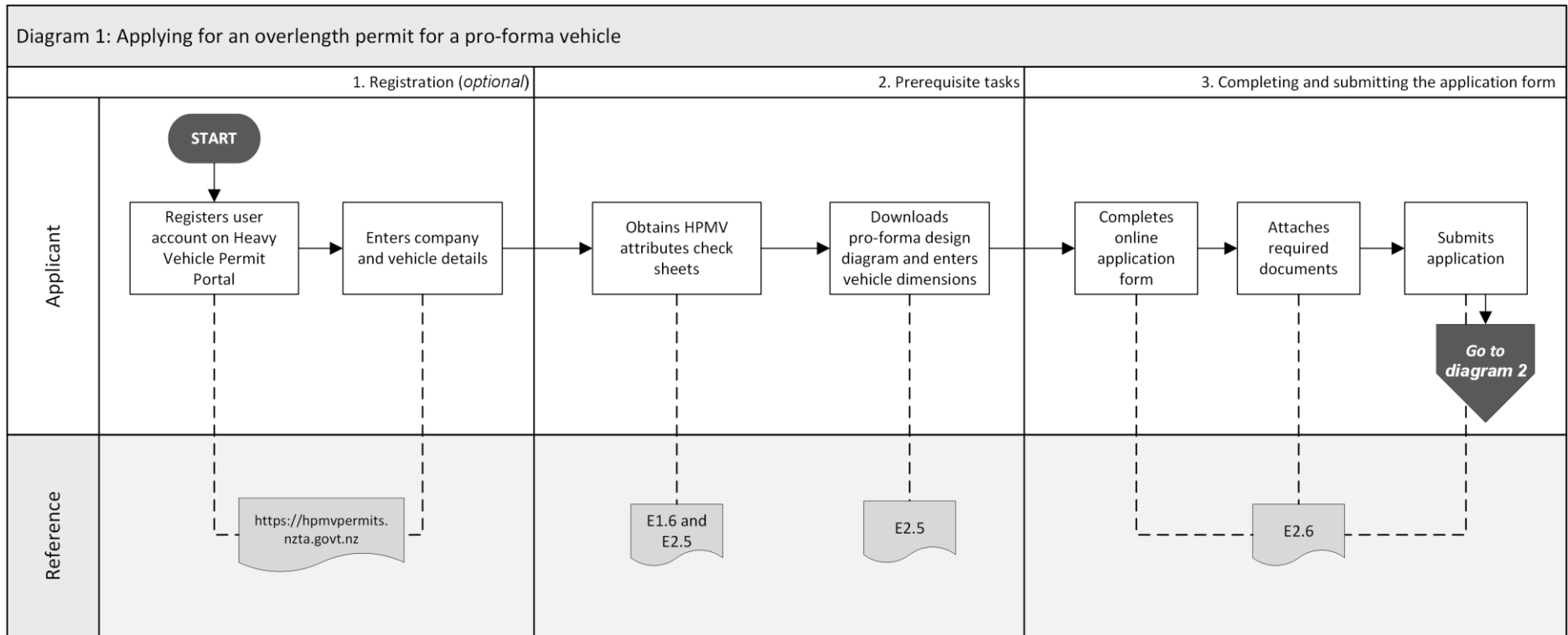
In this chapter

This chapter contains the following sections:

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E2.1 Overview diagrams of the pro-forma overlength permitting process

Applying for a pro-forma overlength permit This diagram shows the steps involved in applying for an HPMV overlength permit for a pro-forma vehicle.

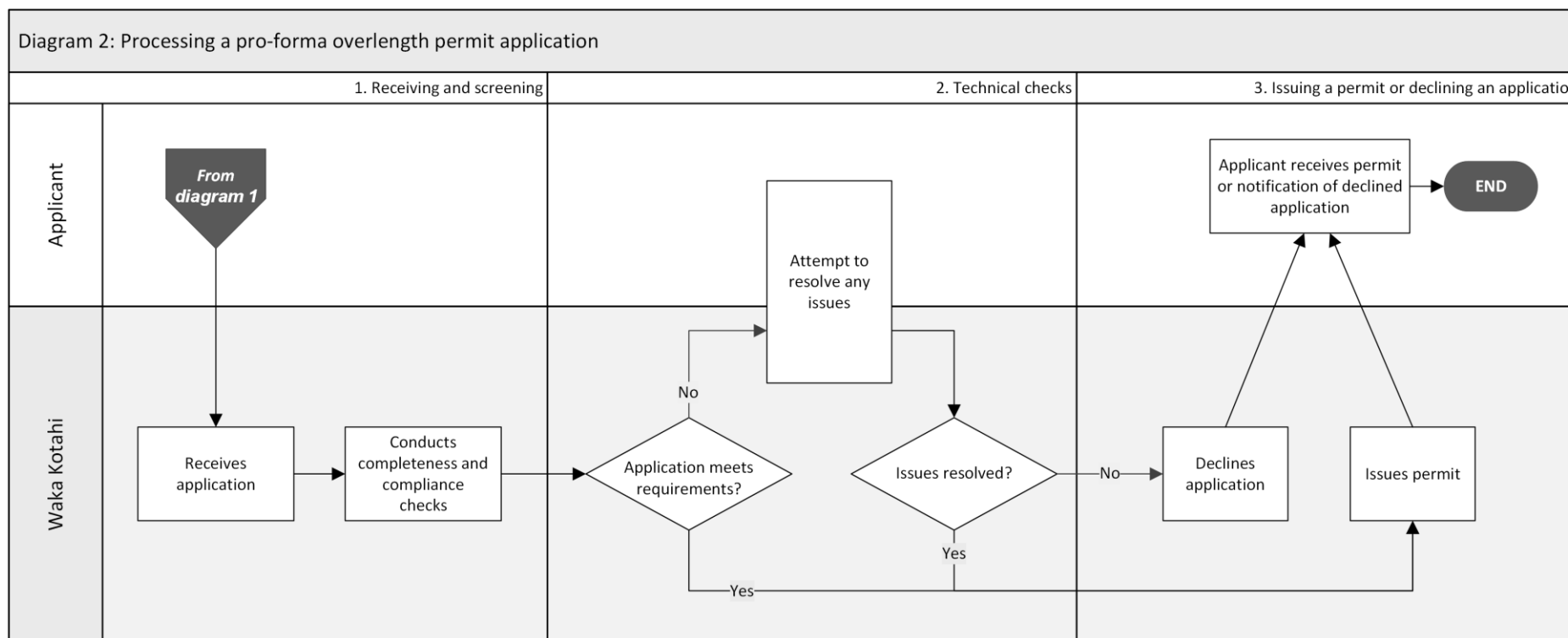


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E2.1 Overview diagrams of the pro-forma overlength permitting process continued

Processing a pro-forma permit application

This diagram gives an overview of how Waka Kotahi processes a pro-forma overlength permit application. Full details can be found in *Part E: Processing HPMV overlength permit applications* in volume 2 of this manual.



E2.2 About the online application process

Where to apply To apply for an HPMV overlength permit, go to Waka Kotahi's Heavy Vehicle Permit Portal at <https://hpmvpermits.nzta.govt.nz>.

Features of the Heavy Vehicle Permit Portal You can use the permit portal either as a registered or unregistered user. Registration is not compulsory but is recommended if you regularly apply for permits.

As a registered permit portal user you can:

- register company and vehicle details in the system and reuse the information every time you apply
 - save draft applications and complete them in stages, and
 - monitor the status of submitted applications.
-

Help For detailed help with using the permit portal, refer to the permit portal user guide at <https://hpmvpermits.nzta.govt.nz/home/information>.

E2.3 Entry certification requirements

Certification of dimension limits

As part of the entry certification process, heavy vehicle specialist certifiers must validate and certify the dimensions of new, non-registered HPMVs.

Vehicle manufacturers or importers must use one of the following documents to provide dimension information to certifiers at entry certification:

- a completed pro-forma design diagram form available from Waka Kotahi’s website, or
- a temporary overlength permit issued with the vehicle identification number (VIN).

When you can use a pro-forma design diagram

Pro-forma design diagram forms may be used at entry certification if the vehicle is a new or current pro-forma design.

For details about new, current and superseded pro-forma designs, see section *E1.2 Pro-forma overlength HPMV designs*.

For links to pro-forma diagrams on the Waka Kotahi website, see *Where to find pro-forma diagrams* in section E1.2.

Sample form:

HPMV PROFORMA ENTRY CERTIFICATION AND PERMIT APPLICATION DECLARATION 02/21

HPMV 23M TRUCK AND FULL TRAILER

The information requested is required to confirm that the vehicle meets the dimension thresholds provided in Waka Kotahi NZ Transport Agency-approved proforma designs for high productivity motor vehicles and to support an application for a High Productivity Motor Vehicle Permit under the Land Transport Rule: Vehicle Dimensions and Mass 2016. Waka Kotahi (and its agents) will hold, store, use and disclose any personal information collected on this form in accordance with the Privacy Act and the Land Transport Act. You are entitled to access, and request the correction of, any readily retrievable personal information held about you by Waka Kotahi. You can do so by writing to us at Private Bag 11777, Palmerston North 4442 or by emailing: info@nzta.govt.nz

Note 1 The nominal forward distance is measured from the rear axis to two points at 1200mm off the vehicle centreline. The front of the vehicle must lie with the bound of a symmetric triangle based on the two points with a height of 1200mm as illustrated in the diagram.

Note 2 Minimum of 1600mm and maximum of 45% of wheelbase.

Note 3 Maximum rear overhang is the lesser of 4000mm or 50% of the trailer wheelbase.

Note 4 Axle sets can be replaced with alternate sets at the same axis points.

Truck/Tractor	Plate number <input type="text"/>	VIN/chassis number <input type="text"/>	Make <input type="text"/>	Model <input type="text"/>	Year <input type="text"/>
Trailer 1	Plate number <input type="text"/>	VIN/chassis number <input type="text"/>	Make <input type="text"/>	Model <input type="text"/>	Year <input type="text"/>

Name of heavy vehicle specialist certifier Signature of heavy vehicle specialist certifier Date

I state that, to the best of my knowledge and belief, all the information given for this application is true and correct.
Warning: It is an offence under the Land Transport Act 1998 to provide information that is known to be false or misleading.



Continued on next page

E2.3 Entry certification requirements continued

When you need a temporary permit

Pro-forma design diagram forms are **not** available for use at entry certification for designs that were assessed against pre-2019 PBS and will be discontinued at a specified date.

Such designs require a temporary overlength permit issued with VINs during the 12-month transition period in which the discontinued design remains eligible for entry certification.

Permit needed after entry certification

Once a vehicle has been entry-certified and registered, you must apply for an overlength permit with the vehicle's registration numbers.

E2.4 Applying for multiple identical vehicles

Multiple trailers

You may apply for an HPMV overlength permit for one prime mover and up to five identical trailers on the same application form.

Criteria for identical vehicles

To be considered identical, trailers must meet the following requirements:

- They must have:
 - identical axle spacings
 - the same tyre size, and
 - identical inner and outer wheel tracks.
 - All units in the combination (including the prime mover) must have, for the load applied for, sufficient:
 - GVM
 - axle ratings
 - maximum towed mass (MTM), GCM, 5th wheel, tow ball ratings, etc, where applicable, and
 - brake capacity.
-

Accurate measurements

Axle spacings on a permit will be enforced by the Commercial Vehicle Safety Team (CVST) of the New Zealand Police. Breaches may result in fines.

It is therefore important that you provide accurate measurements on your permit application. See section *D3.3 How to measure axle spacings* in part D of this volume.

E2.5 Prerequisite tasks before you apply

Prerequisite documents

Before submitting an application for a pro-forma overlength permit, you must obtain and prepare the following prerequisite documents:

1. a completed and signed HPMV attributes check sheet for each vehicle unit you are applying for
2. copies of SRT compliance certificates (if required), and
3. a pro-forma vehicle design diagram that matches your vehicle and shows the dimensions of your vehicle.

You need electronic copies of these required documents to attach to your permit application.

1. HPMV attributes check sheets

Every HPMV permit application must be accompanied by a separate HPMV attributes check sheet for each vehicle unit applied for.

Alternatively, a 50MAX combination attributes check sheet for the vehicle combination is also acceptable with an overlength permit application.

You can obtain attributes check sheets from Waka Kotahi approved heavy vehicle specialist certifiers. The sheets must be completed and signed by a specialist certifier to demonstrate that the vehicle meets safety requirements.

Waka Kotahi approved heavy vehicle specialist certifiers are listed at www.nzta.govt.nz/resources/heavy-vehicle-specialist-certifiers/.

2. SRT compliance certificates

Refer to the version number on the attributes check sheets you intend to submit with the permit application. If you are using an HPMV/ISO permit attributes check sheet that is older than version 5 or 5A, you must obtain electronic copies of the SRT compliance certificates and submit them with your HPMV overlength permit application **in addition** to the attributes check sheet.

This is required because older attributes check sheets do not contain SRT information.

Note: You do not need to check the version number of 50MAX combination attributes check sheets. All 50MAX attributes check sheets contain SRT information.

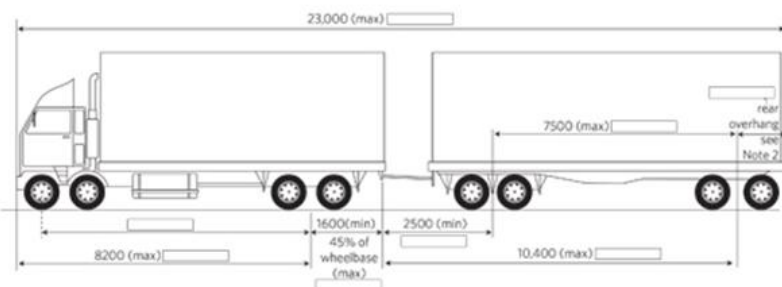
Continued on next page

E2.5 Prerequisite tasks before you apply continued

3. Pro-forma vehicle design diagrams

You must attach a matching pro-forma design diagram with the dimensions of your vehicle to the application.

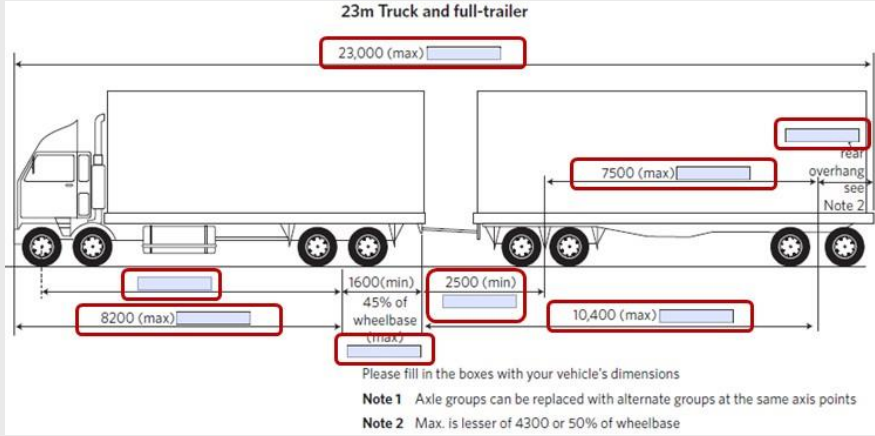
Follow the steps below to obtain and complete a pro-forma vehicle design diagram.

Step	Action
1	Go to Waka Kotahi's website at: <ul style="list-style-type: none"> • www.nzta.govt.nz/vehicle/your/hpmv/proforma.html, or • for 50MAX pro-forma designs, www.nzta.govt.nz/commercial-driving/high-productivity/50max/50max-information-for-operators-and-manufacturers/50max-proforma-designs/
2	Scroll down the page until you find the diagram that matches your vehicle design.
3	Click on the download link below the diagram for your vehicle (outlined in red in the example below). <div data-bbox="507 992 1324 1512" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>The HPMV pro-forma designs 23.0 metre truck and full trailer</p> <p style="text-align: center;">23m Truck and full-trailer</p>  <p style="text-align: center;">Please fill in the boxes with your vehicle's dimensions</p> <p>Note 1 Axle groups can be replaced with alternate groups at the same axis points</p> <p>Note 2 Max. is lesser of 4300 or 50% of wheelbase</p> <p style="text-align: center;">Download 23.0 metre truck and full trailer pro-forma (PDF, 89 KB, 1 page)</p> </div>
	Result: An interactive PDF document opens in your browser window.

Continued on next page

E2.5 Prerequisite tasks before you apply continued

3. Pro-forma vehicle design diagrams (continued)

Step	Action
4	<p>In the PDF document, complete the interactive fields (outlined in red in the example below) with the dimensions for your vehicle.</p>  <p>The diagram shows a side view of a truck and a full-trailer. The truck has a wheelbase of 8200 (max) and a minimum wheelbase of 1600. The full-trailer has a wheelbase of 10,400 (max) and a minimum wheelbase of 2500. The total length of the truck and trailer is 23,000 (max). The trailer has a rear overhang of 7500 (max). The diagram includes several red-outlined input boxes for these dimensions. Below the diagram, there are two notes: Note 1: Axle groups can be replaced with alternate groups at the same axis points. Note 2: Max. is lesser of 4300 or 50% of wheelbase.</p>
5	<p>Save the PDF document with your vehicle's dimensions to your local drive.</p> <p>Note: If you do not save the document to your local drive, you will lose any information you have entered in the diagram when you close the window.</p> <p>You need to attach the saved diagram with your vehicle's dimensions to your application (see <i>Attaching required documents</i> in section E2.6 below).</p>

E2.6 Tips for completing and submitting the online application form

Introduction

This section gives general guidance on completing and submitting the online application form for a pro-forma HPMV overlength permit.

For more help with using the permit portal, refer to the user guide at <https://hpmvpermits.nzta.govt.nz/home/information>.

Route information not required for pro-forma applications

If you are applying only for a pro-forma overlength permit and you are not also applying for a higher mass permit at the same time, then you do **not** need to:

- complete any route details on the application form, or
- attach a route description to the application.

You can simply leave the fields shown below blank and advance to the next part of the application form.

Please include a road name and number for the "Route From" and "Route To" fields below.

Route From Route To

Route From Postal Code Route To Postal Code

Return Trip Yes No

Route Description

Route Description Attachment Valid file types include: jpeg, png, gif, bmp, pdf, xls,xlsx, doc, docx. Files cannot be larger than 20 MB.

Note: You do need to **select a region** on top of the General Information page. If you are travelling through more than one region, select the region where your journey starts.

Step 2 - General Information

Select a Company

Region *

If travelling through more than one region, please select the originating region.

Continued on next page

E2.6 Tips for completing and submitting the online application form continued

Attaching required documents

Waka Kotahi does not process incomplete applications.

Before submitting your application, use this checklist to confirm that you have attached all required documents:

- A separate HPMV attributes check sheet for each vehicle unit applied for (or a 50MAX combination attributes check sheet)
 - If you have older attributes check sheets that do not include SRT information, electronic copies of SRT compliance certificates for each trailer on the application, and
 - A pro-forma vehicle design diagram with the dimensions of your vehicle.
-

Submitting the form

Before you can submit the application, you must accept a privacy statement and declare that the details you have provided in the application are true and correct.

Check the relevant tick boxes and then click on **Submit**.

Note: By selecting the tick box you are making a formal declaration. False statements could be open to prosecution and subject to a penalty of up to \$10,000.

Legislation reference: Land Transport Act 1998, section 44.

Third party applicants

Third party applicants applying for an overlength permit on behalf of a transport operator are bound by the declaration on the application form. They must ensure that they are duly authorised to make the application and that the particulars on the application are complete, true and correct to the best of their knowledge.

Third party applicants must forward all relevant information, terms and conditions to the eventual user of the permit.

Help

If you need help with applying for an overlength permit, call Waka Kotahi's contact centre on (0800) 699 000 or email OPIA@nzta.govt.nz.

E2.7 Permit fee and processing times

Permit fee	For the standard permit fees, see section A2.5 in <i>Part A: Introduction to VDAM permits</i> in this volume.
Permit processing times	<p>Waka Kotahi makes every effort to expedite the processing of HPMV permit applications.</p> <p>In general, pro-forma overlength permits are issued within 10 working days. Multiple vehicle applications may take longer to process.</p> <p>For information on processing times for other HPMV permit types see section A2.6 in <i>Part A: Introduction to VDAM permits</i> in this volume of the manual.</p>

Chapter E3: How to apply for a non pro-forma (one-off) HPMV overlength permit

Overview

About this chapter

This chapter describes the permitting process for non pro-forma (one-off) overlength HPMVs. It explains the requirements that must be met to obtain initial approval for a one-off design and how to apply for a permit for such a design.

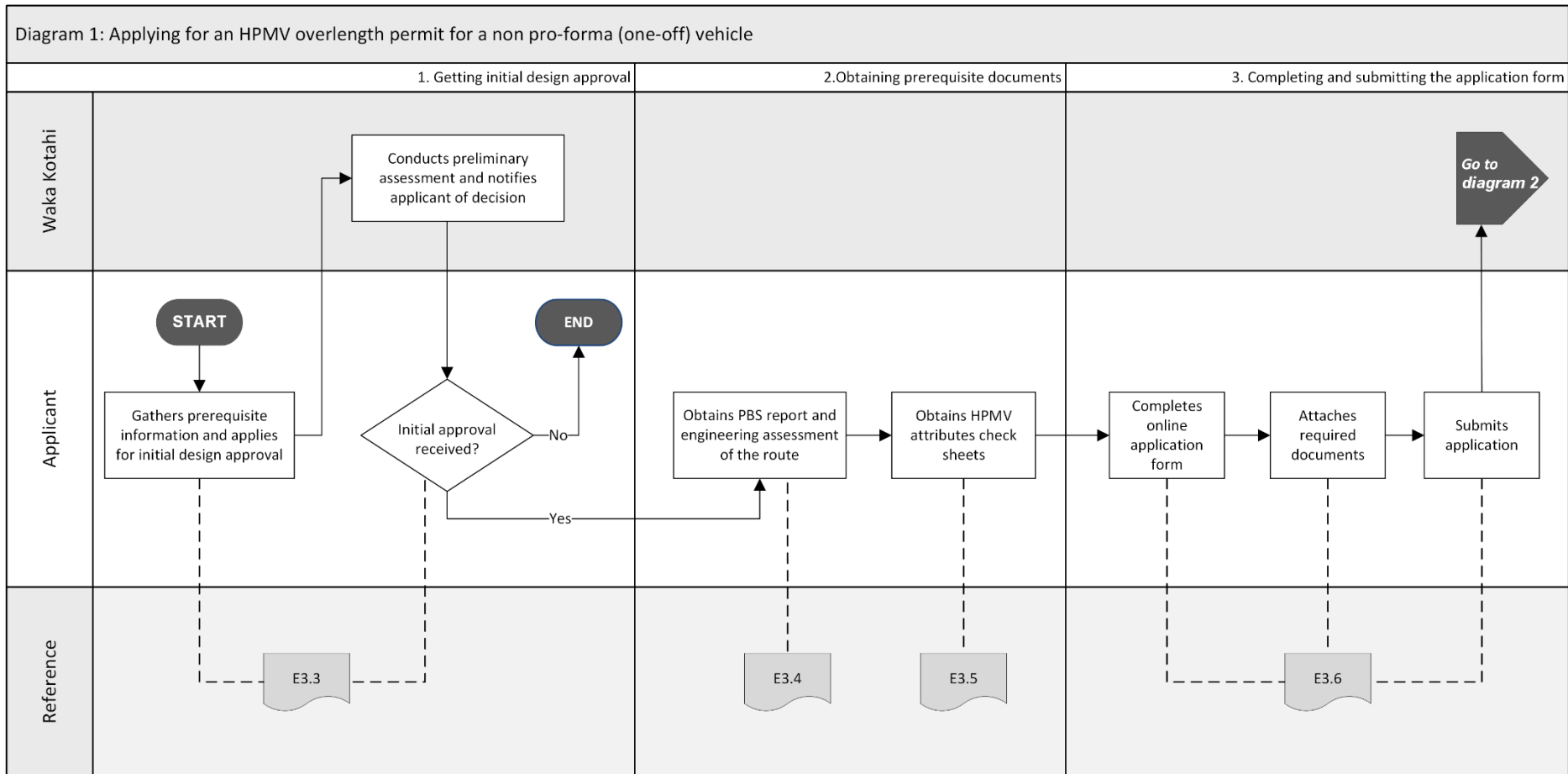
In this chapter

This chapter contains the following sections:

Section	See page
E3.1 Overview diagrams of the non pro-forma (one-off) permitting process	E3-2
E3.2 Requirements for non pro-forma (one-off) overlength HPMV designs	E3-4
E3.3 Applying for initial design approval in principle	E3-5
E3.4 Obtaining a PBS report and route assessment	E3-8
E3.5 Obtaining HPMV attributes check sheets	E3-9
E3.6 Completing and submitting a non pro-forma permit application	E3-10

E3.1 Overview diagrams of the non pro-forma (one-off) permitting process

Applying for a non pro-forma permit This diagram shows the steps involved in applying for an overlength permit for a non pro-forma vehicle with a one-off design.

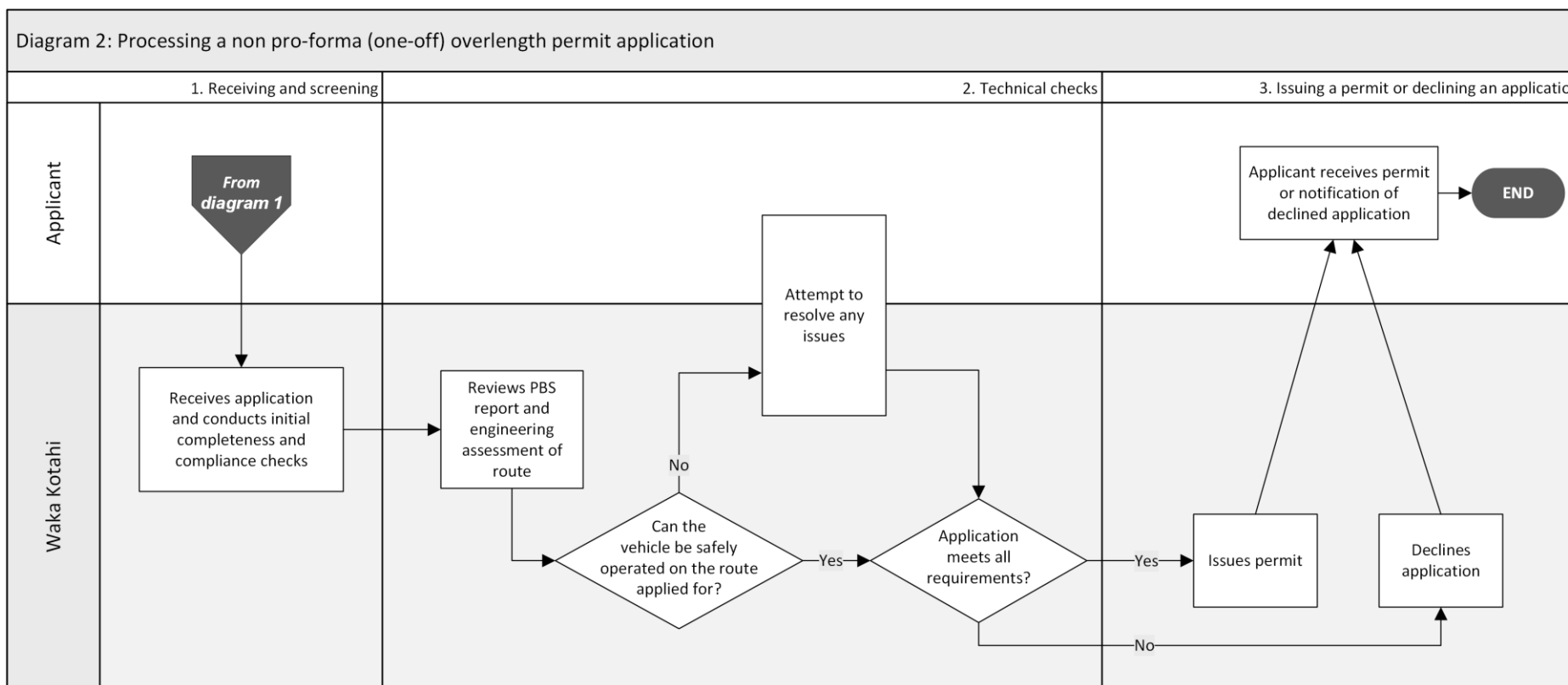


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E3.1 Overview diagrams of the non pro-forma (one-off) permitting process continued

Processing non pro-forma permit applications

This diagram gives an overview of how Waka Kotahi processes a non pro-forma overlength permit application. Full details can be found in *Part E: Processing HPMV overlength permit applications* in volume 2 of this manual.



E3.2 Requirements for non pro-forma (one-off) overlength HPMV designs

Permit eligibility of one-off designs

You may apply for a non pro-forma overlength permit if:

- you require a non-standard, customised, one-off design for a specific freight task, such as carrying a specialist load
- the existing pro-forma designs are not suitable and your vehicle design is too specialised for wider industry uptake
- the vehicle is intended to travel on a short and defined route (eg 5–10km between a port and a nearby storage site), and
- the individual vehicle units that make up the combination, when broken down, either have standard dimensions or conform to an existing pro-forma design.

If **all** the above requirements are met, Waka Kotahi may consider issuing an overlength permit for a one-off design.

Alternative: New pro-forma

Waka Kotahi will not consider non pro-forma permit applications for vehicles intended to carry general freight or have access to the wider network. In such cases, it may consider approval of a new pro-forma design if there is wider industry support for a new design. For details see section *E1.3 Approval process for new pro-forma designs*.

Four-stage application process

The process of applying for a non pro-forma overlength permit involves the following four stages:

1. Applying for initial design approval in principle
2. Obtaining a PBS report and route assessment
3. Obtaining HPMV attributes check sheets, and
4. Completing and submitting a permit application.

Stages 1 to 3 are prerequisites before completing and submitting a non pro-forma permit application.

Each of the four stages is described in detail in the following sections.

E3.3 Applying for initial design approval in principle

Criteria

In the first instance, an operator or manufacturer must submit their intended design to Waka Kotahi for initial approval in principle.

Waka Kotahi may grant design approval in principle if, after an initial assessment, it is satisfied that the proposed one-off design:

- is needed for a specific purpose
- is likely to meet all or most PBS
- can safely travel on the proposed route, and
- the individual vehicle units that make up the combination, when broken down, have standard dimensions or conform to an existing pro-forma design.

Note: An initial design approval is no guarantee that the design will be granted a permit. Even if a vehicle meets all or most PBS requirements, there are additional traffic engineering considerations that could mean that the vehicle cannot safely be operated on the intended route.

Prerequisite information

You need to gather the following information and documents before you can apply to Waka Kotahi for initial design approval:

Prerequisite information	Details required
General information	Provide the following details in an email or letter: <ul style="list-style-type: none"> <input type="checkbox"/> Operator details, including company name, contact person and contact details. <input type="checkbox"/> A description of the specific load the vehicle is to carry. <input type="checkbox"/> Reasons why a standard or pro-forma design is not suitable for the intended load.

Continued on next page

E3.3 Applying for initial design approval in principle

continued

Prerequisite information (continued)

Prerequisite information (cont'd)	Details required
Vehicle information	<p>Attach a schematic diagram of the proposed vehicle combination with the following details clearly indicated:</p> <ul style="list-style-type: none"> <input type="checkbox"/> overall length <input type="checkbox"/> forward distance <input type="checkbox"/> front and rear overhang <input type="checkbox"/> rear trailing unit distance <input type="checkbox"/> articulated vehicle point of attachment <input type="checkbox"/> tow coupling position <input type="checkbox"/> coupling point distance <input type="checkbox"/> inter-vehicle spacing <input type="checkbox"/> axle spacings <input type="checkbox"/> gross mass and individual axle masses, and <input type="checkbox"/> any special features, such as steering axles or bogies.
Route information	<p>Provide a detailed description of the intended route, specifying all roads plus entry and exit points.</p> <p>Alternatively, a large-scale map with the route clearly marked is acceptable.</p>

Applying for initial design approval

When you have gathered the prerequisite information above, follow the steps below to submit an application for initial design approval.

Step	Action
1	Write an email with the subject line Initial approval request for non pro-forma HPMV design
2	In the body of the email, cover the general information described in the table above.
3	Attach a diagram of the vehicle that includes all the required vehicle information.

Continued on next page

E3.3 Applying for initial design approval in principle

continued

Applying for initial design approval (continued)

Step	Action
4	Include the route information either in the email or in a separate attachment.
5	When you are satisfied that you have covered all the required information, send the email and attachments to proforma@nzta.govt.nz .

Next step

Waka Kotahi will endeavour to respond to your initial design approval application within 20 working days.

If you receive initial design approval, continue with the next section *E3.4 Obtaining a PBS report and route assessment*.

E3.4 Obtaining a PBS report and route assessment

Introduction If you receive initial approval from Waka Kotahi for a one-off non pro-forma design, the approval notification will direct you to obtain a PBS report and route assessment from an engineering consultancy.

PBS report A PBS report is a detailed analysis of the vehicle design against Waka Kotahi approved performance based standards (PBS).
For details see *Performance based standards (PBS)* in section E1.2.

Engineering assessment of the route An engineering route assessment must consider the specific features of the route the non pro-forma design will travel on, including (but not limited to) factors such as:

- traffic density
- road geometry
- entry and exit points (eg turnouts)
- the layout of each intersection along the proposed route, and
- signal layouts and times.

The route assessment must confirm to Waka Kotahi's satisfaction that the vehicle fits on the path of a standard vehicle along the desired route. In other words, it must be able to stay in its lane without crossing the centre line.

Multiple identical vehicles If you are applying for multiple permits for identical non pro-forma combinations that all travel on the same route, you need only one PBS report and one route assessment for the combination.
You can also apply for up to five identical trailers on the one application – see section *E2.4 Applying for multiple identical vehicles*.

E3.5 Obtaining HPMV attributes check sheets

Attributes check sheets required

A permit application for a non pro-forma HPMV must be accompanied by a separate HPMV attributes check sheet for each vehicle unit applied for.

Alternatively, a 50MAX combination attributes check sheet for the vehicle combination is also acceptable.

Where to obtain attributes check sheets

You can obtain attributes check sheets from Waka Kotahi approved heavy vehicle specialist certifiers. The sheets must be completed and signed by a specialist certifier to demonstrate that the vehicle meets safety requirements.

Waka Kotahi approved heavy vehicle specialist certifiers are listed at www.nzta.govt.nz/resources/heavy-vehicle-specialist-certifiers/.

SRT compliance certificates

If you are using HPMV/ISO permit attributes check sheets for each vehicle unit, refer to the version number on the attributes check sheets you intend to submit with the permit application.

If the version is older than version 5 or 5A, you must obtain electronic copies of the SRT compliance certificates and submit them with your HPMV overlength permit application **in addition** to the attributes check sheets.

This is required because older attributes check sheets do not contain SRT information.

Note: You do not need to check the version number of 50MAX combination attributes check sheets. All 50MAX attributes check sheets contain SRT information.

E3.6 Completing and submitting a non pro-forma permit application

Submitting a permit application

When you have completed the prerequisite tasks described in the previous sections, follow the steps below to complete and submit an application for an overlength permit for a non pro-forma (one-off) HPMV design.

Step	Action
1	<p>Ensure you have electronic copies on hand of the following required documents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> detailed route description <input type="checkbox"/> HPMV attributes check sheets for each vehicle unit OR a 50MAX combination attributes check sheet for the combination <input type="checkbox"/> if you have older attributes check sheets that do not include SRT information, copies of SRT compliance certificates for each trailer on the application <input type="checkbox"/> a PBS report, and <input type="checkbox"/> an engineering assessment of the route.
2	<p>Go to Waka Kotahi's permit portal at https://hpmvpermits.nzta.govt.nz/home/permits.</p>
3	<p>Complete the Online HPMV Permit Application form on the portal with all the relevant details.</p> <p>Note: Route details are required for a non pro-forma permit application.</p>
4	<p>Attach all the required documents listed in step 1.</p>
5	<p>When you are satisfied that you have completed all required information, select the tick box to declare that the information in your application is true and correct and then click Submit.</p> <p>Result: You will receive an automatic email confirming that Waka Kotahi has received your application.</p> <p>If you do not receive a confirmation email, contact Waka Kotahi on the phone number below.</p>

Help

For assistance contact Waka Kotahi on 0800 699 000 or email OPIA@nzta.govt.nz.

Continued on next page

E3.6 Completing and submitting a non pro-forma permit application continued

Permit fee and processing times

For the standard permit fees, see section A2.5 in *Part A: Introduction to VDAM permits* in this volume.

In general, non pro-forma overlength permit applications are processed within 20 working days. Multiple vehicle applications may take longer.

Note: This is in addition to the 20 working days you need to allow for obtaining initial design approval as explained in section E3.3 above. Also, some aspects of the permit issuing process are outside the control of Waka Kotahi, for example, when local council approvals for the use of local roads need to be obtained.
