
VEHICLE DIMENSIONS AND MASS PERMITTING MANUAL

2nd edition

Volume 2: Processing overweight, overdimension, HPMV or specialist vehicle permit applications



Vehicle dimensions and mass permitting manual (volume 2)

2nd edition, amendment 6

Copyright information

This publication is copyright © Waka Kotahi NZ Transport Agency. Material in it may be reproduced for personal or in-house use without formal permission or charge, provided suitable acknowledgement is made to this publication and the Waka Kotahi NZ Transport Agency as the source. Requests and enquiries about the reproduction of material in this publication for any other purpose should be made to:

The Manager, Information
Waka Kotahi NZ Transport Agency
Private Bag 6995
Wellington 6141

The permission to reproduce material in this publication does not extend to any material for which the copyright is identified as being held by a third party. Authorisation to reproduce material belonging to a third party must be obtained from the copyright holders concerned.

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publication may be replaced or amended subsequent to this publication, and any references to legislation may become out of date if that legislation is amended.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.

Waka Kotahi NZ Transport Agency does not accept any responsibility or liability whatsoever, whether in contract, tort, equity or otherwise for any action taken, or reliance placed, as a result of reading any part of this publication or for any error, inadequacy, deficiency, flaw or omission from the information provided in this publication.

More information

First published 2015
Second edition of volume 2 published in December 2018
For a record of subsequent amendments refer to page ii

ISBNs (second edition):

Volume 1: 978-1-98-851241-9 (online)

Volume 2: 978-1-98-851242-6 (online)

Set: 978-1-98-851243-3 (online)

Some cover images courtesy of Stephen Patience Photography and Britton Housemovers LTD

If you have further queries, call our contact centre on 0800 699 000
or write to us:

Waka Kotahi NZ Transport Agency
Private Bag 6995
Wellington 6141

This document is available on the Waka Kotahi website at nzta.govt.nz

Document management plan

1) Purpose

This management plan outlines the updating procedures and contact points for the document.

2) Document information

Document name	<i>Vehicle dimensions and mass permitting manual</i> (volume 2)
Document availability	This document is located in electronic form on the Waka Kotahi website at nzta.govt.nz .
Document owner	Senior Manager Safer Commercial Transport Regulatory Services Waka Kotahi NZ Transport Agency
Document contact person	Manager Permitting Regulatory Services, Safer Commercial Transport Waka Kotahi NZ Transport Agency
Document sponsor	General Manager of Regulatory Services and Director of Land Transport Waka Kotahi NZ Transport Agency

3) Amendments and review strategy

All corrective action/improvement requests (CAIRs) suggesting changes will be acknowledged by the document owner.

	Comments	Frequency
Amendments (minor revisions)	Updates incorporated immediately they occur.	As required.
Review (major revisions)	Amendments fundamentally changing the content or structure of the document will be incorporated as soon as practicable. They may require coordinating with the review team timetable.	At least annually.
Notification	All users who have registered their interest by email to info@nzta.govt.nz will be advised by email of amendments and updates.	Immediately.

4) Other information (at document owner's discretion)

There will be occasions, depending on the subject matter, when amendments will need to be worked through by the review team before the amendment is actioned. This may cause some variations to the above noted time frames.

5) Distribution of this management plan

Copies of this document management plan are to be included in the Waka Kotahi intranet at the next opportunity and sent to: channels@nzta.govt.nz.

Record of amendments to this volume

Note: Amendments to the *Vehicle dimensions and mass permitting manual* can affect individual or multiple parts in a volume. Gaps in the amendment number in the table below indicate amendments in the other volume. For a complete record of all amendments to the manual, please refer to the 'Record of amendments' at the start of both volumes.

Second edition, amendment 6

Amendment 6 was the first update to volume 2 since publication of the second edition in 2018. Updated parts were released progressively, resulting in different effective dates.

Description of changes	Effective date
Part A: Receiving applications	
<p>Amendment 6, release 6</p> <p>Applications for 'Same route' or 'New route': Information on route descriptions was updated following changes to the application form. See <i>Route information</i> in section <i>A4.1 About application attachments</i>.</p> <p>Referring applications for regional processing: Guidelines added for checking or changing the region selected on an application. See section <i>A4.10 Referring the application for regional processing</i>.</p> <p>Renewals: Information added about acceptable route changes with renewal applications. A new step for checking for additional state highways inserted to the procedure for screening renewal applications. See section <i>A5.1 About higher mass permit renewal applications</i> and the following section.</p> <p>Feasibility applications: The requirements for applicants and for what must be checked when screening a feasibility application clarified. See section <i>A5.4 Initial screening of higher mass permit feasibility applications</i>.</p>	1 June 2022
<p>Amendment 6, release 1</p> <p>Chapter A2: Conducting operator compliance checks: Procedures updated to reflect current practice (as at effective date) for assessing operator compliance and safety.</p> <p>Chapter A3: Declining a permit application: Procedures updated to clarify:</p> <ul style="list-style-type: none"> • when to return and when to decline an application • when to issue a notice of proposal (NOP) to decline an application, and • the various timeframes that must be observed during the decline process and for conducting a review of an adverse decision. <p>Chapter A4: Screening an HPMV higher mass permit application: The screening procedures in this chapter were revised to clarify the checks that are done by the Permitting team. Duplication with PIO checks was removed, for example tow connection and brake mass checks.</p>	1 August 2021

Continued on next page

Second edition, amendment 6 continued

Description of changes	Effective date
Part A: Receiving applications (continued)	
<p>Checking for an overlength permit: Procedure revised following changes to the application form. See section <i>A4.7 Issuing or confirming an overlength permit</i>.</p> <p>Full HPMV network: Information added about the full HPMV network and the implications for checking route descriptions. See sections A4.1, A5.1, A5.3 and A5.4.</p>	1 August 2021
Part B: Processing overweight permit applications	
<p>LANDATA, Hyperion and InsightHub: All references to Hyperion updated to 'InsightHub', which replaced Hyperion as the reporting tool to access LANDATA records. See <i>Chapter B2: Checking vehicle safety</i>.</p> <p>CoF check removed: Check for a current CoF removed from the legal eligibility checks. A CoF check is not required for overweight permitting, but other checks (for example TSL and company status) still apply. See section <i>B1.4 Checking for legal eligibility</i>.</p> <p>BESS requirement clarified: Applicants only need to be BESS-registered if there are bridge restrictions on the route. A continuous permit may be issued to an applicant without BESS registration if there are no bridge restrictions on the permit. See section B1.4, subtask 3. <i>Checking registrations</i>, step 3.</p> <p>Using tyre ratings to check axle set capacity: If no LANDATA or manufacturer's information is available for older trailers, tyre ratings may be used to check axle set capacity. See section <i>B2.1 Checking vehicle design limits</i>, new subtask 3.</p> <p>ISO container transporters: Towing capacity check simplified and a note added about occasional errors in axle set ratings for semi-trailers in LANDATA. See section <i>B2.2 Checking safety attributes for ISO container transporters</i>, subtask 4.</p> <p>Declining a permit application: Clarification added about when to decline an application. See section <i>B2.6 Withdrawing or cancelling an application</i> and section <i>B4.5 Declining a permit application</i>.</p> <p>Adding Weigh Right CVSC location codes to routes: Procedures for entering route data into OPermit revised for including location codes for commercial vehicle safety centres (CVSCs). This is required to enable the Waka Kotahi Weigh Right system to screen for route compliance. See <i>Chapter B3: Analysing routes</i>.</p> <p>'50km/h Own Lane' bridge restriction no longer applies to ISO container transporters and NZDF vehicles with four or fewer axles. PIOs should delete the condition from the permit document. See section <i>B4.3 Manually editing the permit document</i>.</p> <p>Checklist for manually editing the permit document added. Manual edits now include deleting Weigh Right codes from the permit document. See section <i>B4.3 Manually editing the permit document</i>.</p>	1 November 2021

Continued on next page

Second edition, amendment 6 continued

Description of changes	Effective date
Part C: Processing overdimension permit applications	
<p>Checking a category 4B engineering assessment: Procedure for checking engineering assessments updated and a new checklist added. Depending on the load type ('L' or 'G'), a written statement by the operator may be acceptable with a category 4B application, although for some information an engineering assessment is still required. See section <i>C2.6 Checking a category 4B engineering assessment</i>.</p> <p>Overheight permits: Piloting requirements for overheight permits revised. Previously, category 4B piloting requirements applied, but this was replaced by two new conditions depending on height. See section <i>C2.8 Requirements for overheight</i>.</p> <p>Processing overdimension permit applications: Some procedures in chapter C2 for checking an application were updated to align with the new interactive online application form. See <i>Chapter C2: Processing overdimension permit applications</i>.</p> <p>Returning or declining an application: When to return and when to decline an application clarified. Procedures revised depending on whether an application is declined on legal or technical grounds or because of operator safety concerns. See section <i>C2.10 Returning or declining an application</i>.</p>	1 August 2021
Part D: Processing HPMV higher mass permit applications	
<p>Amendment 6, release 7</p> <p>Local RCA conditions: Clarification about local RCA conditions added to step 5 in the procedure. Local roads with conditions incompatible with Waka Kotahi policy, for example speed limits, must be removed from permit routes. PIOs should advise operators to apply directly to the local RCA for a permit for such roads. See subtask 2. <i>Manually editing permit details</i> in section D4.3.</p> <p>Adjusting permit mass limits: Clarification added that permit mass limits for individual axles must be manually adjusted if they exceed the certified axle rating. Previously, the manual incorrectly stated that individual permit mass limits should never be adjusted. See section <i>D4.4 Checking permit mass limits are within design limits</i>.</p>	1 August 2022
<p>Amendment 6, release 5</p> <p>Permitting roles and responsibilities: Job titles and role changes updated. See section <i>D1.2 HPMV higher mass permitting roles and responsibilities</i>.</p> <p>Guidelines for assigning a 'lead PIO' or requesting a change to a permitting region added. See section <i>D1.5 Initial screening of HPMV permit applications by the Permitting team</i>.</p> <p>Updates to vehicle safety checks:</p> <ul style="list-style-type: none"> • RUC check first: The RUC check, which was previously done against permit weights, was moved to the start of the PIO checks to save processing time if the gross weight exceeds the maximum RUC weight available. Buying additional RUC on an H type licence is no longer possible. See section <i>D2.2 Before you start: Checking maximum RUC weight</i>. 	1 June 2022

Continued on next page

Second edition, amendment 6 continued

Description of changes	Effective date
Part D: Processing HPMV higher mass permit applications (continued)	
<ul style="list-style-type: none"> • <i>Roll stability checks no longer done by PIOs:</i> These checks are now done by the central Permitting team and the PIO SRT checks were removed from this part. Details about the roll stability checks can be found in part A of this volume. • <i>Attributes check sheets:</i> New information added about the two types of attributes check sheets that are acceptable with HPMV higher mass permit applications. See section <i>D2.1 About attributes check sheets.</i> • <i>Eligible vehicle types:</i> A comprehensive new table of vehicle types that are eligible for an HPMV permit was added. It includes diagrams and RUC details for R12T23, R13T23 and B1243 designs, which were not previously covered in the manual. See section <i>D2.7 Eligible vehicle types and RUC details.</i> <p>Full HPMV routes: The permitting process for full HPMV routes was standardised. Procedures were streamlined and updated. See sections:</p> <ul style="list-style-type: none"> • <i>D3.1 Permitting for full HPMV routes</i> and the following sections in chapter D3 • <i>D4.2 Standard permit route descriptions</i> • <i>D4.3 Creating an HPMV higher mass permit, and</i> • <i>D6.3 Processing an application to renew a higher mass permit.</i> <p>Entering application details in OPermit: Notes added that –</p> <ul style="list-style-type: none"> • load descriptions should be generic for HPMV permits • axle weight flexibility options User Defined and No AWF should no longer be used, even if they still appear in OPermit, and • permit periods may be reduced to any duration if there are operator safety concerns; previously, permit periods were set for 12 or for 24 months. <p>See section <i>D3.2 Entering general application details into OPermit.</i></p> <p>Permit conditions: Note added that HPMV permits must not be issued with conditions such as speed limits or bridge crossing restrictions. See section <i>D4.3 Creating an HPMV higher mass permit.</i></p> <p>Manually adjusting permit mass limits: Procedure clarified for manually adjusting permit mass limits that exceed a vehicle’s certified ratings (or ‘design limits’). See section <i>D4.4 Checking permit mass limits are within design limits.</i></p> <p>Manual check for R12T23s: Additional manual check added for R12T23s because OPermit does not correctly calculate the legal mass limits for the rear axle group. This check needs to be done only for permits with general access axle weight flexibility. See section <i>D4.5 Checking permit mass limits for an R12T23 are within legal limits.</i></p> <p>Updating the permit portal: Subtask added with steps for naming the permit PDF file and for uploading the permit to the permit portal. See section <i>D4.8 Issuing an HPMV higher mass permit, subtask 2.</i></p> <p>Returning or declining an application: When to return and when to decline a permit application clarified. See section <i>D4.9 Returning or declining an HPMV higher mass permit application.</i></p>	1 June 2022

Continued on next page

Second edition, amendment 6 continued

Description of changes	Effective date
Part D: Processing HPMV higher mass permit applications (continued)	
<p>Renewals process revised:</p> <ul style="list-style-type: none"> the bridge engineer check was reinstated for renewal applications with structures that are not on the full HPMV network, and information about acceptable route changes with permit renewal applications was added. <p>See section <i>D6.1 About renewal applications</i>.</p> <p>Feasibility applications: Obtaining local road approvals added to procedure for feasibility studies. Previously, feasibility studies could be done for state highways only. See section <i>D6.4 About feasibility applications</i>.</p> <p>The mass limit tables from the VDAM Rule were updated for minor changes in the rule (as at 1 May 2021). See <i>Chapter D7: General access and HPMV permit mass limits tables</i>.</p> <p>Manually checking legal mass limits: The chapter about manually checking compliance with the axle mass limits in the VDAM Rule was substantially revised. This chapter is for operators, enforcement agents or staff in local RCAs who need to check compliance with legal mass limits without access to a permitting system like OPermit. It includes information on critical axle groups and sample axle mass limit tables for use in permits. See <i>Chapter D8: HPMV higher mass permitting resources for manual compliance checks</i>.</p>	1 June 2022
Part E: Processing HPMV overlength permit applications	
<p>Changes from new PBS: Section added to reflect the new performance based standards (PBS) adopted in May 2019 and new entry certification requirements in effect from 1 April 2021. The new section includes information on:</p> <ul style="list-style-type: none"> three categories of pro-forma designs (new, current and superseded) non pro-forma designs (unique and one-off designs), and entry certification documentation requirements. <p>See section <i>E1.1 Pro-forma and non pro-forma overlength vehicle designs</i>.</p> <p>Basic eligibility check, step 2: The threshold for higher mass permit eligibility was increased from 44,000kg to 46,000kg because all pro-forma designs except car transporters can carry 46,000kg without a permit. Car transporters are specifically limited to lower mass limits under the VDAM Rule and do not require a higher mass permit. See section <i>E2.2 Checking basic eligibility</i>.</p> <p>Pro-forma design check: Step added to confirm that a pro-forma design is current (step 3 in procedure; also see section E1.1). See section <i>E2.4 Checking a pro-forma vehicle design</i>.</p> <p>Non pro-forma (one-off) overlength permit applications: New chapter added about how to process non pro-forma overlength permit applications and renewals. Non pro-forma designs are only eligible for a permit in exceptional cases. See <i>Chapter E3: Processing non pro-forma (one-off) overlength permit applications</i>.</p> <p>Returning or declining: Clarification added for when to return and when to decline a permit application. See section <i>E4.2 Returning or declining an overlength permit application</i>.</p>	1 July 2021

Continued on next page

Second edition, amendment 6 continued

Description of changes	Effective date
Part F: Processing HPMV 50MAX permit applications	
<p>Processing time: The maximum processing time for 50MAX permit applications was extended from 5 to 10 days in exceptional cases. See section <i>F1.2 Processing time and managing the workload</i>.</p> <p>Non pro-forma vehicle designs no longer eligible: Following the introduction of new performance based standards (PBS) in May 2019, only pro-forma vehicle designs are eligible for 50MAX permits. New applications for non pro-forma designs must be returned to the applicant, but existing permits for non pro-forma designs remain eligible for renewal. See <i>Non pro-forma applications</i> in section F2.1.</p> <p>Operator compliance checks: Information updated for process changes. See section <i>F2.2 Conducting operator compliance checks</i>.</p>	1 July 2021
Part G: Processing specialist vehicle permit applications	
<p>Evidence of load share: A letter on official letterhead or branded documentation from the vehicle manufacturer is acceptable as evidence of load share. Compliance plates, which indicate load share, are no longer required to be displayed on buses. See <i>3. Validating load share</i> in section G2.3.</p> <p>Route descriptions: Applicants should provide lists of routes required. Maps without sufficient details may be returned. See section <i>G2.2 Screening applications for completeness</i>.</p> <p>Identifying specialist vehicles: Information added about how to identify eligible specialist vehicle types. See section <i>G2.3 Validating vehicle details</i>.</p> <p>More detailed mass compliance checks: Procedures for regional PIOs for checking compliance with legal mass limits clarified. New step-by-step instructions added for checking mass compliance for various axle configurations. See sections:</p> <ul style="list-style-type: none"> • <i>G3.1 About specialist vehicle mass compliance checks</i> • <i>G3.2 Checking total mass and front axle mass compliance, and</i> • <i>G3.3 Checking rear axle mass compliance.</i> <p>Local RCA conditions on joint permits must be consistent with Waka Kotahi policy. For example, a specialist vehicle permit must not include bridge or speed restrictions. See subtask <i>2. Manually editing permit details</i> in section G4.1.</p> <p>Permit period from operator compliance checks prevails: A permit period must not be extended to align with a contract period or local RCA permit if there are operator safety concerns and a shorter permit period applies. See section <i>G4.1 Creating a specialist vehicle permit</i>.</p>	1 November 2021

Continued on next page

Second edition, amendment 6 continued

Description of changes	Effective date
Part H: Higher mass permitting procedures for structures management consultants	
<p>Approved full HPMV routes: For HPMV permit applications, OPermit or other structural analysis is not required for routes that are approved for full HPMV loads. With the majority of state highways now approved for full HPMV, OPermit analysis is a diminishing part of the process. See section <i>H1.1 General principles</i>.</p> <p>Axle weight flexibility (AWF): Requirements for general access and HPMV AWF clarified. Outdated references to 'User Defined' AWF were removed. See section <i>H2.2 Understanding axle weight flexibility (AWF)</i>.</p> <p>General access AWF: Clarification added that checks of bridge decks are generally not required for general access AWF. See section <i>H2.4 Assessing bridge decks</i>.</p> <p>Bridges proposed to be approved for full HPMV loads should be independently assessed. See section <i>H3.1 How to conduct an independent bridge assessment</i>.</p> <p>Increased FOCs: Guidelines for when to use higher stress levels were revised and clarified. If a FOC higher than 0.86 is to be allowed on a restricted bridge, six-monthly inspection and structural data confirmation are no longer required. Specific inspection programmes for critical bridges should be discussed with Waka Kotahi first. See section <i>H3.2 Allowing increased material stresses</i>.</p>	1 February 2022

Second edition, amendment 0

Description of changes	Effective date
<p>The 2nd edition of this volume was comprehensively revised to incorporate changes from:</p> <ul style="list-style-type: none"> the Land Transport Rule: Vehicle Dimensions and Mass 2016 (the VDAM Rule), and the Land Transport Amendment Act 2017. <p>Updates also reflect policy, process and procedure changes since publication of the 1st edition in 2015.</p> <p>The main changes to volume 2 are outlined below.</p> <p>Part A: Receiving permit applications</p> <ul style="list-style-type: none"> Non pro-forma applications on hold: Notes added. Operator check: Detailed diagrams and procedures added in chapter A2. New chapter A4 about renewal and feasibility applications: Procedures added and policy clarified. 	1 July 2018

Continued on next page

Second edition, amendment 0 continued

Description of changes	Effective date
<p>Part B: Processing overweight permit applications</p> <ul style="list-style-type: none"> • Merger of continuous and area permits: References to area permits removed throughout and procedures aligned with policy in volume 1. • BESS registration requirements clarified in section B1.4. • Towing capacity check in section B2.1 revised: 5th wheel or kingpin checks no longer required. • New section B2.5: Procedure added for requesting a dispensation from a VAI limit. 	1 July 2018
<p>Part C: Processing overdimension permit applications</p> <ul style="list-style-type: none"> • Terminology updated throughout, for example previous category 5 now category 4B. • New section C2.4: Operator check now required for overdimension permit applications. • Procedure for checking category 4B engineering assessments clarified in section C2.6. 	1 July 2018
<p>Part D: Processing HPMV higher mass permit applications</p> <ul style="list-style-type: none"> • Streamlined vehicle safety checks: Chapter D2 revised. • Permitting for full HPMV routes: New section D3.1 and notes throughout chapter D3 added. • Axle weight flexibility options: New permits must be issued with either general access or HPMV mass limits. Note added in section D3.2 and AWF options for renewals described in section D6.1. • New final permit mass checks added to confirm that permit mass limits do not exceed maximum RUC and vehicle design limits (new section D4.2). • Declining an application: Agreement from Permitting Assessments Manager required. Section D4.6 updated. • Permit champion check streamlined: Procedure in chapter D5 updated. • Processing renewal and feasibility applications: New chapter D6 added. • Comparative mass limits tables: VDAM Rule general access and HPMV mass limits tables set out side-by-side in new chapter D7. • RUC information added in new section D8.2. 	1 July 2018
<p>Part E: Processing HPMV overlength permit applications</p> <ul style="list-style-type: none"> • Non pro-forma applications on hold: Notes added throughout. • Roll stability check streamlined: Section E2.6 revised. • Permits with VINs: Policy and procedure clarified in section E3.1. 	1 July 2018

Continued on next page

Second edition, amendment 0 continued

Description of changes	Effective date
<p>Part F: Processing HPMV 50MAX permit applications</p> <ul style="list-style-type: none">• Non pro-forma applications on hold: Notes added throughout.• Permits no longer required for 45–46 tonnes: Procedure in section F2.1 revised.• Roll stability check for trailers with SRT of 0.4g added to section F2.5.• New section F2.6 added with procedure for processing renewal applications.• Overlength permit check procedure revised in section F3.1.	1 July 2018
<p>Part G: Processing specialist vehicle permit applications</p> <p>New part added with process and procedure information for permitting specialist vehicles.</p>	1 July 2018
<p>Part H: Higher mass permitting procedures for structures management consultants</p> <p>New part added with permitting process and procedure information for structures management consultants.</p>	1 February 2017

Contents

	See page
Document management plan.....	i
Record of amendments to this volume.....	ii
About this manual.....	1
Purpose, background and audience	1
How to use this manual	3
Part A: Receiving permit applications.....	A-1
Record of amendments in this part.....	A-i
Introduction	A-1
Chapter A1: Process overview and general information.....	A1-1
Overview	A1-1
A1.1 How permit applications are received.....	A1-2
A1.2 Overview diagrams of the receiving applications process	A1-4
A1.3 Guidelines for dealing with applicants	A1-8
A1.4 Receiving a new application in the permit portal	A1-9
Chapter A2: Conducting operator compliance checks	A2-1
Overview	A2-1
A2.1 About operator compliance checks	A2-2
A2.2 Overview diagrams of the operator compliance checks.....	A2-5
A2.3 Checking legal eligibility.....	A2-7
A2.4 Doing the initial operator compliance checks	A2-10
A2.5 Making a decision	A2-12
A2.6 Doing extended operator compliance checks	A2-16

Continued on next page

Contents continued

	See page
Chapter A3: Declining a permit application	A3-1
Overview	A3-1
A3.1 When to return and when to decline a permit application	A3-2
A3.2 Notifying the operator of a proposal to decline a permit application	A3-4
A3.3 Declining a permit application	A3-6
A3.4 Managing reviews of decisions	A3-8
Chapter A4: Screening a new HPMV higher mass permit application	A4-1
Overview	A4-1
A4.1 About application attachments	A4-3
A4.2 Checking for eligibility and completeness	A4-6
A4.3 Validating attributes check sheets	A4-9
A4.4 Checking GVM and GCM	A4-11
A4.5 Confirming multiple trailers are identical	A4-12
A4.6 Checking roll stability	A4-14
A4.7 Issuing or confirming an overlength permit	A4-16
A4.8 Attempting to resolve issues with an application	A4-19
A4.9 Returning an incomplete or inaccurate application	A4-20
A4.10 Referring the application for regional processing	A4-21
Chapter A5: Screening higher mass permit renewal and feasibility applications	A5-1
Overview	A5-1
A5.1 About higher mass permit renewal applications	A5-2
A5.2 Initial screening of higher mass permit renewal applications	A5-3
A5.3 About higher mass permit feasibility applications	A5-5
A5.4 Initial screening of higher mass permit feasibility applications	A5-6

Continued on next page

Contents continued

See page

Part B: Processing overweight permit applications.....	B-1
Record of amendments in this part.....	B-i
Introduction	B-1
Overview diagrams of the overweight permitting process	B-3
Chapter B1: Receiving overweight permit applications and conducting initial checks	B1-1
Overview	B1-1
B1.1 Guidelines for dealing with applicants	B1-2
B1.2 Receiving an overweight permit application	B1-3
B1.3 Checking for completeness	B1-6
B1.4 Checking for legal eligibility.....	B1-11
Chapter B2: Checking vehicle safety.....	B2-1
Overview	B2-1
B2.1 Checking vehicle design limits	B2-2
B2.2 Checking safety attributes for ISO container transporters	B2-9
B2.3 Analysing vehicle parameters in OPermit	B2-16
B2.4 VAI and PLR limits by vehicle and permit type.....	B2-19
B2.5 Requesting a dispensation from a VAI limit.....	B2-20
B2.6 Withdrawing or cancelling an application	B2-22
Chapter B3: Analysing routes	B3-1
Overview	B3-1
B3.1 Weigh Right location codes in overweight route data	B3-2
B3.2 Weigh Right CVSC location map and list of OPermit codes	B3-3
B3.3 Entering route information in OPermit.....	B3-5
B3.4 Reviewing a summary of the application	B3-11

Continued on next page

Contents continued

	See page
B3.5 Running the structural analysis and interpreting the results	B3-12
B3.6 Referring an application for specialist bridge analysis	B3-14
B3.7 Dealing with 'do not cross' bridge alerts	B3-17
B3.8 Attempting to resolve issues	B3-19
Chapter B4: Completing an overweight permit or declining an application	B4-1
Overview	B4-1
B4.1 Entering permit fees	B4-2
B4.2 Creating an overweight permit document	B4-3
B4.3 Manually editing the permit document	B4-4
B4.4 Issuing the permit	B4-9
B4.5 Declining a permit application	B4-10
Chapter B5: Processing feasibility studies	B5-1
Overview	B5-1
B5.1 What is a feasibility study?	B5-2
B5.2 Processing a feasibility study	B5-3
B5.3 Manually editing the feasibility study document	B5-4
B5.4 Issuing a feasibility study document	B5-6
Part C: Processing overdimension permit applications	C-1
Record of amendments in this part	C-i
Introduction	C-1
Chapter C1: Process overview and general information	C1-1
Overview	C1-1
C1.1 Overview diagrams of the overdimension permitting process	C1-2
C1.2 Overdimension permitting roles and responsibilities	C1-7

Continued on next page

Contents continued

	See page
C1.3 Guidelines for dealing with applicants	C1-8
C1.4 Tools and systems access	C1-9
Chapter C2: Processing overdimension permit applications.....	C2-1
Overview	C2-1
C2.1 Receiving applications.....	C2-2
C2.2 Validating or requesting a client account.....	C2-3
C2.3 Checking overdimension category and completeness	C2-5
C2.4 Conducting operator compliance checks	C2-8
C2.5 Processing an overdimension permit application in ODP.....	C2-9
C2.6 Checking a category 4B engineering assessment	C2-13
C2.7 Adding permit conditions	C2-18
C2.8 Requirements for overheight	C2-20
C2.9 Attempting to resolve issues with an application.....	C2-22
C2.10 Returning or declining an application	C2-23
Chapter C3: Issuing an overdimension permit, record-keeping and notifications	C3-1
Overview	C3-1
C3.1 Issuing an overdimension permit	C3-2
C3.2 Reissuing an overdimension permit	C3-3
C3.3 Record-keeping and filing.....	C3-5
C3.4 Dealing with notifications of overdimension movements	C3-6
Part D: Processing HPMV higher mass permit applications	D-1
Record of amendments in this part.....	D-i
Introduction	D-1

Continued on next page

Contents continued

	See page
Chapter D1: General information and process overview	D1-1
Overview	D1-1
D1.1 Overview diagrams of the HPMV higher mass permitting process	D1-2
D1.2 HPMV higher mass permitting roles and responsibilities	D1-8
D1.3 Guidelines for dealing with permit applicants.....	D1-10
D1.4 OPermit and other permitting systems	D1-12
D1.5 Initial screening of HPMV permit applications by the Permitting team	D1-13
Chapter D2: Checking vehicle safety	D2-1
Overview	D2-1
D2.1 About attributes check sheets	D2-2
D2.2 Before you start: Checking maximum RUC weight.....	D2-3
D2.3 Checking GVM and GCM	D2-5
D2.4 Checking axle set ratings	D2-8
D2.5 Checking towing capacity	D2-10
D2.6 Checking tyre ratings.....	D2-12
D2.7 Eligible vehicle types and RUC details	D2-13
Chapter D3: Analysing routes	D3-1
Overview	D3-1
D3.1 Permitting for full HPMV routes	D3-2
D3.2 Entering general application details into OPermit.....	D3-3
D3.3 Entering route details into OPermit	D3-5
D3.4 Forwarding multi-region applications.....	D3-7
D3.5 Referring the application for bridge analysis	D3-8
D3.6 Attempting to resolve issues	D3-10
D3.7 Amending application details in OPermit	D3-11

Continued on next page

Contents continued

	See page
Chapter D4: Completing an HPMV higher mass permit or declining an application	D4-1
Overview	D4-1
D4.1 Before you create a permit document	D4-2
D4.2 Standard permit route descriptions	D4-3
D4.3 Creating an HPMV higher mass permit	D4-5
D4.4 Checking permit mass limits are within design limits	D4-7
D4.5 Checking permit mass limits for an R12T23 are within legal limits	D4-11
D4.6 Liaising with local road controlling authorities	D4-13
D4.7 Getting permit champion sign-off	D4-15
D4.8 Issuing an HPMV higher mass permit	D4-16
D4.9 Returning or declining an HPMV higher mass permit application	D4-19
Chapter D5: Permit champion procedures for quality assurance	D5-1
Overview	D5-1
D5.1 Guidelines for permit champions	D5-2
D5.2 How to do a quality assurance check	D5-3
Chapter D6: Processing renewal and feasibility applications	D6-1
Overview	D6-1
D6.1 About renewal applications	D6-2
D6.2 Overview diagrams of processing renewal applications	D6-3
D6.3 Processing an application to renew a higher mass permit	D6-5
D6.4 About feasibility applications	D6-7
D6.5 Overview diagrams of processing feasibility applications	D6-8
D6.6 Processing a feasibility application	D6-10

Continued on next page

Contents continued

	See page
Chapter D7: General access and HPMV permit mass limits tables.....	D7-1
Overview	D7-1
D7.1 Table 1: Maximum mass on individual axles	D7-2
D7.2 Table 2: Maximum sum of axle mass on two axles in a tandem axle set	D7-5
D7.3 Table 3: Maximum sum of axle mass on a tri-axle set	D7-8
D7.4 Table 4: Maximum sum of axle mass on a quad-axle set.....	D7-9
D7.5 Table 5: Maximum sum of axle mass on any two or more axles not otherwise described.....	D7-10
D7.6 Table 6: Maximum total mass limits	D7-11
D7.7 Table 7: 45/46t general access mass limits.....	D7-15
Chapter D8: HPMV higher mass permitting resources for manual compliance checks..	D8-1
Overview	D8-1
D8.1 Critical axle groups for HPMVs	D8-2
D8.2 Manually checking compliance with axle mass limits	D8-6
D8.3 Axle weight flexibility tables for use in permits.....	D8-13
Part E: Processing HPMV overlength permit applications.....	E-1
Record of amendments in this part.....	E-i
Introduction	E-1
Chapter E1: General information and process overview.....	E1-1
Overview	E1-1
E1.1 Pro-forma and non pro-forma overlength vehicle designs	E1-2
E1.2 How overlength permit applications are received.....	E1-4
E1.3 Guidelines for dealing with applicants	E1-5
E1.4 Systems and resources	E1-6

Continued on next page

Contents continued

	See page
Chapter E2: Processing pro-forma overlength permit applications	E2-1
Overview	E2-1
E2.1 Overview diagrams of the pro-forma overlength permitting process.....	E2-2
E2.2 Checking basic eligibility and completeness	E2-4
E2.3 Conducting legal eligibility checks.....	E2-6
E2.4 Checking a pro-forma vehicle design.....	E2-9
E2.5 Checking roll stability.....	E2-11
E2.6 Checking overlength attributes	E2-15
E2.7 Attempting to resolve issues with an application	E2-16
Chapter E3: Processing non pro-forma (one-off) overlength permit applications	E3-1
Overview	E3-1
E3.1 Overview diagrams of the non pro-forma (one-off) permitting process.....	E3-2
E3.2 When is a non pro-forma design eligible for an overlength permit?	E3-4
E3.3 Dealing with a request for initial design approval	E3-5
E3.4 Processing a non pro-forma overlength permit application	E3-9
E3.5 Renewing a non pro-forma overlength permit.....	E3-12
Chapter E4: Issuing an overlength permit or declining an application	E4-1
Overview	E4-1
E4.1 Issuing an overlength permit	E4-2
E4.2 Returning or declining an overlength permit application.....	E4-7
E4.3 Record-keeping, filing and invoicing for overlength permits	E4-9
Part F: Processing HPMV 50MAX permit applications	F-1
Record of amendments in this part.....	F-i
Introduction	F-1

Continued on next page

Contents continued

	See page
Chapter F1: General information and process overview.....	F1-1
Overview	F1-1
F1.1 Overview diagrams of the HPMV 50MAX permitting process	F1-2
F1.2 Processing time and managing the workload	F1-4
F1.3 Workstation set-up and resources.....	F1-5
Chapter F2: Checking 50MAX permit eligibility.....	F2-1
Overview	F2-1
F2.1 Receiving 50MAX permit applications and checking for completeness	F2-2
F2.2 Conducting operator compliance checks	F2-4
F2.3 Checking a 50MAX pro-forma vehicle design	F2-5
F2.4 Checking vehicle attributes	F2-7
F2.5 Processing 50MAX permit renewal applications	F2-12
Chapter F3: Issuing a 50MAX permit or returning an application	F3-1
Overview	F3-1
F3.1 Checking overlength permit requirements	F3-2
F3.2 Issuing a 50MAX permit	F3-5
F3.3 Returning a 50MAX permit application	F3-8
F3.4 Record-keeping, filing and invoicing for 50MAX permits	F3-9
Part G: Processing specialist vehicle permit applications	G-1
Record of amendments in this part.....	G-i
Introduction	G-1
Chapter G1: General information about specialist vehicles and permitting process overview	G1-1
Overview	G1-1
G1.1 Overview diagrams of specialist vehicle permitting.....	G1-2

Continued on next page

Contents continued

	See page
G1.2 About specialist vehicle permits	G1-5
G1.3 Maximum mass limits under a specialist vehicle permit.....	G1-6
G1.4 Specialist vehicle permitting roles and responsibilities	G1-7
Chapter G2: Receiving and screening specialist vehicle permit applications (Permitting team)	G2-1
Overview	G2-1
G2.1 Conducting operator compliance checks	G2-3
G2.2 Screening applications for completeness	G2-4
G2.3 Validating vehicle details	G2-7
G2.4 Checking vehicle safety	G2-11
G2.5 Attempting to resolve issues	G2-13
G2.6 Returning or declining a specialist vehicle permit application	G2-15
G2.7 Forwarding a specialist vehicle permit application for local RCA processing	G2-17
G2.8 Referring a specialist vehicle permit application for regional processing ..	G2-18
Chapter G3: Regional processing of specialist vehicle permit applications (PIOs)	G3-1
Overview	G3-1
G3.1 About specialist vehicle mass compliance checks	G3-2
G3.2 Checking total mass and front axle mass compliance	G3-4
G3.3 Checking rear axle mass compliance	G3-6
G3.4 Entering specialist vehicle details into OPermit	G3-11
G3.5 Analysing specialist vehicle routes	G3-13
G3.6 Dealing with joint permit requests from local RCAs	G3-14
G3.7 Processing a specialist vehicle feasibility application	G3-15

Continued on next page

Contents continued

	See page
Chapter G4: Completing a specialist vehicle permit or declining an application (PIOs) .	G4-1
Overview	G4-1
G4.1 Creating a specialist vehicle permit.....	G4-2
G4.2 Sample specialist vehicle permit.....	G4-6
G4.3 Liaising with local road controlling authorities	G4-9
G4.4 Issuing a specialist vehicle permit.....	G4-12
G4.5 Declining a specialist vehicle permit application	G4-13
Part H: Higher mass permitting procedures for structures management consultants	H-1
Record of amendments in this part.....	H-i
Introduction	H-1
Chapter H1: General guidelines for assessing bridges for higher mass permit applications.....	H1-1
Overview	H1-1
H1.1 General principles	H1-2
H1.2 Overview diagrams of assessing bridges for higher mass permits	H1-4
Chapter H2: Assessing a bridge using OPermit data	H2-1
Overview	H2-1
H2.1 Reviewing OPermit reports	H2-2
H2.2 Understanding axle weight flexibility (AWF).....	H2-6
H2.3 Specialist vehicle permitting procedures.....	H2-8
H2.4 Assessing bridge decks	H2-11
H2.5 Assessing bridge spans	H2-13

Continued on next page

Contents continued

	See page
Chapter H3: Conducting an independent assessment of a bridge	H3-1
Overview	H3-1
H3.1 How to conduct an independent bridge assessment	H3-2
H3.2 Allowing increased material stresses	H3-4
H3.3 Reporting back to the PIO	H3-5

About this manual

Purpose, background and audience

Purpose

The purpose of this *Vehicle dimensions and mass permitting manual* is to:

- state Waka Kotahi NZ Transport Agency's current policies, standards, processes and procedures for the permitting of vehicles exceeding standard dimension and mass limits
- give comprehensive guidance to transport operators about the requirements for applying for and operating under a permit for a vehicle exceeding standard dimension and mass limits
- be a transparent body of knowledge of how Waka Kotahi assesses and issues such permits
- share this knowledge with local road controlling authorities and provide a reference tool for issuing overweight, HPMV higher mass or specialist vehicle permits for local roads, and
- give guidance to designers and manufacturers of heavy commercial vehicles.

Background to first edition

The permitting of heavy commercial vehicles has evolved over time. The Land Transport Rule: Vehicle Dimensions and Mass 2002 (the VDAM Rule), when first introduced, rationalised the existing special permit regimes for overweight and overdimension vehicles carrying indivisible loads and removed anomalies in how such permits were administered.

In 2010, the 2002 VDAM Rule was amended to allow for permits to be granted for high productivity motor vehicles (HPMVs) carrying divisible loads to exceed standard dimension and mass limits and operate on specified routes.

The documentation on dimension and mass permits had evolved similarly over time. Anyone needing information about such permits had to consult several different manuals, the Waka Kotahi website or factsheets, or call the contact centre for help.

Continued on next page

Purpose, background and audience continued

Background to first edition (continued)

The first edition of this manual combined the various information sources about vehicle dimension and mass permits for the first time in a single publication. Specifically, the manual brought together the following Waka Kotahi reference sources:

- Overweight Permit Manual
 - HPMV Manual
 - material from various factsheets from the Waka Kotahi website, and
 - internal documents about overdimension permitting, which had not previously been published.
-

Background to second edition

The VDAM Rule 2002 was replaced by the Land Transport Rule: Vehicle Dimensions and Mass 2016 with effect from 1 February 2017.

The 2016 VDAM Rule was intended to deliver productivity improvements, greater regulatory efficiency and reduced compliance costs without compromising the road network or the safety of road users.

The legislative reform also provided an opportunity for Waka Kotahi to review its heavy vehicle permitting policies and processes and update or clarify them where necessary.

The manual was extensively updated in the second edition to reflect the legislative as well as policy and process changes and remains the authoritative source of information about all heavy vehicle permitting.

Audience

The audience for this manual is:

- transport operators
 - Waka Kotahi staff and contractors involved in processing vehicle dimension and mass permit applications
 - local road controlling authorities
 - truck and trailer manufacturers
 - enforcement agents, for example the Commercial Vehicle Safety Team (CVST) of the New Zealand Police, and
 - anyone who wants to gain an understanding of permitting policies and procedures for vehicles exceeding standard dimension and mass limits.
-

How to use this manual

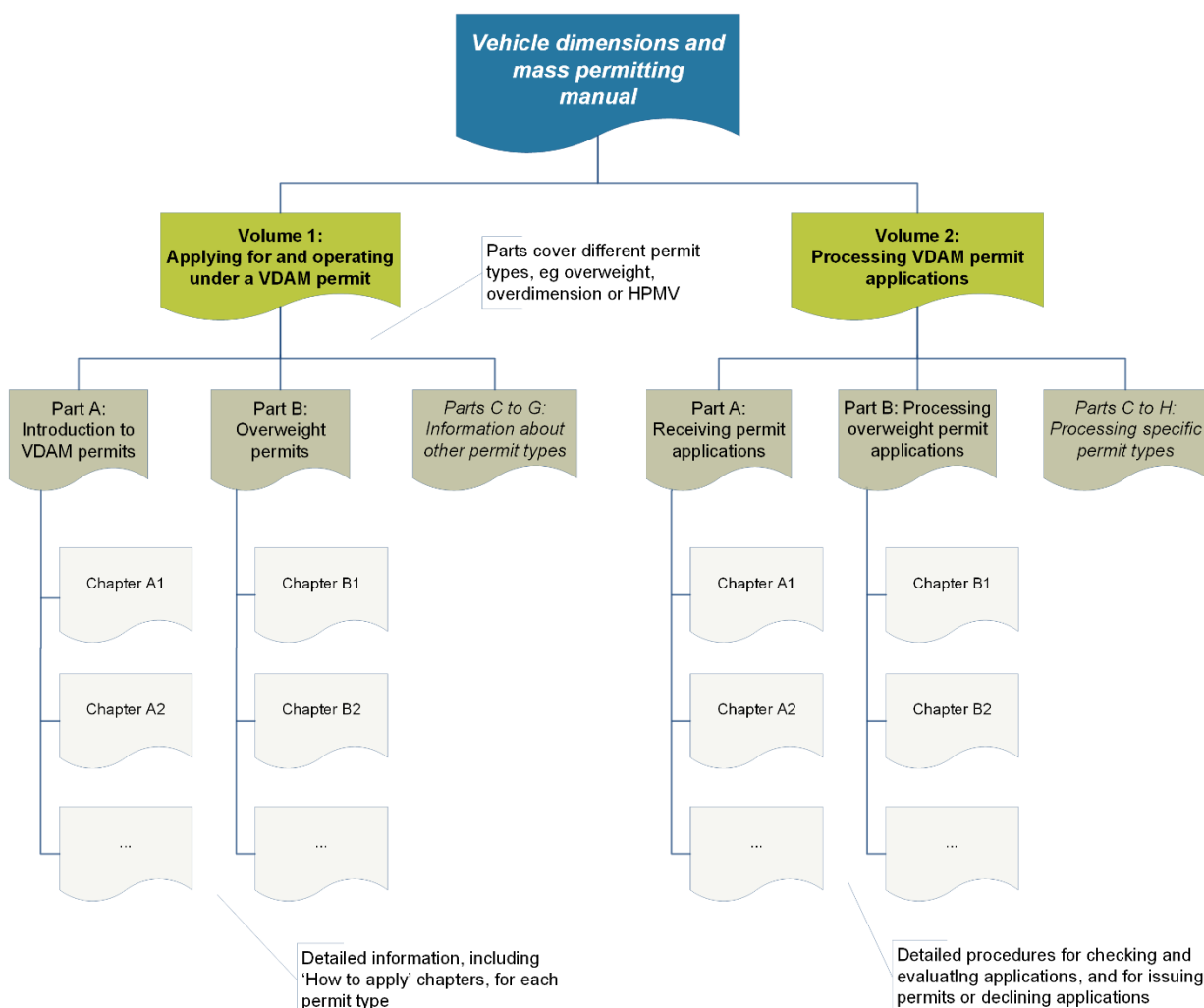
Manual structure

The manual is divided into two volumes:

- Volume 1: Applying for and operating under an overweight, overdimension, HPMV or specialist vehicle permit, and
- Volume 2: Processing vehicle dimension and mass permit applications.

Each volume consists of separate parts that cover general information or a specific permit type. Parts are further divided into numbered chapters and sections for easy referencing and finding of information.

The diagram below gives a high-level overview of the structure of the manual.



Continued on next page

How to use this manual continued

Electronic access

You can access the manual on the Waka Kotahi website at nzta.govt.nz/resources/vehicle-dimension-and-mass-permitting-manual/.

You have the option of either viewing a PDF file of an entire volume, or just an individual part of the manual.

If you are interested in only a specific permit type, for example HPMV 50MAX permits, you may wish to access or download just the PDF file of the relevant part. The file will be smaller and load faster and it will be easier to search and navigate.

Finding information

To find information in the manual, refer to the diagram on the previous page to identify the relevant volume for your search.

If you are a transport operator and your query relates to applying for or operating under a vehicle dimension and mass permit, see volume 1 of the manual.

If you want to find information about how permit applications are evaluated and processed, see volume 2.

Tables of contents

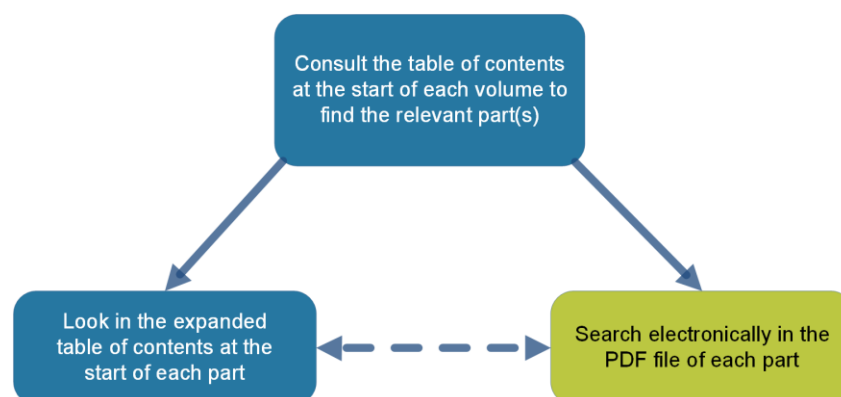
The manual has tables of contents at the start of each volume. The descriptive part, chapter and numbered section titles help you locate the information you are looking for.

Parts and chapters also have expanded tables of contents.

Electronic search

If you are viewing a PDF version of the manual electronically, you can use the search function in your PDF viewer. Press **Ctrl + F** to bring up the search box.

The diagram below illustrates the options for finding information in the manual.




Continued on next page

How to use this manual continued

Hyperlinks

In the electronic PDF version of the manual, tables of contents and cross-references are hyperlinked within each part.

To find these hyperlinks, hover your mouse over a cross-reference or table of contents entry until the cursor changes to the hand icon () and then click to activate the link.

Definitions and glossary

Specific terminology and abbreviations are used throughout this manual. For definitions and explanations, refer to *Part I: Definitions and glossary* in volume 1 of the manual.

Help

If you need further help or cannot find the information you are looking for, please call the Waka Kotahi contact centre on 0800 699 000, or email info@nzta.govt.nz.

Vehicle dimensions and mass permitting manual (volume 2)

Part A

Receiving permit applications

Current as at 1 June 2022

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.

Waka Kotahi NZ Transport Agency does not accept any responsibility or liability whatsoever, whether in contract, tort, equity or otherwise for any action taken, or reliance placed, as a result of reading any part of this publication or for any error, inadequacy, deficiency, flaw or omission from the information provided in this publication.

Record of amendments in this part

Note: Amendments to the *Vehicle dimensions and mass permitting manual* can affect individual or multiple parts in a volume. Gaps in the amendment number in the table below indicate amendments in the other volume. For a complete record of all amendments to the manual, please refer to the 'Record of amendments' at the start of both volumes.

Amendment to 2nd edition	Description of changes in this part	Effective date
Amendment 6, release 6	<p>Applications for 'Same route' or 'New route': Information on route descriptions has been updated following changes to the application form. See <i>Route information</i> in section <i>A4.1 About application attachments</i>.</p> <p>Referring applications for regional processing: Guidelines for checking or changing the region selected on an application have been added. See section <i>A4.10 Referring the application for regional processing</i>.</p> <p>Renewals: Information about acceptable route changes with renewal applications has been added. A new step for checking for additional state highways has been added to the procedure for screening renewal applications. See section <i>A5.1 About higher mass permit renewal applications</i> and the following section.</p> <p>Feasibility applications: The requirements for applicants and what must be checked when screening a feasibility application have been clarified. See section <i>A5.4 Initial screening of higher mass permit feasibility applications</i>.</p>	1 June 2022
Amendment 6, release 1	<p>Chapter A2: Conducting operator compliance checks: Procedures updated to reflect current practice (as at effective date) for assessing operator compliance and safety.</p> <p>Chapter A3: Declining a permit application: Procedures updated to clarify:</p> <ul style="list-style-type: none"> • when to return and when to decline an application • when to issue a notice of proposal (NOP) to decline an application, and • the various timeframes that must be observed during the decline process and for conducting a review of an adverse decision. <p>Chapter A4: Screening an HPMV higher mass permit application: The screening procedures in this chapter have been revised to clarify the checks that are done by the Permitting team. Duplication with PIO checks has been removed, for example tow connection and brake mass checks.</p>	1 August 2021

Continued on next page

Record of amendments in this part continued

Amendment to 2nd edition	Description of changes in this part	Effective date
Amendment 6, release 1 (continued)	<p>Checking for an overlength permit: The procedure has been revised following changes to the application form. See section <i>A4.7 Issuing or confirming an overlength permit</i>.</p> <p>Full HPMV network: Information has been added about the full HPMV network and the implications for checking route descriptions. See sections:</p> <ul style="list-style-type: none"> • <i>A4.1 About application attachments</i> • <i>A5.1 About higher mass permit renewal applications</i> • <i>A5.3 About higher mass permit feasibility applications, and</i> • <i>A5.4 Initial screening of higher mass permit feasibility applications.</i> 	1 August 2021

Contents

	See page
Record of amendments in this part.....	A-i
Introduction	A-1
Chapter A1: Process overview and general information.....	A1-1
Overview	A1-1
A1.1 How permit applications are received.....	A1-2
A1.2 Overview diagrams of the receiving applications process	A1-4
A1.3 Guidelines for dealing with applicants	A1-8
A1.4 Receiving a new application in the permit portal	A1-9
Chapter A2: Conducting operator compliance checks	A2-1
Overview	A2-1
A2.1 About operator compliance checks	A2-2
A2.2 Overview diagrams of the operator compliance checks.....	A2-5
A2.3 Checking legal eligibility	A2-7
A2.4 Doing the initial operator compliance checks	A2-10
A2.5 Making a decision	A2-12
A2.6 Doing extended operator compliance checks	A2-16
Chapter A3: Declining a permit application	A3-1
Overview	A3-1
A3.1 When to return and when to decline a permit application	A3-2
A3.2 Notifying the operator of a proposal to decline a permit application.....	A3-4
A3.3 Declining a permit application	A3-6
A3.4 Managing reviews of decisions	A3-8

Continued on next page

Contents continued

	See page
Chapter A4: Screening a new HPMV higher mass permit application	A4-1
Overview	A4-1
A4.1 About application attachments	A4-3
A4.2 Checking for eligibility and completeness.....	A4-6
A4.3 Validating attributes check sheets.....	A4-9
A4.4 Checking GVM and GCM	A4-11
A4.5 Confirming multiple trailers are identical.....	A4-12
A4.6 Checking roll stability	A4-14
A4.7 Issuing or confirming an overlength permit.....	A4-16
A4.8 Attempting to resolve issues with an application.....	A4-19
A4.9 Returning an incomplete or inaccurate application.....	A4-20
A4.10 Referring the application for regional processing.....	A4-21
Chapter A5: Screening higher mass permit renewal and feasibility applications	A5-1
Overview	A5-1
A5.1 About higher mass permit renewal applications	A5-2
A5.2 Initial screening of higher mass permit renewal applications.....	A5-3
A5.3 About higher mass permit feasibility applications.....	A5-5
A5.4 Initial screening of higher mass permit feasibility applications.....	A5-6

Part A: Receiving permit applications

Introduction

About this part	<p>This part of the <i>Vehicle dimensions and mass permitting manual</i> (volume 2) describes how the Permitting team at Waka Kotahi NZ Transport Agency receives applications for permits to exceed standard vehicle dimension or mass limits. It explains the initial screening and assessment checks that are done to determine permit eligibility.</p> <p>This part focuses primarily on receiving HPMV permit applications, although some checks (especially the operator compliance checks), are also relevant to other permit types.</p>
Purpose	<p>The purpose of this part is to be a ‘how-to’ reference for the initial checking and screening tasks when a permit application is received. It is intended to document best practice and provide transparency of Waka Kotahi processes and procedures.</p>
Audience	<p>The main audience for this part is the Permitting team in the Waka Kotahi Palmerston North office.</p> <p>Permit applicants, local road controlling authorities, regional permit issuing officers (PIOs) and compliance and enforcement officers may also be interested in how permit applications are received and initially processed.</p>
Policy information in volume 1	<p>This part should be read in conjunction with the permitting policies described in volume 1 of this manual.</p> <p>Familiarity with the policies in volume 1 helps to:</p> <ul style="list-style-type: none"> • advise permit applicants correctly and refer them to relevant information, and • understand the reasons for and background to the permitting process and procedures.
Terminology and abbreviations	<p>Specific terminology and abbreviations are used throughout this manual. For definitions and explanations, see <i>Part I: Definitions and glossary</i> in volume 1.</p>

Continued on next page

Introduction continued

Systems access and use

The procedures described in this part require access to and familiarity with several systems and databases, including the Permit Issuing and Management System (referred to as the 'permit portal').

This manual assumes familiarity with the permit portal and other systems. It does not give detailed information on how to use the portal or other applications and databases.

If you need access to systems or training, please talk to your manager.

In this part

This part contains the following chapters:

Chapter	See page
Chapter A1: Process overview and general information	A1-1
Chapter A2: Conducting operator compliance checks	A2-1
Chapter A3: Declining a permit application	A3-1
Chapter A4: Screening a new HPMV higher mass permit application	A4-1
Chapter A5: Screening higher mass permit renewal and feasibility applications	A5-1

Chapter A1: Process overview and general information

Overview

About this chapter

This chapter gives an overview of the process for receiving HPMV permit applications.

In this chapter

This chapter contains the following sections:

Section	See page
A1.1 How permit applications are received	A1-2
A1.2 Overview diagrams of the receiving applications process	A1-4
A1.3 Guidelines for dealing with applicants	A1-8
A1.4 Receiving a new application in the permit portal	A1-9

A1.1 How permit applications are received

Where permit applicants can apply

Depending on the permit type, applicants can apply:

- for HPMV and overweight permits, on the Waka Kotahi Heavy Vehicle Permit Portal at hpmvpermits.nzta.govt.nz, or
- for overdimension and HPMV 50MAX permits, on the Waka Kotahi website.

Email applications by exception

In exceptional cases, for example if an applicant has technical issues, Waka Kotahi may accept PDF application forms for HPMV and overweight permits. Applicants can download the PDF application forms from the permit portal and submit them as email attachments.

Where applications are received

The table below gives an overview of where applications for different permit types are received.

Permit type	Application form is on...	Received where?
HPMV higher mass (including overlength)	the Heavy Vehicle Permit Portal	Permit portal database (or as a PDF via email in exceptional cases)
HPMV 50MAX (including overlength)	Waka Kotahi website	50MAX inbox
Specialist vehicle	<ul style="list-style-type: none"> • Heavy Vehicle Permit Portal, and • Waka Kotahi website 	<ul style="list-style-type: none"> • Permit portal database, or • Regional PIO via email
Overweight	<ul style="list-style-type: none"> • Heavy Vehicle Permit Portal, and • Waka Kotahi website 	<ul style="list-style-type: none"> • Permit portal database, or • Regional PIO via email
Overdimension	Waka Kotahi website	OPIA inbox

About the permit portal

The Permit Issuing and Management System (the 'permit portal') is the central database and management tool for HPMV higher mass, overlength and specialist vehicle permit applications.

The customer-facing part of the system allows applicants to register their company and vehicles, submit permit applications and track the progress of their applications.

All applications and documents submitted in the portal are captured and stored in the portal database.

Continued on next page

A1.1 How permit applications are received continued

About the permit portal (continued)

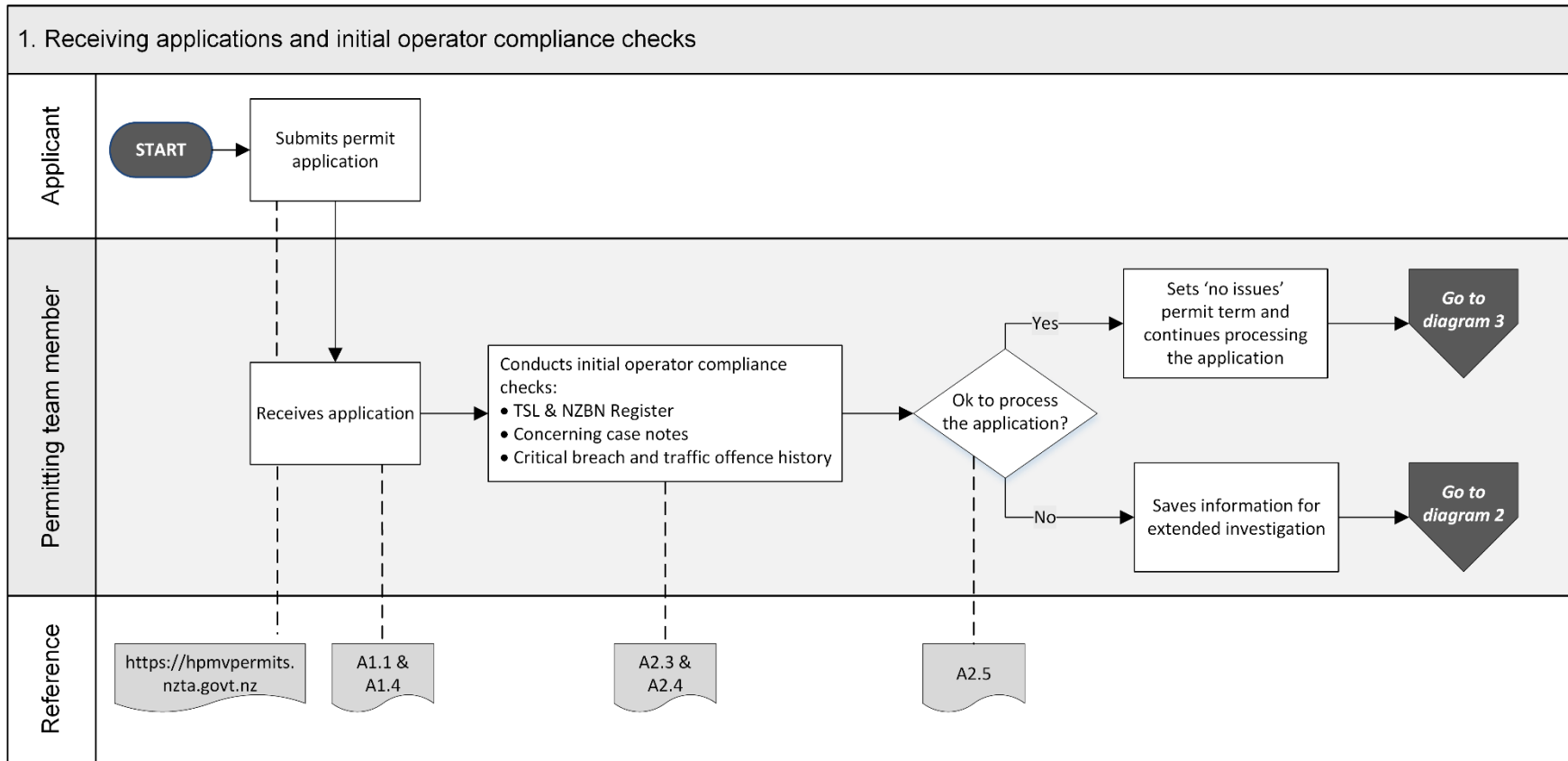
Permitting staff access submitted applications and documents for processing via the workflow and administration interface of the portal. This is where the status of applications gets updated throughout the permitting process.

Overweight permit applications

Overweight permit applications submitted via the portal are automatically forwarded to a regional PIO and require no central screening or processing.

A1.2 Overview diagrams of the receiving applications process

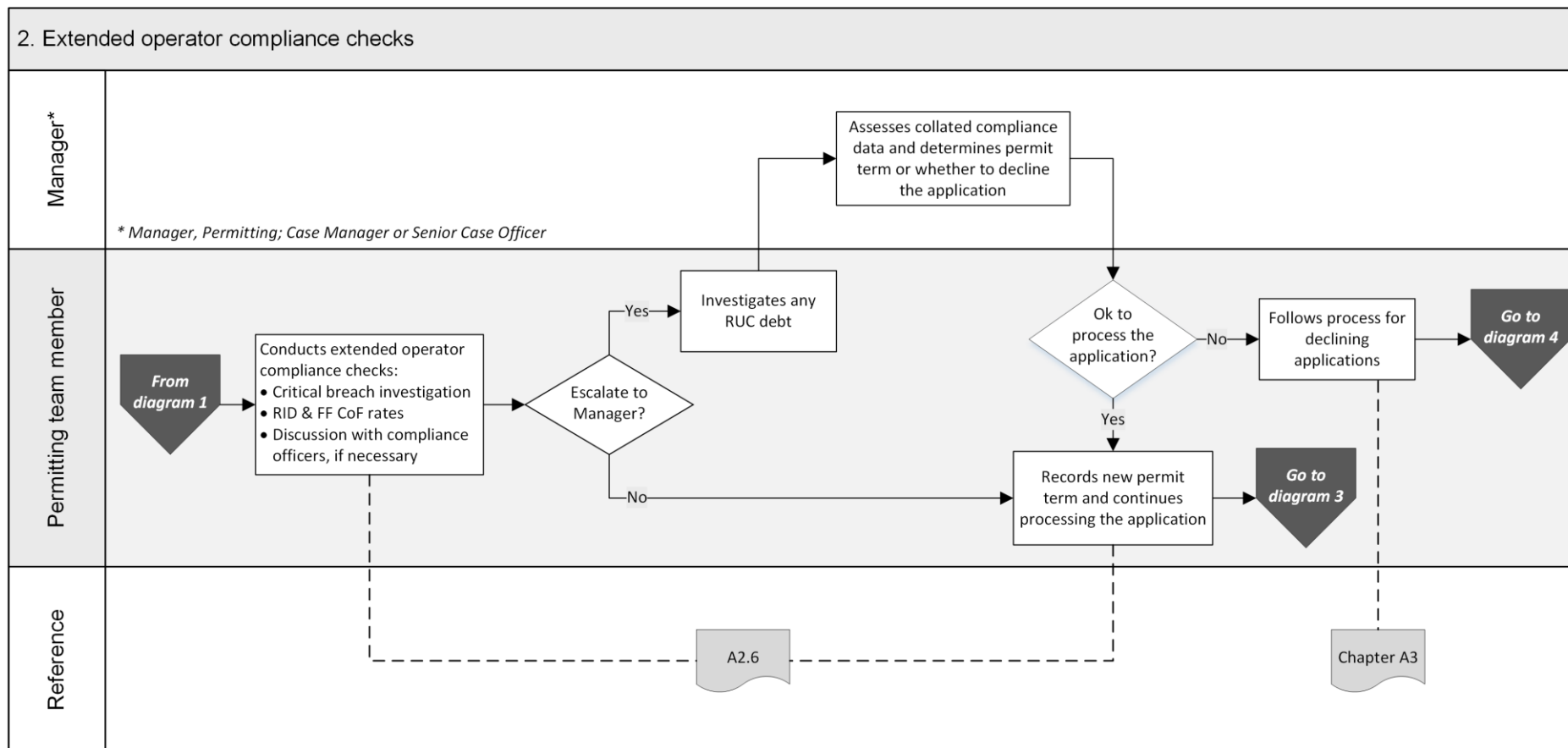
Diagram 1 The diagram below gives a high-level overview of the first stage of the receiving applications process.



Continued on next page

A1.2 Overview diagrams of the receiving applications process continued

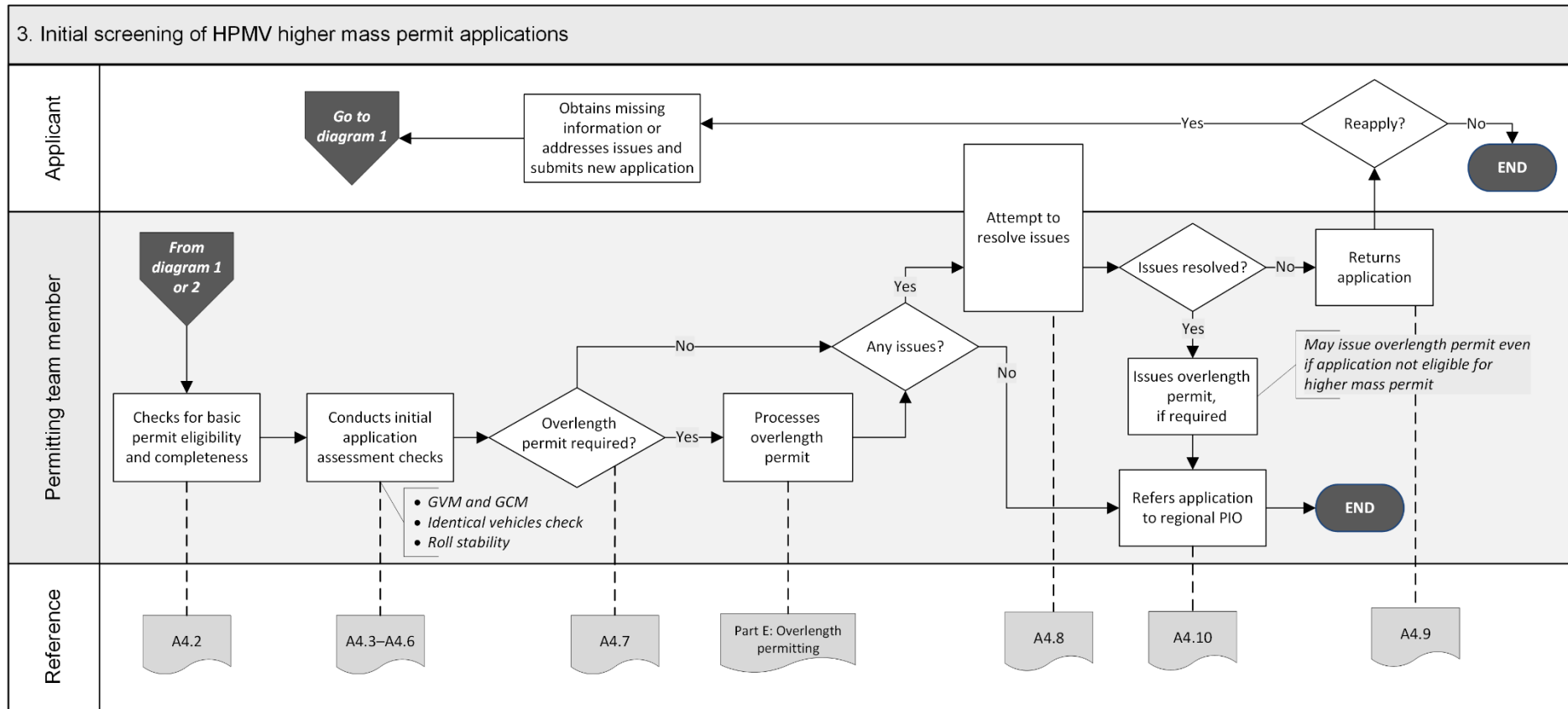
Diagram 2 This diagram illustrates the checks involved in an extended operator compliance investigation.



Continued on next page

A1.2 Overview diagrams of the receiving applications process continued

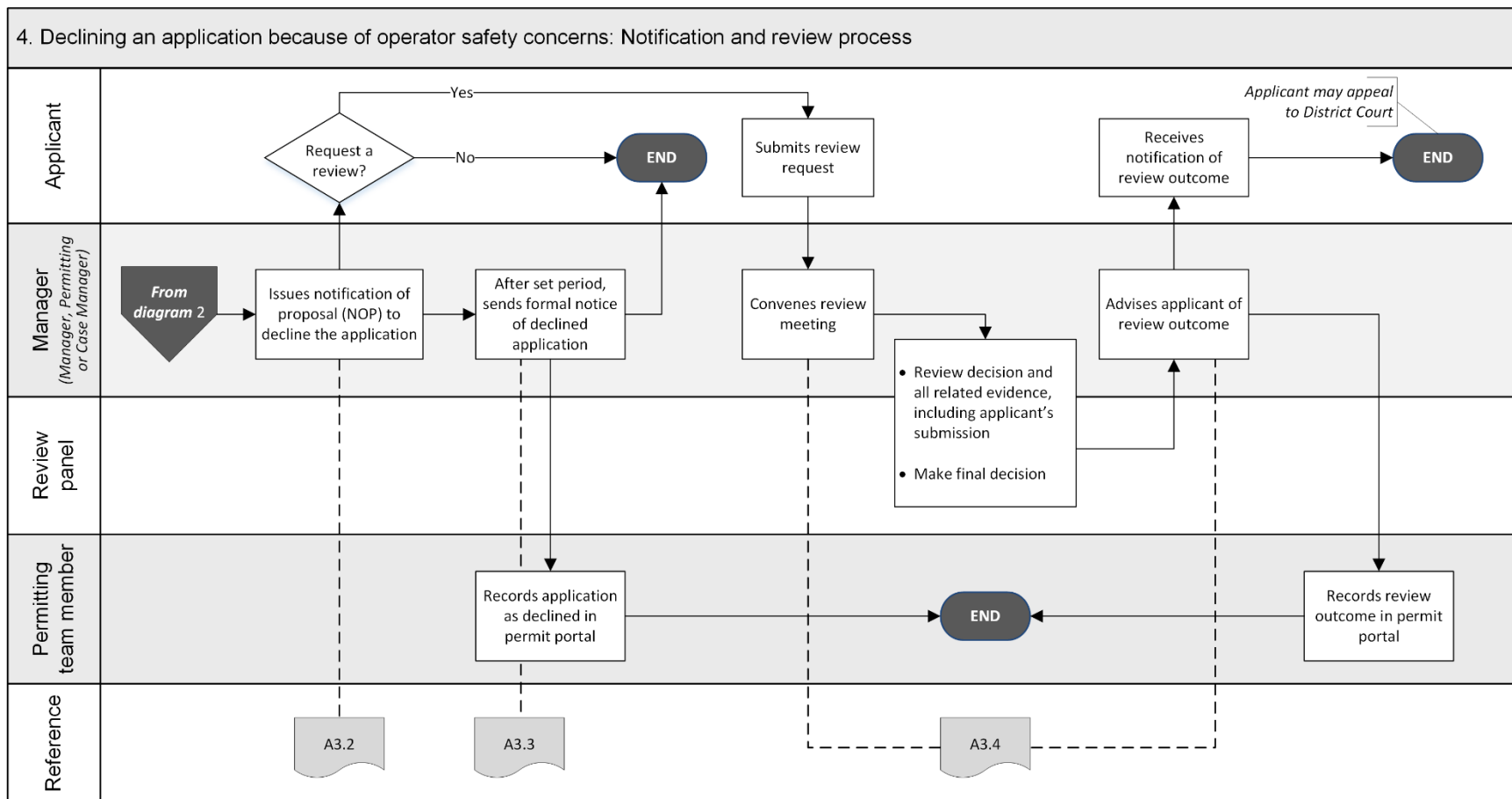
Diagram 3 The diagram below gives an overview of the initial screening tasks for HPMV higher mass permit applications.



Continued on next page

A1.2 Overview diagrams of the receiving applications process continued

Diagram 4 This diagram illustrates the process for declining permit applications because of operator safety concerns and dealing with review requests. **Note:** Declining applications on legal or technical grounds does not require a notification of proposal (NOP).



A1.3 Guidelines for dealing with applicants

Customer-focussed approach

Waka Kotahi policy is to assist permit applicants as much as possible so that permits can be issued. Permitting staff are expected to work with applicants in a proactive and helpful manner and attempt to resolve any issues with applications in consultation with applicants.

Exception

HPMV 50MAX permit applications are returned immediately to the applicant if they are incorrect or incomplete – for details see *Part F: Processing 50MAX permit applications* in this volume.

Email or telephone?

Use your judgment to determine whether it would be best to resolve issues on the telephone or send an email.

As a guideline, email is more appropriate if there are multiple or major issues with an application and you need a written record. Minor issues and straightforward queries can often be resolved more quickly by telephone.

A1.4 Receiving a new application in the permit portal

Applications are captured in the portal

When an applicant submits a permit application on the permit portal, the application is captured in the portal database.

The portal automatically assigns the status 'Received' to a new application in the workflow interface, or 'Submitted' if it has been edited.

Note: Overweight permit applications are automatically forwarded to the relevant regional PIO for full processing and require no input from the Permitting team.

Procedure

Follow the steps below to find newly received applications.

Step	Action
1	Log on to the permit portal.
2	Click on the Manage Applications tab. Result: The Applications screen opens. Applications are displayed with the most recent ones on top.
3	Select the status filters 'Received' and 'Submitted', and any other applicable filters.
4	Select the application with the status 'Received' or 'Submitted' that you wish to process and open it.

Next step

The next step is to conduct operator compliance checks. Continue with *Chapter A2: Conducting operator compliance checks*.

Chapter A2: Conducting operator compliance checks

Overview

About this chapter

This chapter explains why and how Waka Kotahi conducts operator compliance checks.

Technical instructions and other documentation

Permitting team members need to use a variety of databases, systems and tools to do operator compliance checks. This chapter assumes familiarity with the applications required and does not give step-by-step instructions for using the various systems.

For detailed system steps, refer to the Waka Kotahi *Process to conduct an operator compliance check* and other technical documents, or talk to your manager if you need training.

In this chapter

This chapter contains the following sections:

Section	See page
A2.1 About operator compliance checks	A2-2
A2.2 Overview diagrams of the operator compliance checks	A2-5
A2.3 Checking legal eligibility	A2-7
A2.4 Doing the initial operator compliance checks	A2-10
A2.5 Making a decision	A2-12
A2.6 Doing extended operator compliance checks	A2-15

A2.1 About operator compliance checks

Legal requirement

When issuing permits, Waka Kotahi has a legal obligation to consider, among other factors, the safety of road users. To do this, the operator compliance checks assess an operator's compliance with safety-related legislation to ensure that issuing a permit to the operator poses no undue risk to other road users.

In addition, the compliance checks confirm that the operator is a valid legal entity and is entitled to hold a permit.

Other parts of the permitting process assess the safety of the vehicle and its impact on roads and bridges.

Legislation reference: VDAM Rule section 5.2.

Permit term depends on operator risk

The outcome of the operator compliance checks determines whether a permit may be issued (if the application also meets technical requirements), and for how long.

If there are no safety concerns, permits are issued for a term of 24 months.

If there are safety concerns, permits may be issued for a shorter permit term. Reduced permit terms are generally 3, 6 or 12 months, depending on an operator's assessed risk level and compliance trend.

Additional conditions

The compliance checks may also result in additional permit conditions, for example requirements for electronic logbooks or GPS monitoring.

Note: Additional conditions on HPMV permits must not restrict the vehicle from operating like a standard vehicle, so conditions such as travel time or speed restrictions must not be imposed on HPMVs.

What data is assessed?

The following information about an operator is investigated during operator compliance checks:

- traffic offences (for example speed infringements)
 - weight-based offending, particularly critical breaches of permit weight limits
 - driver fatigue or distraction concerns
 - road user charges (RUC) evasion or unpaid permit debt, and
 - roadside inspection data (RID) and failed certificate of fitness (CoF) inspections.
-

Continued on next page

A2.1 About operator compliance checks continued

Assessment period

The compliance checks generally cover available information from the preceding 12 months or from the date of the last check, if earlier.

Some compliance data, such as warning letters and RID information, is considered from the last 24 months.

Permit types

Operator compliance checks are currently done for applications for the following permit types:

- HPMV higher mass and 50MAX
 - specialist vehicle, and
 - overdimension.
-

Transparency and fairness

The outcome of an operator check can have a major commercial impact on an operator. The assessment process must therefore be fair and robust.

IMPORTANT: Follow procedures and keep records

Operators have the right to request a review by Waka Kotahi of adverse decisions such as a reduced permit term or a declined application. They also have the right to appeal against a decision to the District Court.

It is essential that you follow standard procedures, keep comprehensive records and document reasons for decisions to ensure that the process is fair and that this can be demonstrated if an operator requests a review or appeals against a decision.

Legislation reference: Land Transport Act 1998 section 106.

Continued on next page

A2.1 About operator compliance checks continued

Who does what?

This table gives an overview of the roles and responsibilities involved in operator compliance checks.

Role	Responsibility
Permitting team member	<ul style="list-style-type: none"> • Checks an operator's legal eligibility and conducts the initial compliance checks described in sections A2.3 and A2.4. • Makes a decision whether to: <ul style="list-style-type: none"> – process the application, or – conduct an extended compliance investigation. • If necessary, conducts an extended compliance investigation as described in section A2.6. • Escalates the assessment to a Manager if there are serious concerns. • On conclusion of the compliance checks, sets the permit term or records the escalation outcome, and updates the permit portal. • Notifies applicants of reduced permit terms.
Case Manager or Senior Case Officer	<ul style="list-style-type: none"> • Investigate escalated operator compliance checks and make a final decision about permit eligibility and the permit term. • Notify operators of proposals to decline an application due to safety concerns. • Issue formal notices of declined applications.
Manager, Permitting and/or Case Manager	Manage reviews of decisions if an operator makes submissions in response to a notice of proposal to decline.
Compliance officers	<ul style="list-style-type: none"> • Provide additional information about the operator, if requested. • Advise on compliance trends and may recommend permit term or outcome.

A2.2 Overview diagrams of the operator compliance checks

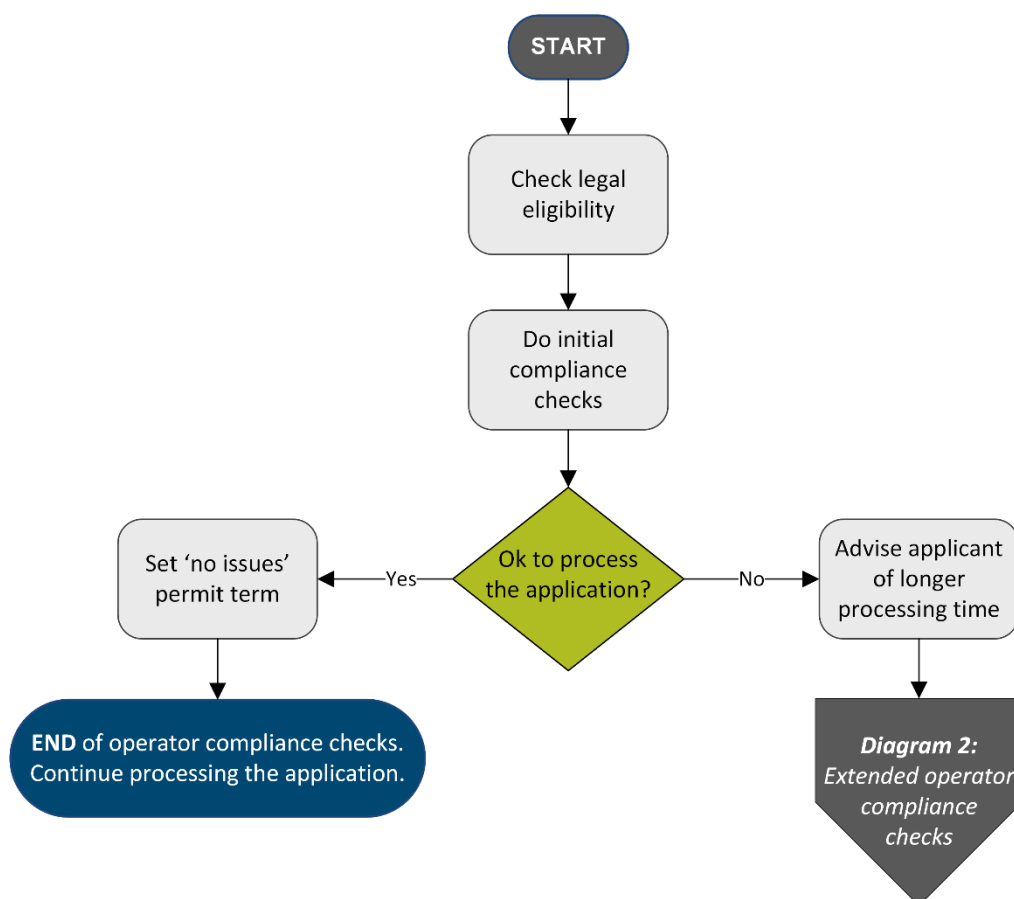
Two stages

Assessing an operator's safety compliance involves two stages, depending on the operator's compliance history:

- **initial** compliance checks, and
- **extended** compliance checks if the initial checks raise concerns that require further investigation or escalation to a manager for a decision.

Diagram 1: Initial checks

The diagram below gives an overview of the initial operator compliance checks.

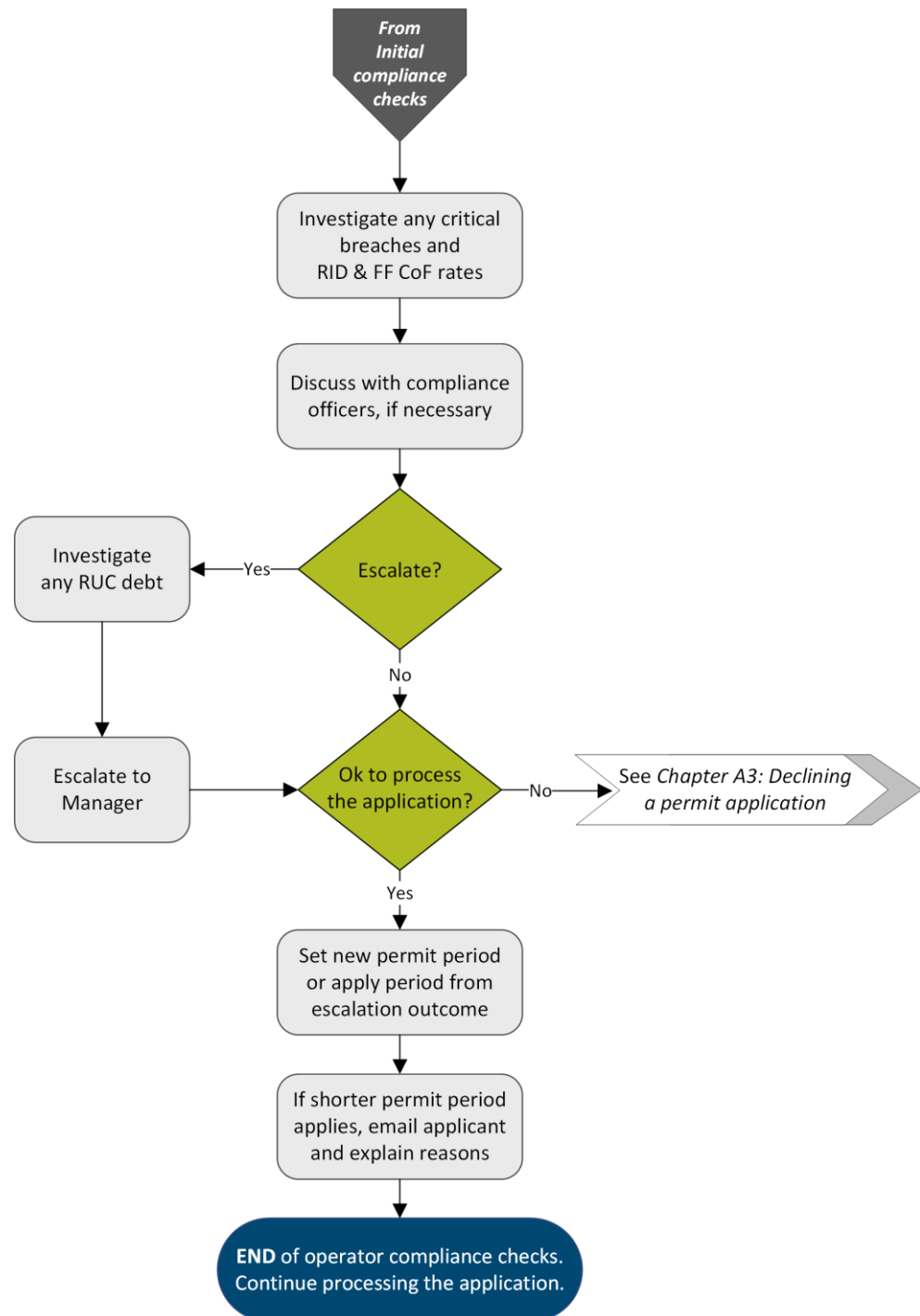


Continued on next page

A2.2 Overview diagrams of the operator compliance checks continued

Diagram 2:
Extended
checks

The diagram below gives an overview of how the Permitting team does the extended operator compliance checks.



A2.3 Checking legal eligibility

Why do this check? The purpose of this check is to confirm that the applicant is legally entitled to hold a permit.

Two subtasks Checking for legal eligibility consists of two subtasks:

1. **Validating the TSL number** to confirm that the permit applicant is the holder of a valid transport service licence (TSL), and
2. **Doing a legal entity check** to confirm that the applicant is a valid legal entity.

These two subtasks are explained in detail below.

About TSL numbers Operators who provide freight or goods transport, vehicle recovery, passenger transport or rental services must have a transport service licence (TSL) to operate.

There are different subtypes of TSL for each type of service, for example a bus operator would have a 'large passenger service licence' (LPSL).

Exceptions

For some vehicle types that may require an overweight or overdimension permit, no TSL is required. Such exceptions include:

- mobile cranes
- mobile plant and machinery
- special purpose vehicles, and
- agricultural vehicles.

However, companies that own such vehicles may have a TSL if they also own and operate other vehicle services.

Continued on next page

A2.3 Checking legal eligibility continued

1. Validating the TSL number

Follow the steps below to confirm that the applicant has a valid and current TSL.

Note: The Task column in the procedure tables in this chapter refers to the tasks in the Waka Kotahi document *Process to conduct an operator compliance check*, which has detailed instructions on how to use the various systems and tools involved in these checks.

Step	Action	Task #
1	Access the Driver Licence Register (DLR) and search for the TSL number provided on the application form.	Task 1: <i>Check Company</i>
2	<p>Is the name of the TSL holder in DLR the same as the company name on the application?</p> <p>Note: Applicants must provide their legally registered company name on permit applications, not their trading name.</p> <ul style="list-style-type: none"> • If yes, go to step 4. • If no, go to step 3. 	
3	<p>Contact the applicant and attempt to find out the correct TSL number or company name.</p> <p>Have you been able to establish the correct TSL number and/or TSL holder name and validate it in DLR?</p> <ul style="list-style-type: none"> • If yes, go to step 4. • If no, decline the application. If the applicant is not the legal holder of the TSL number, they are not entitled to hold a permit. Continue with subtask 2. <i>Declining on legal or technical grounds</i> in section A3.3. 	
4	<p>Is the TSL in DLR 'Current'?</p> <ul style="list-style-type: none"> • If yes, continue with subtask 2. <i>Doing a legal entity check</i>. • If no, decline the application. Continue with subtask 2. <i>Declining on legal or technical grounds</i> in section A3.3. 	

Continued on next page

A2.3 Checking legal eligibility continued

2. Doing a legal entity check

Follow the steps below to confirm that the applicant is a valid legal entity.

Note: This procedure does not apply in rare cases where the applicant is an individual and not a registered company or partnership.

Step	Action	Task #								
1	Go to the New Zealand Business Number (NZBN) Register at nzbn.govt.nz .	Task 1: <i>Check company</i>								
2	Enter the name of the applicant in the search field and click SEARCH . Note: Applicants must provide their legally registered name on the application form.									
3	Is the name listed in the search results? <ul style="list-style-type: none"> • If yes, go to step 4. • If no, go to step 5. 									
4	Refer to the table below to determine your next step. <table border="1" data-bbox="387 1061 1224 1637"> <thead> <tr> <th>If the search finds ...</th> <th>Then ...</th> </tr> </thead> <tbody> <tr> <td>an exact match for the applicant's company name Important: The company name must be the same as the TSL holder's name.</td> <td>continue with section <i>A2.4 Doing the initial operator compliance checks</i>.</td> </tr> <tr> <td>a similar but not an exact match</td> <td>go to step 5.</td> </tr> <tr> <td>any of the following next to the name or as the company status: <ul style="list-style-type: none"> • 'Struck off' or 'Removed' • 'In receivership' or 'In rec' • 'In liquidation' or 'In liq' </td> <td>decline the application because the company is no longer legally entitled to hold a permit – continue with subtask <i>2. Declining on legal or technical grounds</i> in section A3.3.</td> </tr> </tbody> </table>		If the search finds ...	Then ...	an exact match for the applicant's company name Important: The company name must be the same as the TSL holder's name.	continue with section <i>A2.4 Doing the initial operator compliance checks</i> .	a similar but not an exact match	go to step 5.	any of the following next to the name or as the company status: <ul style="list-style-type: none"> • 'Struck off' or 'Removed' • 'In receivership' or 'In rec' • 'In liquidation' or 'In liq' 	decline the application because the company is no longer legally entitled to hold a permit – continue with subtask <i>2. Declining on legal or technical grounds</i> in section A3.3.
If the search finds ...	Then ...									
an exact match for the applicant's company name Important: The company name must be the same as the TSL holder's name.	continue with section <i>A2.4 Doing the initial operator compliance checks</i> .									
a similar but not an exact match	go to step 5.									
any of the following next to the name or as the company status: <ul style="list-style-type: none"> • 'Struck off' or 'Removed' • 'In receivership' or 'In rec' • 'In liquidation' or 'In liq' 	decline the application because the company is no longer legally entitled to hold a permit – continue with subtask <i>2. Declining on legal or technical grounds</i> in section A3.3.									
5	Contact the applicant to confirm the correct registered legal name, then repeat steps 1 to 4. If you are unable to confirm a valid legal company name, return the application – see section <i>A4.9 Returning an incomplete or inaccurate application</i> .									

A2.4 Doing the initial operator compliance checks

Systems and tools

You need access to (and familiarity with) the following systems and tools:

- the Operator List app (accessed in your Chrome browser)
- the Driver Licence Register (DLR)
- InsightHub and Qlik reports, and
- the 'Assessment Sheet Master' Excel template.

Doing initial compliance checks

Follow the steps below to do the initial compliance checks.

Note: Task references in the table are to the Waka Kotahi document *Process to conduct an operator compliance check* with detailed system steps.

Step	Action	Task #
1	<p>In the Operator List app, search for the operator and check the operator's current state.</p> <p>Is the current state 'Checked'?</p> <ul style="list-style-type: none"> • If yes, go to step 2. • If no, confirm with the team that someone else is working on this operator. Wait until the state is 'Checked', then use the assessment outcome recorded in the Operator List app for the application you are processing. Continue with <i>Chapter A4: Screening a new HPMV higher mass permit application</i> or, if applicable, with <i>Chapter A3: Declining a permit application</i>. 	Task 2: <i>Check current operator status</i>
2	<p>Is the date of the last check less than 8 weeks ago?</p> <ul style="list-style-type: none"> • If yes, go to step 3. • If no (that is the last check was done <i>more than 8 weeks ago</i>), go to step 4. 	

Continued on next page

A2.4 Doing the initial operator compliance checks

continued

Doing initial compliance checks (continued)

Step	Action	Task #
3	<p>Check DLR and Casey notes. Any new concerning notes about the applicant since the date of the last check?</p> <p>Note: A ‘concerning note’ is any information that may indicate a potential safety risk. If in doubt, err on the side of caution or consult with team members.</p> <ul style="list-style-type: none"> • If yes (that is there are concerning notes), go to step 4. • If no, use the current permit term and continue processing the application – continue with <i>Chapter A4: Screening a new HPMV higher mass permit application</i>. 	Task 2 cont'd
4	Change the state in the Operator List app to ‘Checking’ and create a new Assessment spreadsheet for the application.	
5	Check DLR and Casey notes in detail and copy snips of concerning notes into the Assessment spreadsheet.	Task 4: <i>Check notes</i>
6	<p>Export TOH data and paste it into the ‘TOHData’ worksheet of the Assessment spreadsheet. Then click on Calc TOH Score.</p> <p>Note: The Assessment spreadsheet automatically filters out the last 12 months of TOH data for calculating the TOH index score.</p>	Tasks 5 & 6: <i>TOH & critical breach assessment</i>
7	In the Assessment spreadsheet, scroll down to the ‘Traffic Offence and Critical Breach’ section and record the date of the last warning letter from the Operator List app.	
8	Scroll back to the top of the Assessment spreadsheet and complete the ‘Identifying Information’ section.	
9	Continue with the next section <i>A2.5 Making a decision</i> .	

A2.5 Making a decision

Introduction

When you have completed the initial compliance checks described in the previous section, you need to decide whether to:

- process the application, or
- do an extended investigation with more in-depth compliance checks.

This section describes how to make this decision and what the next steps are.

Making a decision

Review the information you entered into the Assessment spreadsheet. Then refer to this table to determine your next step:

If...	Then...
<p>ONE or more of the following apply:</p> <ul style="list-style-type: none"> • Concerning case notes found in DLR or Casey • One or more critical breaches since the last warning letter • TOH index score is more than 1 	<p>save information for an extended investigation – continue with <i>Preparing for extended checks</i> below.</p>
<p>ALL of the following apply:</p> <ul style="list-style-type: none"> • No concerning case notes found • No confirmed critical breaches since the last warning letter or within the last 12 months, whichever is most recent • TOH index score is 1 or lower 	<ul style="list-style-type: none"> • discard the Assessment spreadsheet (close it without saving), and • process the application – continue with <i>Setting 'No issues' permit term</i> below.

Continued on next page

A2.5 Making a decision continued

Preparing for extended checks If an extended compliance investigation is needed, follow the steps below.

Step	Action	Task #
1	Complete and save the Assessment spreadsheet and attach it to the Operator List app.	Task 7: <i>Save information for more investigation</i>
2	In the Operator List app, change the current state to Reviewing .	
3	Open the HV Compliance spreadsheet and enter the application details. Note: All applications with a status of 'Reviewing' must be recorded in the HV Compliance spreadsheet.	
4	Advise the operator by email that there will be a delay in processing the application.	
5	Continue with section <i>A2.6 Doing extended operator compliance checks</i> . Note: The extended checks may be done later or by someone else, depending on workflow and experience.	

Continued on next page

A2.5 Making a decision continued

Setting 'No issues' permit term

If you have decided to process the application, follow the steps below to set the permit term.

Step	Action	Task #
1	<p>In the Operator List app, look up the date of the last roadside inspection data (RID) and first failed certificate of fitness (FF CoF) check.</p> <p>Is the date older than 26 weeks?</p> <ul style="list-style-type: none"> • If yes, go to step 2. • If no, go to step 3. 	Task 8: Set 'no issues' permit term
2	<p>In the TSL Operator Overview report in InsightHub, look up the operator's current RID rate and FF CoF percentage.</p> <p>Is either the RID or the FF CoF rate below 75%?</p> <ul style="list-style-type: none"> • If yes, go to step 3. • If no, go to step 4. 	
3	<p>Send an email to the compliance officers advising them of the low rates. Ask them about any safety concerns.</p> <p>In the Operator List app, add a note 'CT Referral' and copy any responses you receive into the Note field.</p> <p>Has the compliance officer recommended a reduced permit term and do you agree with their concerns?</p> <ul style="list-style-type: none"> • If yes, reduce the permit term as recommended and go to step 6. • If no, go to step 4. 	
4	<p>Is:</p> <ul style="list-style-type: none"> – the date of the last warning letter less than 52 weeks ago, OR – either the RID or the FF CoF rate below 85%? <ul style="list-style-type: none"> • If yes, use the current permit term from the Operator List app for this application and go to step 6. • If no, go to step 5. 	

Continued on next page

A2.5 Making a decision continued

Setting 'No issues' permit term (continued)

Step	Action	Task #
5	<p>Is:</p> <ul style="list-style-type: none"> – the date of the last warning letter more than 52 weeks ago, AND – both the RID and the FF CoF rate 85% or more? <ul style="list-style-type: none"> • If yes, update the current permit term to 24 months (if applicable), then go to step 6. • If no, use the current permit term from the Operator List app for this application and go to step 6. 	Task 8: Set 'no issues' permit term (cont'd)
6	Change the current state in the Operator List app to Checked and continue with <i>Chapter A4: Screening a new HPMV higher mass permit application</i> .	

A2.6 Doing extended operator compliance checks

Who does extended compliance checks?

Extended operator compliance checks may be done by a different Permitting team member from the person who did the initial checks, depending on workflow requirements, capacity and experience.

Five parts

The extended operator compliance checks consist of five parts, as follows:

1. **Investigating critical breaches and RID rates**
2. **Consulting with compliance officers**, if necessary
3. **Assessing risk for escalation**
4. **Escalating to the Manager**, if required, and
5. **Completing the compliance checks.**

Each part is described in detail below.

1. Investigating critical breaches and RID rates

Follow the steps in the table to investigate and assess the severity and frequency of any critical breaches.

Step	Action	Task # ¹
1	<p>Open the current Assessment spreadsheet for the applicant and look up the number of critical breaches.</p> <p>Have there been any confirmed critical breaches since the last warning or within the last 12 months, whichever is most recent?</p> <ul style="list-style-type: none"> • If yes, go to step 2. • If no, go to step 3. 	Task 9: <i>Complete critical breach assessment</i>
2	Look up the details of each critical breach and complete the relevant details in the 'CVIR Details' section of the Assessment spreadsheet.	
3	<p>In the Operator List app, look up the date of the 'Last Rates Check'.</p> <p>Was the last rates check less than 26 weeks ago?</p> <ul style="list-style-type: none"> • If yes, copy the RID and FF CoF rates from the Operator List app into the Assessment spreadsheet and then go to step 4. • If no, look up the most recent RID and FF CoF rates as well as variable CoF details (if any) in InsightHub and then go to step 4. 	Task 10: <i>Check RID & CoF rates are up to date</i>

Continued on next page

A2.6 Doing extended operator compliance checks

continued

1. Investigating critical breaches and RID rates (continued)

Step	Action	Task #
4	<p>Is either the RID or the FF CoF rate lower than 75%?</p> <ul style="list-style-type: none"> • If yes, go to step 5. • If no, continue with 2. <i>Consulting with compliance officers.</i> 	Task 10 cont'd
5	<p>Send an email to the compliance officers advising them of the low rates and asking about any safety concerns.</p> <p>In the Operator List app, add a note about the low rates and select the Note type 'CT Referral'.</p> <p>Then continue with 2. <i>Consulting with compliance officers.</i></p>	

Continued on next page

A2.6 Doing extended operator compliance checks

continued

2. Consulting with compliance officers

Review the screenshots of the DLR and Casey notes you copied into the Assessment spreadsheet during the initial checks and decide whether you need to discuss the notes with the compliance officers.

If you need to consult with a compliance officer, follow the steps below.

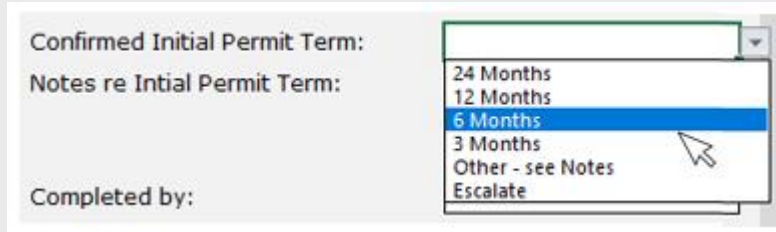
Step	Action	Task #						
1	If you have not already done so, send an email to the relevant compliance officers with a brief explanation of the issues you wish to discuss. Attach the operator's current Assessment spreadsheet to the email.	Task 11: <i>Discuss with Compliance Officers</i>						
2	<p>Consider the information you receive from the compliance officers.</p> <p>You may also have received a response to the email you sent previously about low RID and FF CoF rates.</p> <p>If necessary, contact the compliance officer to discuss any issues in more detail.</p> <p>Record the compliance officer responses and any notes you have made in the Assessment spreadsheet.</p>							
3	<p>Refer to this table to determine which option to select in the 'Outcome from CO' field in the Assessment spreadsheet:</p> <table border="1" data-bbox="386 1274 1225 1597"> <thead> <tr> <th>If the compliance officer...</th> <th>Then select the outcome option...</th> </tr> </thead> <tbody> <tr> <td>has raised additional concerns that affect the permit term</td> <td>'Compliance Officer influences permit term'</td> </tr> <tr> <td>has not raised additional concerns</td> <td>'Process sets permit term'</td> </tr> </tbody> </table>		If the compliance officer...	Then select the outcome option...	has raised additional concerns that affect the permit term	'Compliance Officer influences permit term'	has not raised additional concerns	'Process sets permit term'
If the compliance officer...	Then select the outcome option...							
has raised additional concerns that affect the permit term	'Compliance Officer influences permit term'							
has not raised additional concerns	'Process sets permit term'							
4	Continue with 3. <i>Assessing risk for escalation</i> on the next page.							

Continued on next page

A2.6 Doing extended operator compliance checks

continued

3. Assessing risk for escalation Follow the steps below to determine whether to escalate the assessment to the Case Manager or Senior Case Officer.

Step	Action	Task #
1	On the Assessment spreadsheet, look up the 'Calculated Initial Permit Term' and the 'Outcome from CO' fields.	Task 12 <i>Assess operator risk for escalation</i>
2	<p>Consider all factors you investigated, then select the appropriate option from the drop-down list in the 'Confirmed Initial Permit Term' field.</p>  <p>Note: If there are serious safety concerns that may result in an application being declined, you must always escalate the assessment to the Manager for a decision.</p>	
3	Enter your name in the 'Completed by' field.	
4	<p>Have you selected 'Escalate' in the 'Confirmed Initial Permit Term' field?</p> <ul style="list-style-type: none"> • If yes, continue with 4. <i>Escalating to the Manager</i>. • If no (that is you have set a permit term), continue with 5. <i>Completing the compliance checks</i>. 	

Continued on next page

A2.6 Doing extended operator compliance checks

continued

4. Escalating to the Manager

Follow the steps below to escalate an operator compliance investigation to the Case Manager or Senior Case Officer for a decision.

This involves investigating RUC debt. Unpaid debts may indicate safety risks in other areas (such as vehicle maintenance), or could mean that an operator is under investigation.

Step	Action	Task #
1	<p>Look in the 'CVIR Details' section of the Assessment spreadsheet.</p> <p>Is there any RUC debt to investigate?</p> <ul style="list-style-type: none"> • If yes, go to step 2. • If no, go to step 3. 	Task 13: <i>Investigate RUC debt (repeated)</i>
2	<p>Look up each CVIR with debt in LANDATA and, if necessary, in HEAT or by checking with the RUC team.</p> <p>Take a snip of the debt details and copy into the Assessment spreadsheet.</p>	
3	Refer the assessment to the Manager by creating a new task in the Manager Escalations tab in the Permits channel in Teams.	Task 14: <i>Manage escalation process</i>
4	<p>When the Manager has marked the escalation task as complete, check the result in the Assessment spreadsheet.</p> <p>Has the Manager set a new permit term?</p> <ul style="list-style-type: none"> • If yes, continue with 5. <i>Completing the compliance checks.</i> • If no (that is the decision is to decline the permit), continue with section A3.2 <i>Notifying the operator of a proposal to decline a permit application.</i> 	

Continued on next page

A2.6 Doing extended operator compliance checks

continued

- 5. Completing the compliance checks** Follow the steps below to record the outcome of the operator compliance checks and file important records.

Step	Action	Task #
1	In the Assessment spreadsheet, look up the confirmed new permit term, which is either: <ul style="list-style-type: none"> – the 'Confirmed Initial Permit Term' in the Assessment spreadsheet, or – the permit term determined by the Manager and recorded in the 'Escalation Outcome' section of the Assessment spreadsheet. 	Task 15: <i>Record latest permit term</i>
2	In the Operator List app, update the permit term details for the confirmed new permit term.	
3	Complete any other actions noted in the Assessment spreadsheet, such as drafting a warning letter.	
4	Update the current operator state in the Operator List app to Checked and save the changes.	
5	File the Assessment spreadsheet in InfoHub.	
6	In the permit portal, add a comment to the application with the confirmed new permit term along with any conditions.	
7	If a reduced permit term applies, notify the applicant by email and explain the reasons for the reduced permit term.	

- Next step** This completes the operator compliance checks. Continue processing the application:
- For HPMV higher mass permits, continue with *Chapter A4: Screening a new HPMV higher mass permit application*.
 - For 50MAX permits, continue with section *F2.3 Checking a 50MAX pro-forma vehicle design* in part F of this volume.

Chapter A3: Declining a permit application

Overview

About this chapter

This chapter describes the process for declining a permit application.

It explains:

- when to return and when to decline an application
 - when a notice of proposal (NOP) to decline needs to be sent before declining an application, and
 - how to conduct a review of an adverse decision if an applicant makes submissions in response to an NOP.
-

In this chapter

This chapter contains the following sections:

Section	See page
A3.1 When to return and when to decline a permit application	A3-2
A3.2 Notifying the operator of a proposal to decline a permit application	A3-3
A3.3 Declining a permit application	A3-6
A3.4 Managing reviews of decisions	A3-8

A3.1 When to return and when to decline a permit application

Introduction This section explains the difference between returning and declining a permit application.

Exception: 50MAX permit applications 50MAX permit applications are always **returned** immediately to the applicant if they fail to meet the requirements for a permit.

When to return an application You should return a permit application if the application has missing information or mistakes, and the applicant has failed to rectify the issues within a reasonable timeframe (generally five working days).

Reasons for returning an application include:

- the application is for the wrong permit type or no permit is required
- there is missing or incorrect information that the applicant has not provided or corrected within a reasonable time, or
- the applicant decides to cancel or withdraw the application.

If you need to return an application, see section *A4.9 Returning an incomplete or inaccurate application*.

When to decline an application

You must decline a permit application if it fails to meet the legal, technical or safety requirements for the permit type applied for.

Reasons for declining an application include:

- the applicant does not have a valid TSL or company registration and is therefore not legally entitled to hold a permit
- there are serious concerns about operator safety
- the mass applied for exceeds legal mass limits
- the mass applied for exceeds the vehicle's design limits, or
- the route is not suitable for the mass or the dimensions applied for.

You must also decline an application if it fails to meet specific technical requirements for the permit type, for example if:

- the engineering requirements for an overdimension category 4B permit are not met, or
- a trailer does not meet the SRT requirements for an HPMV overlength permit.

The process for declining a permit application differs depending on whether the application is declined because of operator safety concerns or on legal or technical grounds. This is explained in the following sections.

Continued on next page

A3.1 When to return and when to decline a permit application continued

Decline process timeframes

It is important to observe the following timeframes in the decline process, as some timeframes are specified in legislation.

Decline process stage	Timeframe	Legislation reference
Notice of proposal (NOP) to decline an application	An operator can make submissions and request a review within 21 days after the date of the NOP.	Land Transport Act (LTA) section 30W(1)(c)
Reviews of NOP	If an operator makes submissions in response to an NOP, Waka Kotahi should conclude a review of the submissions within 20 days .	
Notice of decision (NOD) to decline	<ul style="list-style-type: none"> A formal NOD should be sent 21 days after the date of the NOP. The decision takes effect 28 days after the date of the NOP. <p>Note: Waka Kotahi may extend the effective date if the operator has requested a review.</p>	LTA section 30W(1)(d)
Appeal to the District Court	An operator can appeal a decision to decline a permit within 28 days after the date of the NOD.	LTA section 111

A3.2 Notifying the operator of a proposal to decline a permit application

When to issue a notice of proposal (NOP)

If an application is to be declined because of operator safety and compliance concerns, then a notice of proposal (NOP) to decline must be sent to the applicant before a formal notice of a decision (NOD) to decline is issued.

The NOP gives an applicant the opportunity to request a review if they feel that the decision to decline their application was not made in a fair and reasonable way or based on incorrect evidence. They can submit evidence to support their view for consideration during a review.

Decline because of legal or technical issues

If an application is declined on legal or technical grounds, then no prior notice of proposal is required. See subtask 2. *Declining on legal or technical grounds* in section A3.3.

Who can issue an NOP to decline?

An NOP to decline an application must be issued (that is signed) by the Manager, Permitting or a senior person delegated to do so.

However, the documents involved may be drafted and collated by a Permitting team member.

Drafting an NOP to decline

Follow the steps below to draft a notice of proposal (NOP) to decline a permit application.

Step	Action
1	Draft a formal letter using the NOP to decline letter template. In the letter, explain the specific reasons for the proposed decline. Ensure that the letter ends with the signature, name and title of the Manager, Permitting (or delegated person).
2	Refer to earlier compliance-related correspondence, if applicable, or copy and paste evidence of non-compliance into a document with Waka Kotahi letterhead and save the document as a PDF named 'Schedule B'.
3	Using the NOP to decline email template, draft an email to the applicant. Ensure that the email includes the email signature of the Manager, Permitting (or delegated person).

Continued on next page

A3.2 Notifying the operator of a proposal to decline a permit application continued

Drafting an NOP to decline (continued)

Step	Action
4	Attach to the email: <ul style="list-style-type: none"> – the relevant permit applications as ‘Schedule A’, and – Schedule B from step 2 (if applicable). Then send the draft email and attached documents to the Case Manager or Senior Case Officer for review.
5	If requested, email the NOP to decline on behalf of the Manager from a shared mailbox after the Manager has reviewed it.
6	Set a task in Teams under the ‘Submissions Due’ tab that a formal notice of the decision (NOD) to decline should be issued after 21 days.

Next step

When it is time to issue a notice of decision to decline, continue with section *A3.3 Declining a permit application*.

If the applicant has requested a review of the decision to decline, wait for the outcome of the review.

A3.3 Declining a permit application

- Two subtasks** Declining a permit application involves either one or the other of the following subtasks, depending on the reason for declining:
1. **Issuing a notice of decision (NOD)** to decline an application if the application is declined because of operator safety concerns and an NOP was issued previously, OR
 2. **Declining on legal or technical grounds** if the applicant is not legally entitled to hold a permit or the application fails to meet technical requirements.

These two subtasks are described in detail below.

1. Issuing a notice of decision (NOD)

When to issue an NOD

You must issue a formal notice of decision to decline a permit application:

- 21 days after a notice of proposal (NOP) was issued, or
- when the Case Manager or Senior Case Officer has concluded a review of the applicant's submissions in response to the NOP and has confirmed the decision to decline the application.

Follow the steps below to confirm a decision to decline an application because of operator safety concerns.

Step	Action
1	Using the 'Notice of decision' (NOD) letter template, draft a formal letter confirming the decision to decline the application.
2	In the NOD letter, refer to the proposal to decline (NOP) issued previously, and to the applicant's submissions, if applicable. Note: Make sure you delete the reference to submissions if the applicant did not make any. Save the letter as a PDF.
3	Using the 'Notice of decision' email template, draft an email to the applicant. Ensure that the email includes the email signature of the Manager, Permitting (or delegated person).
4	Attach the PDF of the NOD letter to the email. Then email the draft letter to the Case Manager or Senior Case Officer for review.

Continued on next page

A3.3 Declining a permit application continued

1. Issuing a notice of decision (NOD) (continued)

Step	Action
5	When the Manager advises you that the NOD has been sent (or you have sent it on their behalf), update the status of the application in the permit portal to Declined .

2. Declining on legal or technical grounds

If you are declining an application on legal or technical grounds, follow the steps below.

Step	Action
1	Draft an email notifying the applicant that their permit application has been declined.
2	Describe the reasons for the decision to decline the application. If applicable, refer to efforts made to resolve issues.
3	Attach a PDF of the application documents to the email. Ensure you include your full email signature.
4	Quickly read through the email. When you are satisfied that all details are correct, send the email.
5	Save the email in InfoHub and update the applications status in the portal to Declined .

End of process for declined applications

This ends the process for declined applications.

A3.4 Managing reviews of decisions

When operators can request a review

When operators receive a notice of proposal (NOP) to decline a permit application, they are legally entitled to make submissions and request that Waka Kotahi review the adverse decision.

Operators must submit a review request to Waka Kotahi in writing (email or letter) within 21 days of the date of the NOP.

Who deals with review requests?

The Manager, Permitting or the Case Manager manage the review process.

Time to complete a review

Reviews should be completed within 20 days of receiving an operator's submissions and review request.

Managing reviews

The Manager dealing with a review request follows the steps below to manage a review of a decision to decline.

Step	Action
1	When you receive an operators submissions in writing, acknowledge receipt of the request by email or letter.
2	Advise the review panel immediately of the request by sending an email to: <ul style="list-style-type: none"> • the Manager, Permitting or the Case Manager (as applicable) • the relevant regional road compliance manager • a Waka Kotahi operational manager, and • a Waka Kotahi legal counsel.
3	Convene a meeting with the review panel as soon as practicable. Attach any relevant information to the meeting request, for example the Assessment spreadsheet with evidence of the operator's concerning compliance record and the operator's submissions.
4	Chair the meeting with the review panel. Review and discuss all information considered during the initial decision as well as submissions made by the operator. Record the review panel's decision.

Continued on next page

A3.4 Managing reviews of decisions continued

Managing review requests (continued)

Step	Action						
5	Refer to this table for your next step:						
	<table border="1"> <thead> <tr> <th>If the decision is to...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>decline the application</td> <td>issue a notice of decision to decline.</td> </tr> <tr> <td>grant the permit</td> <td>advise the operator by formal letter that their submissions have been accepted and the permit application will be processed.</td> </tr> </tbody> </table>	If the decision is to...	Then...	decline the application	issue a notice of decision to decline.	grant the permit	advise the operator by formal letter that their submissions have been accepted and the permit application will be processed.
	If the decision is to...	Then...					
decline the application	issue a notice of decision to decline.						
grant the permit	advise the operator by formal letter that their submissions have been accepted and the permit application will be processed.						
6	Advise the Permitting team of the outcome of the review so that they can either continue processing the application or change the status of the application in the permit portal to Declined .						
7	Save and file all documents and notes pertaining to the review in InfoHub.						

Court appeals

Operators can file an appeal against an adverse decision to the District Court within 28 days of receiving notice of the decision.

The appeal process is managed by the Waka Kotahi legal team, but you may be requested to provide evidence. You must therefore follow standard procedures and keep good records at all times.

Legislation reference: Land Transport Act 1998 section 106.

Chapter A4: Screening a new HPMV higher mass permit application

Overview

About this chapter

This chapter describes the initial screening tasks done by the Permitting team on receipt of an HPMV higher mass permit application before the application is referred to a regional PIO for processing.

Applications for other permit types

Overweight permit applications are forwarded directly to regional PIOs and do not get screened by the Permitting team.

For details on other permit types, refer to this table:

Permit type	See in this volume...
HPMV 50MAX	<i>Part F: Processing HPMV 50MAX permit applications</i>
Overlength	<i>Part E: Processing HPMV overlength permit applications</i>
Overdimension	<i>Part C: Processing overdimension permit applications</i>
Specialist vehicles	<i>Chapter G2: Receiving and screening specialist vehicle permit applications in part G</i>

Order of checks

The checks described in this chapter can be done in any order, but must all be completed before an application is referred to a regional PIO.

If you find issues with an application

If you find issues with an application that would prevent it from being successfully processed, you need to try to resolve the issues, for example:

- missing or incomplete information
- incorrect information, and
- missing or incorrect attachments.

Make notes of issues that can be remedied easily as you are doing the checks in this chapter and contact the applicant when you have completed all checks.

Continued on next page

Overview continued

If you find issues with an application (continued)

Immediate returns

Applications with serious issues that cannot be remedied easily or in a reasonable timeframe should be returned without completing all checks first.

For example, a serious issue warranting an immediate return would be an ineligible vehicle design.

In this chapter

This chapter contains the following sections:

Section	See page
A4.1 About application attachments	A4-3
A4.2 Checking for eligibility and completeness	A4-6
A4.3 Validating attributes check sheets	A4-9
A4.4 Checking GVM and GCM	A4-11
A4.5 Confirming multiple trailers are identical	A4-12
A4.6 Checking roll stability	A4-14
A4.7 Issuing or confirming an overlength permit	A4-16
A4.8 Attempting to resolve issues with an application	A4-19
A4.9 Returning an incomplete or inaccurate application	A4-20
A4.10 Referring the application for regional processing	A4-21

A4.1 About application attachments

Required and optional attachments

The application form prompts applicants to provide attachments with an HPMV higher mass permit application. Some attachments are required and some are optional, as follows:

Required attachments	Optional attachments
Attributes check sheets	Route descriptions
Overlength permit if the vehicle length exceeds 20 metres	Existing permit to mirror route (for 'Same route' applications)
Pro-forma design diagram if the application is also for an overlength permit, or if the applicant has selected 'Pro-forma' in Step 1 of the application form	Existing permit for renewals

HPMV attributes check sheets

All HPMV permit applications must include HPMV attributes check sheets for the vehicle units applied for.

There are two different types of attributes check sheets:

- The 'High Productivity Motor Vehicle/ISO Permit Attributes Check Sheet' for HPMV higher mass and overlength permit applications. A separate attributes check sheet is required **for each vehicle unit** applied for.
- The '50MAX High Productivity Combination Motor Vehicle Attributes Check Sheet' for 50MAX permit applications. A separate combination attributes check sheet is required **for each vehicle combination**.

Acceptable attributes check sheets

With HPMV higher mass and overlength permit applications, both types of attributes check sheets are acceptable. A mix of the two different types of attributes check sheets for different vehicle units is also acceptable provided that, together, the attributes check sheets cover all the required information.

However, for 50MAX permit applications, only combination attributes check sheets are acceptable.

Older versions and SRT certificates

Waka Kotahi accepts older versions of attributes check sheets that may not include static roll threshold (SRT) information. If an attributes check sheet for a trailer does not include SRT information, the applicant must also provide a copy of the 'Static Roll Threshold Compliance Certificate' (SRT certificate) for the trailer.

Continued on next page

A4.1 About application attachments continued

HPMV attributes check sheets (continued)

Unacceptable attributes check sheets

Occasionally certifiers modify Waka Kotahi approved forms and use their own check sheets to provide vehicle attributes information. These forms are **not acceptable**.

Certifiers are only allowed to add their letterhead to the attributes check sheets issued by Waka Kotahi and must not make any changes to the attributes check sheet itself.

To view the approved versions of attributes check sheets, search for attributes check sheets on the Waka Kotahi website or on its vehicle inspection portal at vehicleinspection.nzta.govt.nz/.

Route information

Automatic access to full HPMV network

HPMV higher mass permits give operators automatic access to routes that Waka Kotahi has approved for full HPMV.

'Full HPMV' means the maximum mass limits available under the VDAM Rule (generally up to 62,000kg). The approved full HPMV routes are published on the Waka Kotahi website at nzta.govt.nz/commercial-driving/high-productivity/full-hpmv-network-map/.

'Same route' and 'New route' options

The application form prompts applicants to choose between these two route options:

- 'Same route' if the applicant wants to mirror the route on an existing permit. Minor changes, such as additional drop-off or pick-up addresses, are acceptable.
- 'New route' if the applicant requires a new route with state highways that are not already approved for full HPMV and local authority roads they want to travel on.

The application form has prominent warnings that Waka Kotahi will take significantly longer to process a new route application, particularly if the route includes local roads in both the South Island and the North Island.

Acceptable route description format

Waka Kotahi prefers route information as follows:

- separate lists of state highways and local roads
- clear start and end points, as applicable, and
- ideally, local roads listed separately by council.

Maps with routes marked on them are discouraged.

The application form includes a link to a sample route description that illustrates the preferred format.

Continued on next page

A4.1 About application attachments continued

**Route
information**
(continued)

Return non-compliant route information

You may return an application if the route information is unclear. Include the link to the sample route description in your return email:

hpmvpermits.nzta.govt.nz/includes/docs/sample-hpmv-route-description.pdf.

A4.2 Checking for eligibility and completeness

Why check for eligibility and completeness?

The purpose of checking for eligibility and completeness is to ensure early on that a permit application includes all required information so that it can be successfully processed.

Two subtasks

Checking for eligibility and completeness consists of two subtasks:

1. **Establishing basic eligibility:** Confirming that basic requirements for an HPMV higher mass permit are met.
2. **Checking completeness:** Confirming that the applicant has provided all required information and attachments to enable successful processing of the application.

These two subtasks are described in detail below.

1. Establishing basic eligibility

Follow the steps below to establish basic permit eligibility.

Step	Action
1	In the permit portal, open the application you wish to process.
2	On the application form, look up the total mass applied for. Is the total mass applied for greater than 44,000kg? <ul style="list-style-type: none"> • If yes, go to step 3. • If no, return the application and advise the applicant that they do not require an HPMV permit – see section <i>A4.9 Returning an incomplete or inaccurate application</i>.
3	Is the total mass applied for 46,000kg or less? <ul style="list-style-type: none"> • If yes, go to step 4. • If no (that is the application mass is higher than 46,000kg), continue with subtask 2. <i>Checking completeness</i>.

Continued on next page

A4.2 Checking for eligibility and completeness continued

1. Establishing basic eligibility (continued)

Step	Action						
4	<p>Refer to this table to determine whether the vehicle is eligible for carrying higher weights without a permit:</p> <table border="1"> <thead> <tr> <th>Distance from the centre of the first axle to the centre of the last axle</th> <th>General access mass limit</th> </tr> </thead> <tbody> <tr> <td>16.8m or more, and a minimum of 7 axles</td> <td>45,000kg</td> </tr> <tr> <td>17.4m or more, and a minimum of 8 axles</td> <td>46,000kg</td> </tr> </tbody> </table> <p>Is the vehicle eligible for carrying 45,000kg or 46,000kg without a permit?</p> <ul style="list-style-type: none"> • If yes, return the application and advise the applicant that they do not require an HPMV permit – see section <i>A4.9 Returning an incomplete or inaccurate application</i>. • If no, go to step 5. 	Distance from the centre of the first axle to the centre of the last axle	General access mass limit	16.8m or more, and a minimum of 7 axles	45,000kg	17.4m or more, and a minimum of 8 axles	46,000kg
Distance from the centre of the first axle to the centre of the last axle	General access mass limit						
16.8m or more, and a minimum of 7 axles	45,000kg						
17.4m or more, and a minimum of 8 axles	46,000kg						
5	<p>Refer to the unit information on the application form and confirm that it matches the vehicle type on the application. For example, check that the number of axles and the axle configurations conform to the vehicle type.</p> <p>Does the unit information match the vehicle type?</p> <ul style="list-style-type: none"> • If yes, continue with subtask 2. <i>Checking completeness</i>. • If no, return the application – see section <i>A4.9 Returning an incomplete or inaccurate application</i>. 						

2. Checking completeness

Follow the steps below to do a completeness check.

Step	Action
1	<p>Scan through the application form.</p> <p>Has the applicant provided valid-looking information in all required fields, particularly in the comment fields?</p> <ul style="list-style-type: none"> • If yes, go to step 2. • If no, make a note of any missing or incorrect information and then go to step 2.

Continued on next page

A4.2 Checking for eligibility and completeness continued

2. Checking completeness (continued)

Step	Action
2	<p>Confirm that all required attachments are included with the application, that is:</p> <ul style="list-style-type: none"> <input type="checkbox"/> HPMV attributes check sheet for each vehicle unit, or a 50MAX combination attributes check sheet (see <i>HPMV attributes check sheets</i> in section A4.1 for acceptable versions) <input type="checkbox"/> SRT compliance certificates for trailers with older attributes check sheets without SRT information <input type="checkbox"/> Details of routes that are not on the approved full HPMV network <input type="checkbox"/> Pro-forma vehicle design diagram with vehicle dimensions if the applicant has also applied for an overlength permit.
3	<p>Open each attachment and confirm that the content meets requirements (such as correct attributes check sheet and sufficiently detailed route information).</p> <p>Has the applicant provided all required attachments in the correct format?</p> <ul style="list-style-type: none"> • If yes, continue with the next section <i>A4.3 Validating attributes check sheets</i>. • If no, make a note of any missing or incorrect attachments and then continue with section A4.3.

A4.3 Validating attributes check sheets

Why validate attributes check sheets?

The purpose of this check is to confirm that the attributes check sheets submitted with an application meet Waka Kotahi requirements and are for the vehicle units on the application.

Procedure

Follow the steps below to validate attributes check sheets.

Note: Repeat this check for each vehicle unit on the application.

Step	Action
1	<p>Quickly glance through the attributes check sheet. Is it an approved version?</p> <p>You can check this here:</p> <ul style="list-style-type: none"> – HPMV/ISO attributes check sheet for each unit: vehicleinspection.nzta.govt.nz/virms/hvsc/tb/attributes-sheet – 50MAX combination attributes check sheet: vehicleinspection.nzta.govt.nz/virms/hvsc/tb/attributes-sheet-for-50max-permit <ul style="list-style-type: none"> • If yes, go to step 2. • If no, return the application and advise the applicant of the requirements. Continue with section <i>A4.9 Returning an incomplete or inaccurate application</i>.
2	<p>Has each HPMV attributes check sheet submitted with the application been signed by a Waka Kotahi approved heavy vehicle specialist certifier?</p> <p>To check whether the certifier is approved, see the list of approved Heavy Vehicle Specialist Certifiers on the Waka Kotahi website at nzta.govt.nz/resources/heavy-vehicle-specialist-certifiers/.</p> <ul style="list-style-type: none"> • If yes, go to step 3. • If no, make a note of this issue and then go to step 3.

Continued on next page

A4.3 Validating attributes check sheets continued

Procedure (continued)

Step	Action
3	<p>Do the registration plate numbers on the attributes check sheets match the registration numbers:</p> <ul style="list-style-type: none">– on the application form, and– in LANDATA? <p>Note: You can search records for the vehicle identification number (VIN) to find a match.</p> <ul style="list-style-type: none">• If yes (that is the registration numbers match), continue with section <i>A4.4 Checking GVM and GCM</i>.• If no, make a note of any discrepancies and then continue with section A4.4.

A4.4 Checking GVM and GCM

Why do this check?

The purpose of this check is to confirm that the total mass applied for is within the vehicle's certified safety ratings for gross vehicle mass (GVM) and, for towing vehicles, gross combination mass (GCM).

Procedure

Follow the steps below to confirm that each vehicle on the application meets basic safety requirements.

Step	Action
1	For each vehicle unit on the application, refer to the 'HIGHER MASS' section on the attributes check sheet and note the gross vehicle mass (GVM) for the unit.
2	<p>On the application form, look up the total unit mass for the unit.</p> <p>Tip: If the applicant has not entered the total unit mass, add up the individual axle masses for the unit to calculate the total.</p> <p>Is the total unit mass for the unit less than or equal to the GVM on the attributes check sheet?</p> <ul style="list-style-type: none"> • If yes, go to step 3. • If no, the application is not eligible for a permit. Continue with subtask 2. <i>Declining on legal or technical grounds</i> in section A3.3.
3	<p>For the prime mover and for a semi-trailer in a B-train towing another trailer, look up the gross combination mass (GCM) on the application form.</p> <p>Is the GCM on the application form less than or equal to the GCM rating on the attributes check sheet?</p> <ul style="list-style-type: none"> • If yes, go to step 4. • If no, the application is not eligible for a permit. Continue with subtask 2. <i>Declining on legal or technical grounds</i> in section A3.3.
4	Record in the permit portal that you have completed the unit safety requirements check and continue with section <i>A4.5 Confirming multiple trailers are identical</i> .

A4.5 Confirming multiple trailers are identical

Why do this check?

The purpose of this check is to confirm that multiple trailers on an application meet the criteria for being considered identical and are eligible to be covered by a single permit.

Applicants can apply for several identical trailer units but only **one prime mover**.

Procedure

Follow the steps below to confirm that multiple trailer units on an application are identical.

Step	Action
1	<p>Is the application for one prime mover only?</p> <ul style="list-style-type: none"> • If yes, go to step 2. • If no, make a note of the issue and then go to step 2.
2	<p>If the application is also for an overlength permit, do all combinations applied for match the same pro-forma design diagram?</p> <ul style="list-style-type: none"> • If yes, go to step 3. • If no, make a note of any issues and then go to step 3.
3	<p>Do the multiple identical trailers applied for have:</p> <ul style="list-style-type: none"> <input type="checkbox"/> the same tyre size <input type="checkbox"/> identical outer wheel tracks, and <input type="checkbox"/> identical axle spacings? <p>Note: If the applicant has entered multiple registration plate numbers for the same unit as in the example below, you can assume that all listed units are identical.</p>

Unit Reg. ABC123

Reg. Number: ABC123, BCD234, CDE345, DEF456, EFG567	SVM (kg): 34000.00	GCM (kg):
Total Unit Mass (kg): 31,000	No. Of Axles: 5	Is Prime Mover: No

Axle information for unit ABC123

Steering Axle	Axle Set	Axle Type	Tyre Size	Suspension Type	Track Outer	Mass (kg)	Max Mass	Spacing from prev (m)
No	(T) Tandem	(T) Twin Tyred Axle	Standard	(A) Air Bag	2.20	6500.00		4.90
No	(T) Tandem	(T) Twin Tyred Axle	Standard	(A) Air Bag	2.20	6500.00		1.31

Otherwise –

- If **yes** (that is the trailers have the same tyre size, same outer wheel tracks and the same axle spacings), go to step 4.
- If **no**, make a note of any issues and then go to step 4.

Continued on next page

A4.5 Confirming multiple trailers are identical continued

Procedure
(continued)

Step	Action
4	<p>Have you answered all questions in steps 1-3 above with 'yes'?</p> <ul style="list-style-type: none">• If yes, record in the permit portal that you have completed the identical vehicles check and then continue with section <i>A4.6 Checking roll stability</i>.• If no, do not update the permit portal yet as you may need to repeat this check. Ensure you have written down the issues you found and then continue with section A4.6.

A4.6 Checking roll stability

Roll stability requirements for HPMVs

To meet stability requirements and be eligible for an HPMV permit, trailers must have a minimum static roll threshold (SRT) of 0.35g and roll stability control (RSC) must be activated. This must be indicated on the attributes check sheet.

SRT of 0.4g

Trailers that do not have an electronic braking system (EBS) and RSC may be eligible for an HPMV permit if they meet 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.

SRT certificate with permit application

Applicants must submit an SRT compliance certificate for a trailer together with their HPMV permit application if there is no SRT information on the attributes check sheet. This could happen if, for example, the certifier has used an old attributes check sheet (generally older than versions 5 or 5A) without fields for SRT details.

Procedure

Follow the steps below to confirm on the attributes check sheets that trailers meet roll stability requirements.

Note: If you need to do this check using SRT compliance certificates, follow the procedure in section E2.5, subtask 2. *Checking roll stability on the SRT compliance certificate* in part E in this volume.

Step	Action						
1	<p>Note the SRT information on the attributes check sheet and then refer to the table below to determine your next step:</p> <table border="1"> <thead> <tr> <th>If the attributes check sheet indicates that...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> • roll stability control is activated, and • the trailer meets an SRT of 0.35g </td> <td>the trailer meets stability requirements – go to step 3.</td> </tr> <tr> <td> <ul style="list-style-type: none"> • roll stability control is not fitted and/or activated, and • the trailer meets an SRT of 0.4g (at specified load and height limits) </td> <td>go to step 2.</td> </tr> </tbody> </table>	If the attributes check sheet indicates that...	Then...	<ul style="list-style-type: none"> • roll stability control is activated, and • the trailer meets an SRT of 0.35g 	the trailer meets stability requirements – go to step 3.	<ul style="list-style-type: none"> • roll stability control is not fitted and/or activated, and • the trailer meets an SRT of 0.4g (at specified load and height limits) 	go to step 2.
If the attributes check sheet indicates that...	Then...						
<ul style="list-style-type: none"> • roll stability control is activated, and • the trailer meets an SRT of 0.35g 	the trailer meets stability requirements – go to step 3.						
<ul style="list-style-type: none"> • roll stability control is not fitted and/or activated, and • the trailer meets an SRT of 0.4g (at specified load and height limits) 	go to step 2.						

Continued on next page

A4.6 Checking roll stability continued

Procedure (continued)

Step	Action
2	<p>Was the trailer first registered before:</p> <ul style="list-style-type: none"> – 1 May 2010, or – 1 April 2016 if it is a log trailer carrying round wood? <ul style="list-style-type: none"> • If yes, the trailer is eligible for an HPMV permit. Go to step 3. • If no, the trailer is not eligible for an HPMV permit. Decline the application – continue with subtask 2. <i>Declining on legal or technical grounds</i> in section A3.3.
3	<p>Repeat this check for each trailer on the application.</p> <p>If all trailers meet roll stability requirements, continue with section <i>A4.7 Issuing or confirming an overlength permit</i>.</p>

A4.7 Issuing or confirming an overlength permit

When is an overlength permit required?

An overlength permit is required for a vehicle combination that is:

- longer than 20 metres, or
 - longer than 19 metres if it is a truck and semi-trailer.
-

Overlength permits must be issued first

If an application is for both an overlength and a higher mass permit, the overlength permit must be issued first. This is because a vehicle may be operated under an overlength permit even it is not eligible for a higher mass permit.

Existing overlength permit

Applicants may already have an existing overlength permit because overlength permits have no expiry date, whereas higher mass and 50MAX permits need to be renewed at least every two years.

The application form prompts applicants to attach a copy of an existing overlength permit, but this is not enforced and applicants can submit an application without attaching an overlength permit.

Three subtasks

You need to do one of three subtasks, depending on what information the applicant has provided on the application form:

1. **Issuing an overlength permit** if the applicant has applied for one.
2. **Validating an overlength permit** if the applicant has attached an existing overlength permit or has provided the permit number. OR
3. **Checking for an existing overlength permit** if the applicant requires an overlength permit but has not provided any information about an existing permit.

These subtasks are described in detail below.

1. Issuing an overlength permit

Follow the standard procedures in *Part E: Overlength permitting* in this volume to issue an overlength permit.

After you have issued the overlength permit and you have completed all other screening checks described in the previous sections, and if there are no unresolved issues, continue with section *A4.10 Referring the application for regional processing*.

Note: Overlength permits are issued separately from HPMV higher mass permits, whereas 50MAX permits are issued together with an overlength permit.

Continued on next page

A4.7 Issuing or confirming an overlength permit continued

2. Validating an overlength permit

Follow the steps below if the applicant has attached an existing overlength permit or provided the number of an existing permit on the application form.

Step	Action
1	<p>Open the attached overlength permit.</p> <p>Alternatively, if the applicant has provided an overlength permit number, open the Overlength HPMV Permit Register (Excel spreadsheet in InfoHub). Search for the permit number to find the overlength permit details in the spreadsheet.</p>
2	<p>Do the following details for the existing overlength permit match the corresponding details on the current application:</p> <ul style="list-style-type: none"> – the operator name, and – the registration plate numbers of all the vehicle units? <ul style="list-style-type: none"> • If yes, go to step 4. • If no, go to step 3.
3	<p>Contact the applicant to find out whether there has been a change in ownership or whether additional trailers need to be added to the overlength permit.</p> <p>Reissue the overlength permit in the new owner's name or with the additional trailers added.</p> <p>Note: If you are adding extra trailers, confirm with the operator that they are identical to the other trailers. Confirmation by email or telephone is sufficient.</p>
4	<p>Have you made any notes in previous checks of issues to follow up with the applicant?</p> <ul style="list-style-type: none"> • If yes, continue with section <i>A4.8 Attempting to resolve issues with an application</i>. • If no, continue with section <i>A4.10 Referring the application for regional processing</i>.

Continued on next page

A4.7 Issuing or confirming an overlength permit continued

3. Checking for an existing overlength permit

Follow the steps below if:

- the vehicle combination length exceeds 20 metres (or 19 metres if it is a truck and semi-trailer)
- the applicant has **not** applied for an overlength permit, and
- the applicant has **not** attached an existing overlength permit or provided an overlength permit number.

Step	Action
1	<p>Search the Overlength HPMV Permit Register (Excel spreadsheet) for either the:</p> <ul style="list-style-type: none"> – applicant name – TSL number – vehicle registration number, or – vehicle identification number (VIN).
2	<p>Does the applicant have a valid existing overlength permit for the vehicles applied for (that is the operator name and registration plate numbers match)?</p> <ul style="list-style-type: none"> • If yes, go to step 3. • If no, return the application, advising the applicant that they need to apply for an overlength permit and provide a pro-forma design diagram with dimensions. Continue with section <i>A4.9 Returning an incomplete or inaccurate application</i>.
3	<p>Have you made any notes of issues in previous checks to follow up with the applicant?</p> <ul style="list-style-type: none"> • If yes, continue with section <i>A4.8 Attempting to resolve issues with an application</i>. • If no, continue with section <i>A4.10 Referring the application for regional processing</i>.

A4.8 Attempting to resolve issues with an application

Procedure

Follow the steps below to attempt to resolve issues with a permit application.

Step	Action
1	Refer to your notes of issues and contact the applicant by telephone or email.
2	Explain the issues and allow the applicant to respond. If appropriate, offer options or solutions.
3	If the issues are minor and can be resolved immediately, update the application data in the portal. Otherwise request missing or correct information by email.
4	Repeat any of the screening checks as necessary. For example, if the applicant provided an incorrect attributes check sheet, repeat the GVM/GCM and roll stability checks described in the previous sections.
5	Does the application now pass all initial checks? <ul style="list-style-type: none"> • If yes, continue with section <i>A4.10 Referring the application for regional processing</i>. • If no, return or decline the application – see the next section <i>A4.9 Returning an incomplete or inaccurate application</i> or section <i>A3.3 Declining a permit application</i>.

A4.9 Returning an incomplete or inaccurate application

When to return an application You should return an application if you have not been able to resolve issues such as incorrect or missing information or missing attachments in a reasonable timeframe (generally five working days).

If you are unsure whether to return or decline an application, see section *A3.1 When to return and when to decline a permit application*.

Procedure Follow the steps below to return an incomplete or inaccurate application.

Step	Action
1	Email the applicant using the 'Returned Application' template.
2	Attach all attachments submitted with the application to your email.
3	Explain the reasons for returning the application in the email and send it to the applicant.
4	Record in the permit portal that the application was incomplete and/or inaccurate and change the status to Returned .

Note: Returned applications are not saved.

End of process This ends the process for incomplete or inaccurate applications.

A4.10 Referring the application for regional processing

When to refer an application

When an HPMV higher mass permit application has passed the operator compliance and the initial assessment checks, the application is referred to a regional PIO for further processing.

Assigning a 'lead region'

The region selected in the permit application is the 'lead region' and determines which regional office the application will be referred to for further processing.

However, applicants do not always select the correct region. Permitting team members need to check and sometimes change the region.

Follow these guidelines for assigning a 'lead region':

If the applicant has applied for...	then the lead region is...
the 'Same route'	the region that issued the previous permit with the route to be mirrored.
a 'New route'	where the route starts or where the operator depot is located.
a renewal	the region that issued the permit to be renewed.

Assigning a lead region is not always clear-cut, and you may need to use your judgment and make case-by-case decisions.

PIOs can contact you and request a change to the lead region. You can reassign applications or change the portal settings so that PIOs can see applications for multiple regions to share the workload.

Procedure

Follow these steps to refer an application for regional processing.

Step	Action
1	Access the application in the permit portal.
2	Ensure that comments and notifications are complete. Important: Make sure you have recorded a reduced permit term if there are operator safety concerns.

Continued on next page

A4.10 Referring the application for regional processing continued

Procedure (continued)

Step	Action
3	Refer to the route description and confirm that the applicant has selected the correct region. If not, change the region in the portal – see the guidelines in <i>Assigning a 'lead region'</i> above.
4	Update the status of the application in the permit portal to Sent to PIO . The regional PIO in the lead region will receive an email that the application is ready for further processing.

End of process This ends the receiving applications process.

Chapter A5: Screening higher mass permit renewal and feasibility applications

Overview

About this chapter

This chapter describes how to do the initial checks for HPMV higher mass renewal and feasibility applications.

For details about processing 50MAX renewal applications, see section *F2.5 Processing 50MAX permit renewal applications* in part F of this volume.

In this chapter

This chapter contains the following sections:

Section	See page
A5.1 About higher mass permit renewal applications	A5-2
A5.2 Initial screening of higher mass permit renewal applications	A5-3
A5.3 About higher mass permit feasibility applications	A5-5
A5.4 Initial screening of higher mass permit feasibility applications	A5-6

A5.1 About higher mass permit renewal applications

When permits can be renewed

Operators can renew an HPMV higher mass permit if they applied for the original permit in the permit portal **and** they:

- are using the same vehicle combination specified in the original permit
- have made no modifications to the vehicle units since the original permit was issued
- continue to operate with the same total mass, individual axle masses and axle spacings
- originally applied for either general access (formerly Class 1) or HPMV axle weight flexibility (AWF) and there is no change to the AWF option, and
- are able to provide the previous application reference number or the existing permit number on the renewal application.

If any of the above application details has changed, advise the applicant that they must submit a new permit application.

Minor changes to the route are acceptable – see below for details.

Acceptable route changes

Permits can be renewed with different local roads because new local RCA approvals are required for renewals anyway.

Changes to state highways are also acceptable if any new state highways requested are approved for full HPMV.

However, if applicants want additional state highways that are not approved for full HPMV, they must submit a new application.

Automatic access to full HPVM routes

Renewed permits give operators automatic access to the approved full HPMV network, even if the original permit did not include the link to the network.

No more renewals for user defined AWF

Permits with ‘User Defined’ or ‘No AWF’ can no longer be renewed because these axle weight flexibility options have been phased out. Applicants need to apply for a new permit with either general access or HPMV AWF.

50MAX permit renewals

To renew a 50MAX permit, applicants must complete the 50MAX renewal application form on the Waka Kotahi website.

A5.2 Initial screening of higher mass permit renewal applications

About this section

This section describes how to screen an application to renew an HPMV higher mass permit.

The checks are different for 50MAX renewal applications – see section *F2.5 Processing 50MAX permit renewal applications* in part F of this volume.

Two subtasks

Screening a renewal application for an HPMV higher mass permit involves two subtasks:

1. **Checking eligibility** to confirm that the existing permit qualifies for renewal.
2. **Conducting operator compliance checks** to confirm that the operator's safety performance still meets permit requirements.

These subtasks are described below.

1. Checking eligibility

Follow the steps in the table to confirm that the existing permit is eligible for renewal.

Step	Action
1	Depending on the details the applicant has provided, open either: <ul style="list-style-type: none"> – the PDF file of the original application, or – the existing permit that is to be renewed.
2	Are the following details on the renewal application the same as on the original application or on the existing permit: <ul style="list-style-type: none"> <input type="checkbox"/> company name and TSL number <input type="checkbox"/> vehicle registration numbers, and <input type="checkbox"/> total mass, individual axle masses and axle spacings? <ul style="list-style-type: none"> • If yes, go to step 3. • If no, the existing permit is not eligible for renewal. Return the application and advise the applicant to apply for a new permit.

Continued on next page

A5.2 Initial screening of higher mass permit renewal applications continued

1. Checking eligibility (continued)

Step	Action
3	<p>If the applicant has requested new state highways on the renewal application, are all additional state highways on the approved full HPMV network?</p> <p>A quick way to check this is to search the PDF lists of approved full HPMV routes at nzta.govt.nz/commercial-driving/high-productivity/full-hpmv-network/.</p> <ul style="list-style-type: none"> • If yes, the existing permit is eligible for renewal. Continue with subtask 2. <i>Conducting operator compliance checks</i>. • If no, the permit is not eligible for renewal. Return the application and advise the applicant to apply for a new permit.

2. Conducting operator compliance checks

When you have confirmed that the application qualifies as a renewal, follow the steps below.

Step	Action
1	Conduct the operator compliance checks according to the standard procedures described in <i>Chapter A2: Conducting operator compliance checks</i> .
2	<p>Does the operator pass the compliance checks?</p> <ul style="list-style-type: none"> • If yes, go to step 3. • If no, follow the process for declining applications as described in <i>Chapter A3: Declining a permit application</i>.
3	Record the new permit term in the portal and change the status of the application to Sent to PIO .

End of process This ends the process for screening applications to renew a higher mass permit.

A5.3 About higher mass permit feasibility applications

What is a feasibility application?

Transport operators and vehicle manufacturers can submit a 'Feasibility' application to find out the feasibility of carrying higher loads on certain routes or on new vehicles under an HPMV higher mass permit.

Feasibility application requirements

To apply for a feasibility study, operators must complete the regular HPMV higher mass permit application form and select the 'Feasibility' option.

Applicants must provide the same details as for a regular permit application except for:

- vehicle registration numbers (unregistered vehicles are acceptable), and
 - attributes check sheets (they are not required).
-

Not a permit

Operators who submit a feasibility application get issued a 'Feasibility Study' document that looks similar to a permit but has a prominent watermark 'Feasibility Study Only'.

A 'Feasibility Study' document has no legal status and cannot be used as a permit.

A5.4 Initial screening of higher mass permit feasibility applications

Streamlined process

The following checks are **not** required for screening a feasibility application:

- operator compliance checks (including TSL and company registration checks)
- identical vehicles check
- attributes check sheet validation, and
- basic unit safety (GVM and GCM) check.

What you **do** need to check on receipt of a feasibility application is described in the procedure below.

Procedure

On receipt of a feasibility application, follow the steps below.

Step	Action
1	Scan through the application and any attachments.
2	<p>Has the applicant submitted:</p> <ul style="list-style-type: none"> – full unit mass details, and – details of any state highways and local roads required in addition to the approved full HPMV routes? <ul style="list-style-type: none"> • If yes, refer the application to the relevant regional PIO – see section <i>A4.10 Referring the application for regional processing</i>. • If no, contact the applicant and request the missing information. If the applicant does not provide the missing information within 5 working days, return the feasibility application.
3	Update the status of the application in the permit portal to either Sent to PIO or Returned , as applicable.

End of process This ends the initial screening process of feasibility applications.

Vehicle dimensions and mass permitting manual (volume 2)

Part B

Processing overweight permit applications

Current as at 1 November 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.

Waka Kotahi NZ Transport Agency does not accept any responsibility or liability whatsoever, whether in contract, tort, equity or otherwise for any action taken, or reliance placed, as a result of reading any part of this publication or for any error, inadequacy, deficiency, flaw or omission from the information provided in this publication.

Record of amendments in this part

Note: Amendments to the *Vehicle dimensions and mass permitting manual* can affect individual or multiple parts in a volume. Gaps in the amendment number in the table below indicate amendments in the other volume. For a complete record of all amendments to the manual, please refer to the 'Record of amendments' at the start of both volumes.

Amendment to 2nd edition	Description of changes in this part	Effective date
Amendment 6	<p>LANDATA, Hyperion and InsightHub: All references to 'Hyperion' have been updated to 'InsightHub', which has replaced Hyperion as the reporting tool to access LANDATA records. See <i>Chapter B2: Checking vehicle safety</i>.</p> <p>CoF check removed: The check for a current CoF has been removed from the legal eligibility checks. A CoF check is not required for overweight permitting, but other checks (for example TSL and company status) still apply. See section <i>B1.4 Checking for legal eligibility</i>.</p> <p>BESS requirement clarified: Applicants only need to be BESS-registered if there are bridge restrictions on the route. A continuous permit may be issued to an applicant without BESS registration if there are no bridge restrictions on the permit. See section <i>B1.4, subtask 3. Checking registrations, step 3</i>.</p> <p>Using tyre ratings to check axle set capacity: If no LANDATA or manufacturer's information is available for older trailers, tyre ratings may be used to check axle set capacity. See section <i>B2.1 Checking vehicle design limits, new subtask 3</i>.</p> <p>ISO container transporters: The towing capacity check has been simplified and a note has been added about watching out for occasional errors in axle set ratings for semi-trailers in LANDATA. See section <i>B2.2 Checking safety attributes for ISO container transporters, subtask 4</i>.</p> <p>Declining a permit application: Clarification added for when to decline an application. See section <i>B2.6 Withdrawing or cancelling an application</i> and section <i>B4.5 Declining a permit application</i>.</p> <p>Adding Weigh Right CVSC location codes to routes: The procedures for entering route data into OPermit have been revised for including location codes for commercial vehicle safety centres (CVSCs). This is required to enable the Waka Kotahi Weigh Right system to screen for route compliance. See <i>Chapter B3: Analysing routes</i>.</p>	1 November 2021

Continued on next page

Record of amendments in this part continued

Amendment to 2nd edition	Description of changes in this part	Effective date
Amendment 6 (continued)	<p>'50km/h Own Lane' bridge restriction no longer applies to ISO container transporters and NZDF vehicles with four or fewer axles. PIOs should delete the condition from the permit document. See section <i>B4.3 Manually editing the permit document</i>.</p> <p>Checklist for manually editing the permit document added. Manual edits now also include deleting Weigh Right codes from the permit document. See section <i>B4.3 Manually editing the permit document</i>.</p>	1 November 2021

Contents

	See page
Introduction	B-1
Overview diagrams of the overweight permitting process	B-3
Chapter B1: Receiving overweight permit applications and conducting initial checks	B1-1
Overview	B1-1
B1.1 Guidelines for dealing with applicants	B1-2
B1.2 Receiving an overweight permit application	B1-3
B1.3 Checking for completeness	B1-6
B1.4 Checking for legal eligibility.....	B1-11
Chapter B2: Checking vehicle safety.....	B2-1
Overview	B2-1
B2.1 Checking vehicle design limits.....	B2-2
B2.2 Checking safety attributes for ISO container transporters	B2-9
B2.3 Analysing vehicle parameters in OPermit	B2-16
B2.4 VAI and PLR limits by vehicle and permit type.....	B2-19
B2.5 Requesting a dispensation from a VAI limit.....	B2-20
B2.6 Withdrawing or cancelling an application	B2-22
Chapter B3: Analysing routes	B3-1
Overview	B3-1
B3.1 Why Weigh Right location codes are needed in overweight route data.....	B3-2
B3.2 Weigh Right CVSC location map and list of OPermit codes	B3-3
B3.3 Entering route information in OPermit.....	B3-5
B3.4 Reviewing a summary of the application	B3-11
B3.5 Running the structural analysis and interpreting the results	B3-12

Continued on next page

Contents continued

	See page
B3.6 Referring an application for specialist bridge analysis	B3-14
B3.7 Dealing with 'do not cross' bridge alerts	B3-17
B3.8 Attempting to resolve issues	B3-19
Chapter B4: Completing an overweight permit or declining an application	B4-1
Overview	B4-1
B4.1 Entering permit fees	B4-2
B4.2 Creating an overweight permit document	B4-3
B4.3 Manually editing the permit document	B4-4
B4.4 Issuing the permit	B4-9
B4.5 Declining a permit application	B4-10
Chapter B5: Processing feasibility studies	B5-1
Overview	B5-1
B5.1 What is a feasibility study?	B5-2
B5.2 Processing a feasibility study	B5-3
B5.3 Manually editing the feasibility study document	B5-4
B5.4 Issuing a feasibility study document	B5-6

Part B: Processing overweight permit applications

Introduction

About this part

This part of the *Vehicle dimensions and mass permitting manual* (volume 2) describes how overweight permit applications are processed by Waka Kotahi NZ Transport Agency.

Purpose

The purpose of this part is to be a 'how-to' reference for anyone involved in processing overweight permit applications. It documents best practice and is intended to make the overweight permitting process transparent to all stakeholders.

Legal background

Before issuing an overweight permit, Waka Kotahi (or any other road controlling authority) is required by law to consider:

- the safety of the vehicle
- the safety of road users, and
- the durability of roads and bridges on which the vehicle may operate.

Legislation reference: Land Transport Rule: Vehicle Dimensions and Mass 2016 ('VDAM Rule'), section 5.2(1).

The processes and procedures described in this part are designed to ensure Waka Kotahi meets its legal obligations when issuing overweight permits.

Audience

The main audience for this part is:

- Permit issuing officers (PIOs) and contractors in Waka Kotahi regional offices
- Waka Kotahi technical staff and contractors involved in permitting, and
- permitting staff in local road controlling authorities that have adopted the Waka Kotahi overweight permitting policy.

Permit applicants and enforcement officers may also be interested in how Waka Kotahi processes overweight permit applications.

Continued on next page

Introduction continued

Policy in volume 1

This part should be read in conjunction with the policy information in *Part B: Overweight permits* in volume 1 of this manual.

Permitting staff should take the time to familiarise themselves with the policy in order to:

- advise applicants correctly and refer them to relevant information, and
- understand the reasons for and background to the permitting process and procedures.

OPermit

Waka Kotahi processes overweight permit applications in a system called 'OPermit'. OPermit is a workflow tool that works with a database of information about operators, vehicles and routes. The database also includes details of the capacity of bridges and other road infrastructure.

OPermit analyses vehicle and route information to determine whether a vehicle can safely carry the load applied for along the chosen route, especially if the route includes bridges.

The procedures described in this part require familiarity with OPermit. They do not give detailed information on the use of this system. Users unfamiliar with OPermit should seek training or ask other permitting staff for help.

Terminology and abbreviations

Specific terminology and abbreviations are used throughout this manual. For definitions and explanations, see *Part I: Definitions and glossary* in volume 1 of this manual.

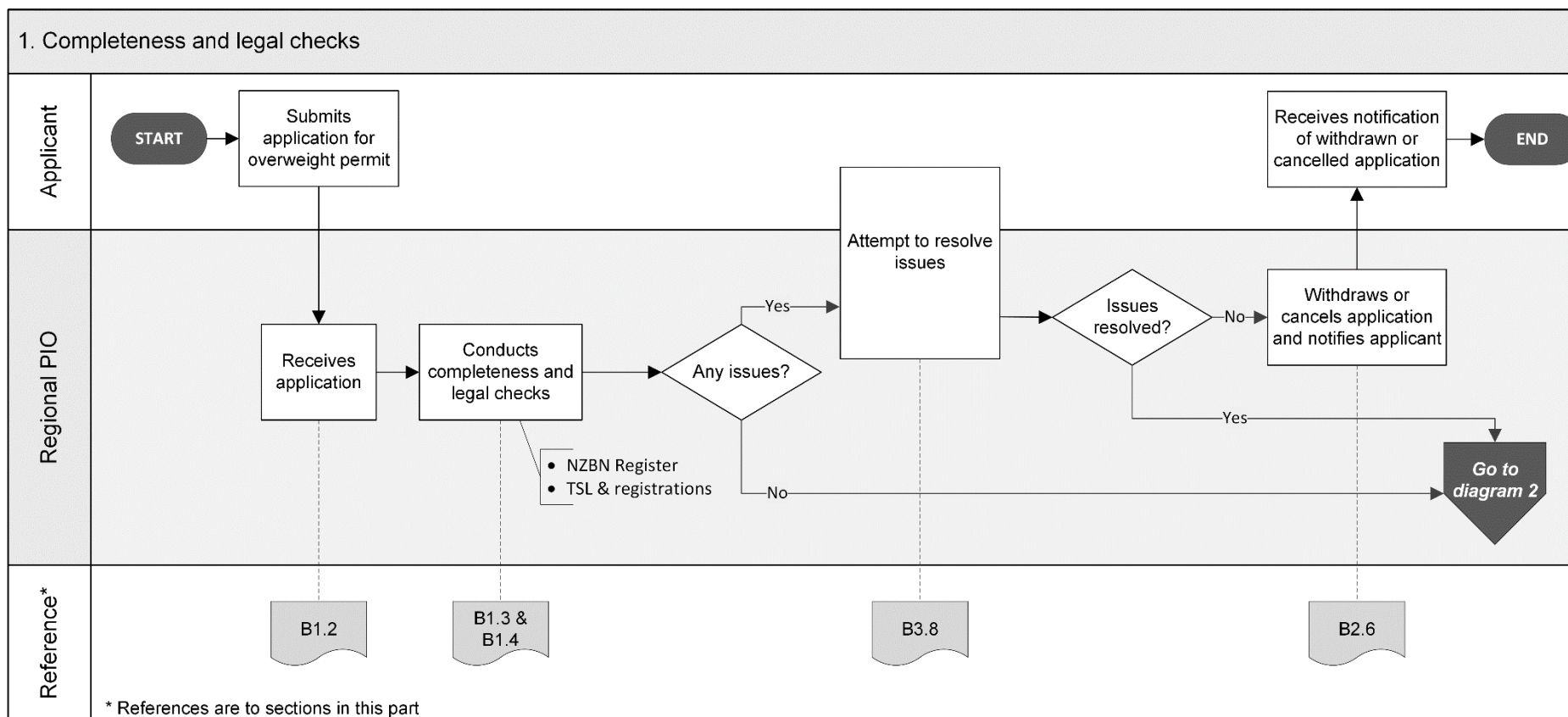
In this part

This part contains the following chapters:

Chapter	See page
Chapter B1: Receiving overweight permit applications and conducting initial checks	B1-1
Chapter B2: Checking vehicle safety	B2-1
Chapter B3: Analysing routes	B3-1
Chapter B4: Completing an overweight permit or declining an application	B4-1
Chapter B5: Processing feasibility studies	B5-1

Overview diagrams of the overweight permitting process

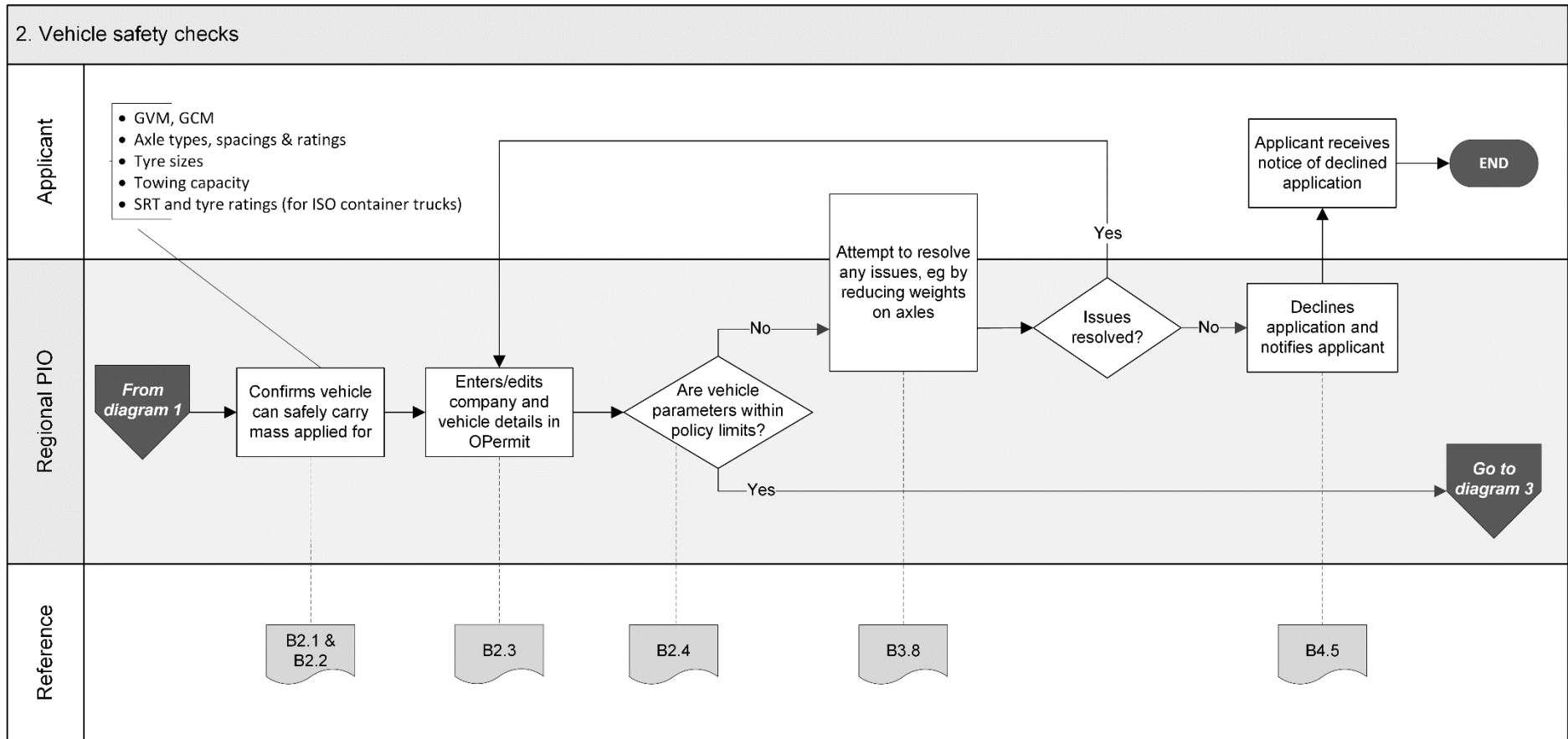
Diagram 1 The diagram below gives a high-level overview of the initial tasks of processing an overweight permit application.



Continued on next page

Overview diagrams of the overweight permitting process continued

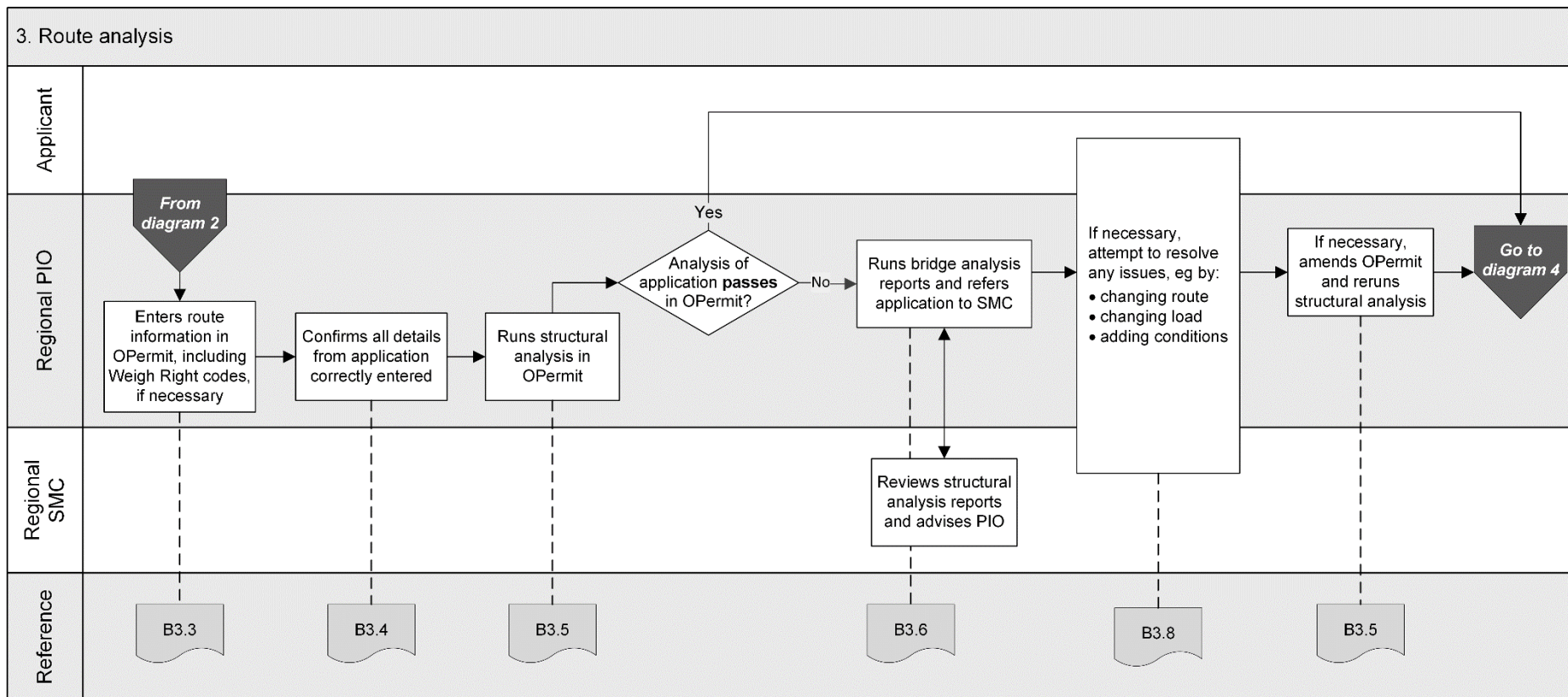
Diagram 2 This diagram gives an overview of the vehicle safety checks during the processing of an overweight permit application.



Continued on next page

Overview diagrams of the overweight permitting process continued

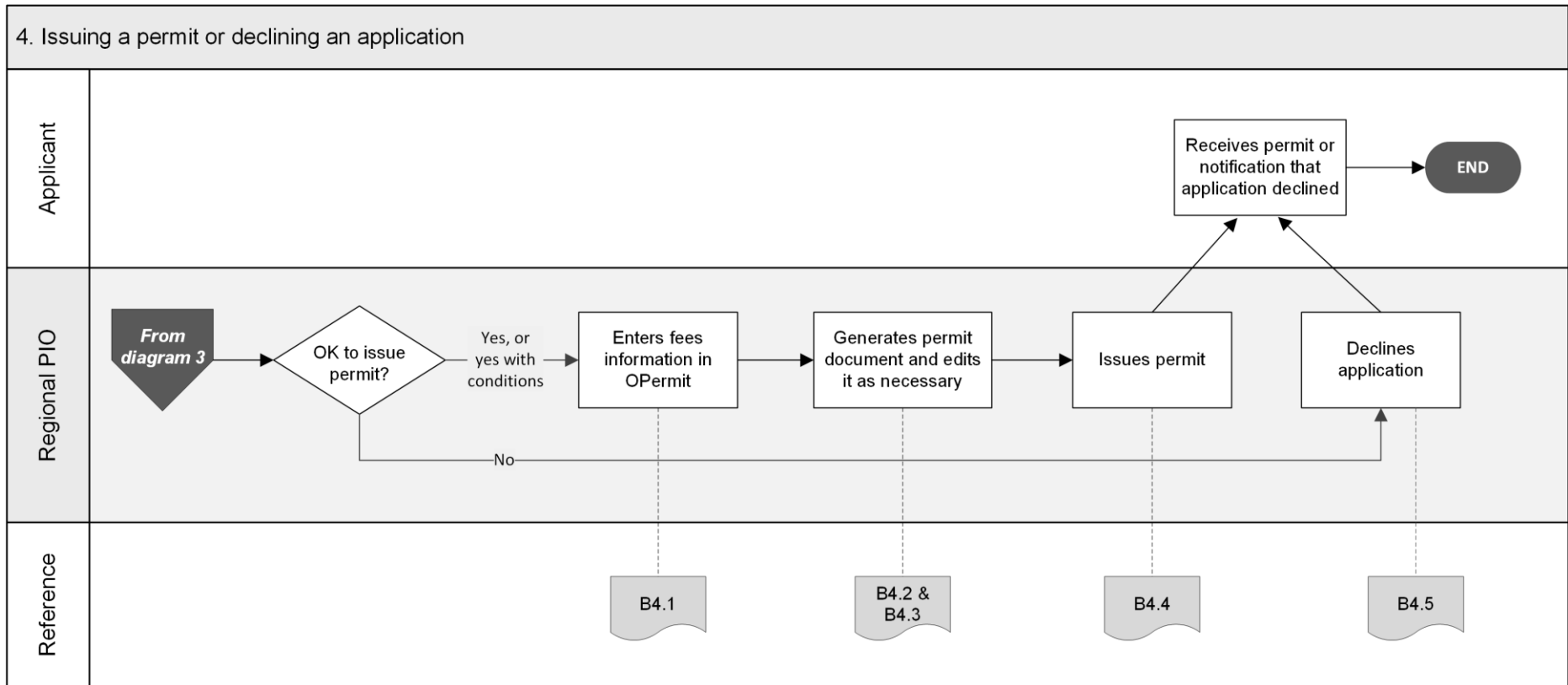
Diagram 3 The diagram below illustrates the steps involved in analysing routes for overweight permit applications.



Continued on next page

Overview diagrams of the overweight permitting process continued

Diagram 4 This diagram gives an overview of the final steps of processing an overweight permit application.



Chapter B1: Receiving overweight permit applications and conducting initial checks

Overview

About this chapter

This chapter describes the initial tasks involved on receipt of an overweight permit application.

In this chapter

This chapter contains the following sections:

Section	See page
B1.1 Guidelines for dealing with applicants	B1-2
B1.2 Receiving an overweight permit application	B1-3
B1.3 Checking for completeness	B1-6
B1.4 Checking for legal eligibility	B1-11

B1.1 Guidelines for dealing with applicants

Assisting applicants

Waka Kotahi policy is to assist permit applicants as much as possible so that permits can be issued. Permit issuing officers (PIOs) are expected to work with applicants in a proactive and helpful manner and try to resolve any issues with applications in consultation with applicants.

At the same time, consideration of the safety of other road users and the durability of infrastructure must remain paramount. You must withdraw, issue or decline an application if issues cannot be resolved.

Gather issues before contacting applicants

As you conduct the processing checks described in this part, you may find that a single application has multiple issues that would make it ineligible for a permit.

Take notes of any issues as you come across them until you have completed all checks, or a set of checks, to avoid having to contact an applicant several times.

The types of issues that you need to follow up with an applicant include:

- missing, incomplete or incorrect information or attachments
 - the mass applied for exceeds the vehicle's design limits, or
 - the mass applied for exceeds the capacity of bridges on the desired route.
-

When to contact the applicant

Be guided by your experience to determine when best to contact an applicant if there are issues with an application.

Balance the objective to minimise the number of times that you need to contact an applicant against notifying the applicant quickly if they need to address major issues that would otherwise result in the application being unsuccessful.

Email or telephone?

Use your judgment to determine whether to contact an applicant by telephone or email.

As a guideline, email is more appropriate if there are multiple or major issues and if you need written confirmation of changes to an application. Minor issues and straightforward queries can often be resolved more quickly by telephone.

B1.2 Receiving an overweight permit application

Initial tasks

The purpose of the initial tasks on receipt of an overweight permit application is to ensure that:

- the application is processed according to the correct business process and in the right regional office, and
- PIOs save application documents for record-keeping and auditing requirements.

Permits for local roads

Waka Kotahi issues overweight permits for state highways. Local road controlling authorities (RCAs) are responsible for issuing overweight permits for local roads under their control.

Some local RCAs have delegated authority to issue overweight permits for local roads to Waka Kotahi. Depending on the arrangement, Waka Kotahi may either issue separate permits for local roads on behalf of a local RCA, or issue joint permits for both state highways and local roads.

PIOs should find out from their colleagues or manager what the overweight permitting arrangements with local RCAs are in their region and what details (for example local RCA logos) need to be included in permits.

Procedure

On receipt of an overweight permit application follow the steps below.

Step	Action						
<i>Filtering by permit type</i>							
1	<p>Open the application form and refer to the title on the form. Is it an overweight permit application (that is the load must be indivisible)?</p> <ul style="list-style-type: none"> • If yes, go to step 2. • If no, refer to the table below for your next step. <table border="1"> <thead> <tr> <th>If the application is for an ...</th> <th>Then email the application and all attached documents to the...</th> </tr> </thead> <tbody> <tr> <td>HPMV higher mass permit</td> <td>Permitting team in Palmerston North (hpmvinfo@nzta.govt.nz)</td> </tr> <tr> <td>Overdimension permit</td> <td>Permitting team in Palmerston North (opia@nzta.govt.nz).</td> </tr> </tbody> </table> <p>If you have referred the application to the correct process, then this procedure ends here.</p>	If the application is for an ...	Then email the application and all attached documents to the...	HPMV higher mass permit	Permitting team in Palmerston North (hpmvinfo@nzta.govt.nz)	Overdimension permit	Permitting team in Palmerston North (opia@nzta.govt.nz).
If the application is for an ...	Then email the application and all attached documents to the...						
HPMV higher mass permit	Permitting team in Palmerston North (hpmvinfo@nzta.govt.nz)						
Overdimension permit	Permitting team in Palmerston North (opia@nzta.govt.nz).						

Continued on next page

B1.2 Receiving an overweight permit application continued

Procedure (continued)

Step	Action						
<i>Forwarding multi-region applications (if applicable)</i>							
2	<p>Refer to the route description on the application form. Does the route include roads in other Waka Kotahi regions?</p> <ul style="list-style-type: none"> • If yes (it is a multi-region route), go to step 3. • If no, go to step 4. 						
3	<p>Refer to this table for your next step:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">If the application is for a...</th> <th style="width: 50%;">Then...</th> </tr> </thead> <tbody> <tr> <td>single or multiple trip permit</td> <td>go to step 4 to continue processing the application before seeking input from other regional PIOs.</td> </tr> <tr> <td>continuous permit AND the applicant has requested that the application be forwarded to other regions</td> <td>forward the application to the PIOs in the other regions involved and then go to step 4.</td> </tr> </tbody> </table> <p>For details see <i>Dealing with multi-region applications</i> below.</p>	If the application is for a...	Then...	single or multiple trip permit	go to step 4 to continue processing the application before seeking input from other regional PIOs.	continuous permit AND the applicant has requested that the application be forwarded to other regions	forward the application to the PIOs in the other regions involved and then go to step 4.
If the application is for a...	Then...						
single or multiple trip permit	go to step 4 to continue processing the application before seeking input from other regional PIOs.						
continuous permit AND the applicant has requested that the application be forwarded to other regions	forward the application to the PIOs in the other regions involved and then go to step 4.						
<i>Managing files</i>							
4	Create a new permit application folder and save all application files in the new folder.						
5	As you process the application, continue to save all documents related to the application, including emails and file notes, in the application folder.						

Dealing with multi-region applications

How you process overweight permit applications with multi-region routes depends on the overweight permit type applied for, as described in the table on the next page.

Note: The 'lead PIO' is the PIO in the region where the operator is based.

Continued in next page

B1.2 Receiving an overweight permit application continued

Dealing with multi-region applications (continued)

If the application is for a...	Then the lead PIO...
single or multiple trip permit	<ul style="list-style-type: none"> • processes the application (completeness, legal and vehicle checks and route analysis) • forwards the application and application number to other regional PIOs involved and requests their input on the portion of the route that passes through their region <p>Note: Some lead PIOs process the entire route but still need to get approval from other regions.</p> <ul style="list-style-type: none"> • collates the inputs from other regions and, if necessary, adjusts permit details for the lowest capacity structure, and • issues the permit for the entire route.
continuous permit	<p>if requested by the applicant:</p> <ul style="list-style-type: none"> • forwards the application to other regional PIOs involved • processes the application for the part of the route that is in their region, and • collates and includes any regional inputs before issuing the permit. <p>Otherwise:</p> <ul style="list-style-type: none"> • processes and issues the permit, and • advises the applicant that they need separate permits from other regions to operate on roads in other regions. <p>Note: If separate permits are issued for each region, each regional PIO performs all application checks.</p>

Next step

The next step is to check that the applicant has provided all required information with the application – continue with section *B1.3 Checking for completeness*.

B1.3 Checking for completeness

Purpose The purpose of this check is to ensure that the applicant has provided all required information and attachments to enable successful processing of the application.

Two subtasks This check consists of two subtasks, depending on the vehicle type on the application:

1. **Checking completeness** (all vehicles), and
2. **Checking additional details for ISO containers.**

These subtasks are described in detail below.

1. Checking completeness Follow the steps below to confirm that the application contains all required information.

Step	Action
1	<p>Have all mandatory fields marked with an asterisk (*) on the application form been completed with valid data?</p> <ul style="list-style-type: none"> • If yes, go to step 2. • If no, make a note of the missing or incorrect information and then go to step 2.
2	<p>Is the load description for an indivisible load?</p> <ul style="list-style-type: none"> • If yes, go to step 3. • If no, return the application and advise the applicant that they are not eligible for an overweight permit but may be eligible for an HPMV permit.

Continued on next page

B1.3 Checking for completeness continued

1. Checking completeness (continued)

Step	Action											
3	<p>Does the route information match the permit type and permit period applied for?</p> <p>Note: You need to check this for renewals in the same way as for new applications.</p> <p>Refer to this table for guidance.</p> <table border="1"> <thead> <tr> <th>Permit type</th> <th>Route details</th> <th>Permit period</th> </tr> </thead> <tbody> <tr> <td>Single</td> <td rowspan="2">Origin and destination addresses</td> <td>7 days</td> </tr> <tr> <td>Multiple</td> <td>1 month¹</td> </tr> <tr> <td>Continuous</td> <td> <ul style="list-style-type: none"> • Network of linked roads • For ISO containers, named routes to and from sea ports </td> <td>Up to 2 years</td> </tr> </tbody> </table> <p>¹ Up to 6 months for special projects – for details see volume 1, section <i>B8.8 Multiple trip permits</i>.</p> <ul style="list-style-type: none"> • If yes (route information matches permit type and period), go to step 4. • If no, make a note of any discrepancies and then go to step 4. 	Permit type	Route details	Permit period	Single	Origin and destination addresses	7 days	Multiple	1 month ¹	Continuous	<ul style="list-style-type: none"> • Network of linked roads • For ISO containers, named routes to and from sea ports 	Up to 2 years
Permit type	Route details	Permit period										
Single	Origin and destination addresses	7 days										
Multiple		1 month ¹										
Continuous	<ul style="list-style-type: none"> • Network of linked roads • For ISO containers, named routes to and from sea ports 	Up to 2 years										
4	<p>Has the applicant provided unit details for each unit applied for?</p> <ul style="list-style-type: none"> • If yes, go to step 5. • If no, make a note of the missing information and then go to step 5. 											

Continued on next page

B1.3 Checking for completeness continued

1. Checking completeness (continued)

Step	Action
5	<p>If the application is for multiple units, the units must be identical. Confirm that the following applies:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The prime movers are the same make and model <input type="checkbox"/> The trailer units have: <ul style="list-style-type: none"> – the same tyre size – identical inner and outer wheel tracks, and – identical axle spacings. <p>Do the units meet the above criteria?</p> <ul style="list-style-type: none"> • If yes, the application is eligible for a ‘multi-registration’ permit. Go to step 6. • If no, make a note of any discrepancies and then go to step 6.
6	<p>Is the application for an ISO container transporter?</p> <ul style="list-style-type: none"> • If yes, continue with subtask 2. <i>Checking additional details for ISO containers.</i> • If no, continue with section <i>B1.4 Checking for legal eligibility.</i>

Continued on next page

B1.3 Checking for completeness continued

2. Checking additional details for ISO containers

Follow the steps below to check the additional details required with overweight permit applications for ISO container transporters.

Step	Action
1	<p>Has the applicant attached an attributes check sheet for each vehicle unit applied for?</p> <ul style="list-style-type: none"> • If yes, go to step 2. • If no, make a note of the missing attributes check sheet and then go to step 2.
2	<p>Has each attributes check sheet been signed by a Waka Kotahi approved heavy vehicle specialist certifier?</p> <p>You can find a list of approved certifiers at: nzta.govt.nz/resources/heavy-vehicle-specialist-certifiers.</p> <ul style="list-style-type: none"> • If yes, go to step 3. • If no, make a note of the missing or ineligible signature and then go to step 3.
3	<p>Has the applicant indicated an SRT option on the application form, or has the certifier indicated the SRT option for the trailer on the attributes check sheet?</p> <ul style="list-style-type: none"> • If yes, go to step 4. • If no, make a note of the missing information and then go to step 4.
4	<p>If the application is for SRT option 3, has the applicant attached a load plan with the required information?</p> <p>Note: The load plan must show:</p> <ul style="list-style-type: none"> – the height the container is loaded to (measured from the load deck) – the mass of the contents, and – the load height of the vehicle. <p>For details see volume 1, section <i>B8.4 Applying for a permit for ISO containers</i>.</p> <ul style="list-style-type: none"> • If yes (a load plan is attached with the right information), go to step 5. • If no, make a note of the missing information and then go to step 5.

Continued on next page

B1.3 Checking for completeness continued

2. Checking additional details for ISO containers (continued)

Step	Action
5	<p>Has the applicant attached SRT compliance certificates from a level 2 SRT certifying engineer (HVS2) for all trailers applied for?</p> <p>Note: Refer to the authorisation codes in the list of approved certifiers at nzta.govt.nz/resources/heavy-vehicle-specialist-certifiers.</p> <ul style="list-style-type: none">• If yes, continue with section <i>B1.4 Checking for legal eligibility</i>.• If no, make a note of the issue and then continue with section B1.4.

B1.4 Checking for legal eligibility

Purpose The purpose of this check is to confirm that the applicant is legally entitled to obtain an overweight permit.

Three subtasks Checking for legal eligibility consists of three subtasks:

1. **Validating the TSL number:** Confirming that the applicant is the holder of the transport service licence (TSL) number on the application, if applicable.
2. **Conducting an NZBN Register check:** If the applicant is a company or partnership, confirming that the company or partnership is a registered legal entity.
3. **Checking registrations:** Confirming that all required registrations are current and correct, ie:
 - all vehicle units applied for are registered, and
 - the applicant company is BESS-registered (if applicable).

These three subtasks are described in detail below.

LANDATA and eBESS access For some of the checks when processing an overweight permit application, you need to use eBESS and LANDATA records.

eBESS

The eBESS database is a register of companies and drivers who are registered for bridge engineering self supervision (BESS). Companies must be BESS-registered to be eligible for an overweight permit with bridge restrictions.

LANDATA, Hyperion and InsightHub

LANDATA is a comprehensive database of information about vehicles and their owners. PIOs cannot access LANDATA directly and must use a reporting tool to view information in the database. In the past, the reporting tool used was 'Hyperion'. Hyperion has been replaced by a newer tool called 'InsightHub', but many PIOs still refer to the tool for accessing LANDATA records as 'Hyperion' or 'new Hyperion'.

This manual refers to 'InsightHub' for accessing LANDATA records. It assumes that you have access to and are familiar with InsightHub and eBESS. Talk to your manager if you need help using these applications.

Continued on next page

B1.4 Checking for legal eligibility continued

1. Validating the TSL number

Transport operators of freight, vehicle recovery and passenger transport services require a transport service licence (TSL) to operate.

Exceptions

Vehicles for which no TSL is required include:

- mobile cranes
- mobile plant and machinery
- special purpose vehicles (for example forklifts), and
- agricultural vehicles (for example tractors, combine harvesters).

However, the company owning or operating such vehicles may have a TSL if they also own other vehicles.

TSL holder name must match applicant's registered name

If the applicant is a company or partnership (not an individual), they must use the registered company or partnership name on a permit application, **not** their trading name. The TSL holder's name must be an **exact** match of the applicant's registered company or partnership name, and permits must be issued under that name.

Procedure

Follow the steps below to confirm that the applicant is the holder of the TSL number provided on the application form.

Step	Action
1	In InsightHub (formerly Hyperion), search for the TSL number on the application form.
2	Is the name of the TSL holder in InsightHub the same as the company name on the application form? <ul style="list-style-type: none"> • If yes, the application meets TSL requirements. • If no, make a note to resolve the mismatch with the applicant once you have established the legally registered company name.
3	Continue with subtask 2. <i>Conducting an NZBN Register check.</i>

Continued on next page

B1.4 Checking for legal eligibility continued

2. Conducting an NZBN Register check

Follow the steps below if the applicant is a company or partnership.

Step	Action								
1	<p>Go to the New Zealand Business Number (NZBN) Register website at nzbn.govt.nz.</p> <p>Note: A New Zealand Business Number (NZBN) is a unique 13-digit identifier for every New Zealand business. The NZBN register is the primary database of business information in New Zealand.</p>								
2	<p>In the Search field, enter either the applicant's:</p> <ul style="list-style-type: none"> – NZBN (if provided), or – company name. 								
3	<p>Is the name listed in the search results?</p> <ul style="list-style-type: none"> • If yes, go to step 4. • If no, go to step 5. 								
4	<p>Refer to this table to determine your next step.</p> <table border="1"> <thead> <tr> <th>If the search finds...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td> <p>an exact match for the applicant's company name</p> <p>Important: The company name must be the same as the TSL holder's name, and permits must be issued under the registered company name.</p> </td> <td> <p>continue with subtask <i>3. Checking registrations.</i></p> </td> </tr> <tr> <td> <p>a similar but not an exact match</p> </td> <td> <p>go to step 5.</p> </td> </tr> <tr> <td> <p>any of the following in the Status column of the search results:</p> <ul style="list-style-type: none"> • 'Struck off' or 'Removed' • 'In receivership' or 'In rec' • 'In liquidation' or 'In liq' </td> <td> <p>decline the application because the company is no longer legally entitled to hold a permit – continue with section <i>B4.5 Declining a permit application.</i></p> </td> </tr> </tbody> </table>	If the search finds...	Then...	<p>an exact match for the applicant's company name</p> <p>Important: The company name must be the same as the TSL holder's name, and permits must be issued under the registered company name.</p>	<p>continue with subtask <i>3. Checking registrations.</i></p>	<p>a similar but not an exact match</p>	<p>go to step 5.</p>	<p>any of the following in the Status column of the search results:</p> <ul style="list-style-type: none"> • 'Struck off' or 'Removed' • 'In receivership' or 'In rec' • 'In liquidation' or 'In liq' 	<p>decline the application because the company is no longer legally entitled to hold a permit – continue with section <i>B4.5 Declining a permit application.</i></p>
If the search finds...	Then...								
<p>an exact match for the applicant's company name</p> <p>Important: The company name must be the same as the TSL holder's name, and permits must be issued under the registered company name.</p>	<p>continue with subtask <i>3. Checking registrations.</i></p>								
<p>a similar but not an exact match</p>	<p>go to step 5.</p>								
<p>any of the following in the Status column of the search results:</p> <ul style="list-style-type: none"> • 'Struck off' or 'Removed' • 'In receivership' or 'In rec' • 'In liquidation' or 'In liq' 	<p>decline the application because the company is no longer legally entitled to hold a permit – continue with section <i>B4.5 Declining a permit application.</i></p>								

Continued on next page

B1.4 Checking for legal eligibility continued

2. Conducting an NZBN Register check (continued)

Step	Action
5	<p>Contact the applicant to find out the correct registered legal name (or the correct NZBN), then repeat steps 1 to 4 above.</p> <p>If you are unable to confirm that the applicant is a valid legal entity, decline the application – continue with section <i>B4.5 Declining a permit application</i>.</p>

3. Checking registrations

Follow the steps below to confirm that the vehicles are registered and the applicant has BESS registration (if required).

Note: For feasibility studies, vehicles are not required to be registered. For details see *Chapter B5: Processing feasibility studies*.

Step	Action
1	<p>Using InsightHub reports, confirm for each vehicle unit on the application that:</p> <ul style="list-style-type: none"> <input type="checkbox"/> the vehicle is registered, and <input type="checkbox"/> the registration number on the application form matches the one in InsightHub. <p>Are all vehicle units registered and the registration numbers correct?</p> <ul style="list-style-type: none"> • If yes, go to step 2. • If no, make a note of any discrepancies and then go to step 2.
2	<p>Check in eBESS whether the applicant company is BESS-registered.</p> <ul style="list-style-type: none"> • If yes, the company has all required registrations. Continue with <i>Chapter B2: Checking vehicle safety</i>. • If no, go to step 3.
3	<p>If you know that there are bridge restrictions on the route, contact the applicant now and explain that they are not eligible for an overweight permit without BESS registration. Continue with section <i>B2.6 Withdrawing or cancelling an application</i>.</p> <p>Otherwise make a note that you will have to decline the application if the route analysis shows there are bridge restrictions on the route. Then continue with <i>Chapter B2: Checking vehicle safety</i>.</p>

Chapter B2: Checking vehicle safety

Overview

About this chapter This chapter describes how to assess whether the vehicle can safely carry the overweight load applied for.

Using OPermit If you are unfamiliar with the various functions of OPermit referred to in this chapter, ask for training or help from other PIOs.

In this chapter This chapter contains the following sections:

Section	See page
B2.1 Checking vehicle design limits	B2-2
B2.2 Checking safety attributes for ISO container transporters	B2-9
B2.3 Analysing vehicle parameters in OPermit	B2-16
B2.4 VAI and PLR limits by vehicle and permit type	B2-19
B2.5 Requesting a dispensation from a VAI limit	B2-20
B2.6 Withdrawing or cancelling an application	B2-22

B2.1 Checking vehicle design limits

Purpose The purpose of this check is to confirm that the masses applied for are within the vehicle's safety ratings (also called 'design limits'). This is a legal requirement.

Legislation reference: VDAM Rule section 5.2(3).

Two aspects to safety checks Checking vehicle safety involves:

- validating vehicle details on the application form against the certified ratings in LANDATA (via InsightHub reports), and
- confirming that the masses applied for do not exceed the vehicle's certified ratings.

No or different data in LANDATA If there are missing details in LANDATA, you must contact the applicant and request proof of the missing information.

Acceptable proof is information from the vehicle manufacturer on official letterhead or company-branded documentation.

Some vehicles are exempt from registration and licensing and therefore are not recorded in LANDATA. For such vehicles, also ask for vehicle manufacturer's documentation.

For older trailers, it may not be possible to obtain vehicle information from the manufacturer because the manufacturer is no longer in business or the information is no longer available. See subtask 3 below for an alternative axle set check in such cases.

Four subtasks The vehicle safety check consists of the following subtasks:

1. **Validating GVM and GCM** (gross vehicle mass and gross combination mass)
2. **Checking axle set capacity**
3. **Checking axle set capacity via tyre ratings** (alternative axle set check, primarily for older trailers)
4. **Validating tyre sizes**, and
5. **Checking towing capacity**.

These four subtasks are described in detail below.

Different checks for ISO containers Vehicle safety checks are done differently for ISO container trucks. See section *B2.2 Checking safety attributes for ISO container transporters*.

Continued on next page

B2.1 Checking vehicle design limits continued

1. Validating GVM and GCM

Follow the steps below to confirm that the GVM and GCM on the application form match the certified ratings for the vehicle.

Note: If the vehicle is an ISO container transporter, follow the procedures in section *B2.2 Checking safety attributes for ISO container transporters*.

Step	Action
1	Using InsightHub, find the vehicle records by searching for the registration number or the vehicle identification number (VIN).
2	<p>Refer to the unit information on the application form and note the:</p> <ul style="list-style-type: none"> - GVM, and - GCM (for towing units). <p>Do the GVM and GCM values on the application form match the ratings in InsightHub?</p> <ul style="list-style-type: none"> • If yes, go to step 3. • If no, make a note to contact the applicant and request confirmation of the values when you have completed all vehicle checks. Then go to step 3.
3	<p>Repeat steps 1 and 2 for each vehicle unit on the application form.</p> <p>When you have done this check for each unit, continue with subtask 2. <i>Checking axle set capacity</i>.</p>

Note: When you enter the application details into OPermit, the system will check whether the mass applied for is within the vehicle's GVM or GCM limits. For details see *What OPermit checks* in section B2.3.

Continued on next page

B2.1 Checking vehicle design limits continued

2. Checking axle set capacity

Follow the steps below to validate axle details and confirm that the masses applied for are within the certified axle **set** ratings.

If the vehicle is an older trailer with no axle ratings in LANDATA and no manufacturer's information, do subtask 3. *Checking axle set capacity via tyre ratings* instead.

Step	Action
1	Open the vehicle record in InsightHub.
2	Compare the following details on the application form with the records in InsightHub: <ul style="list-style-type: none"> – axle types, and – axle spacings.
3	Do the details on the application form match the records in InsightHub? <p>Note: Axle spacings may not exactly match because spacings may differ between laden and unladen vehicles. If there is a mismatch, use the axle spacings provided on the application form for processing the application.</p> <ul style="list-style-type: none"> • If yes (the details match), go to step 4. • If no (the number of axles or the axle type is different), contact the applicant and request confirmation of the axle details (see <i>No or different data in LANDATA</i> above).
4	Refer to the axle information table on the application and add up the total mass for the: <ul style="list-style-type: none"> – front axle set (except for semi-trailers), and – rear axle set. <p>Make a note of the sums.</p> <p>Note: For semi-trailers, be aware that certifiers occasionally record the axle set rating incorrectly in LANDATA. For example, they may split a quad-axle set and record two axles in error as the front axle set and the two remaining axles as the rear axle set. If a front axle set rating is recorded for a semi-trailer, it may also relate to the 5th wheel or kingpin rating.</p>

Continued on next page

B2.1 Checking vehicle design limits continued

2. Checking axle set capacity (continued)

Step	Action
5	Compare the application masses for the front and rear axle sets to: <ul style="list-style-type: none"> – the corresponding ratings in InsightHub ('Axle Set Rating Front' and 'Axle Set Rating Rear'), or – the manufacturer's information, if requested.
6	Are the application masses you calculated in step 4 less than or equal to the axle set ratings in InsightHub (or the manufacturer's information)? <ul style="list-style-type: none"> • If yes, the axle loadings are within safe limits. • If no, make a note of the issue.
7	Repeat steps 2–6 for each vehicle unit on the application. Then continue with subtask 4. <i>Validating tyre sizes.</i>

3. Checking axle set capacity via tyre ratings

Some older trailers may have incomplete LANDATA records and manufacturer's information may no longer be available. In such cases, follow the steps below to determine that the masses applied for are within safe axle set limits.

Step	Action
1	Contact the applicant and request confirmation of the tyre ratings. Acceptable proof is: <ul style="list-style-type: none"> – information from the tyre manufacturer or tyre dealer on official letterhead or company-branded documentation, or – photos of ratings on the side of the tyre wall.
2	Refer to the axle information table on the application form and add up the total mass for the: <ul style="list-style-type: none"> – front axle set (except for semi-trailers), and – rear axle set. <p>Make a note of the sums.</p>

Continued on next page

B2.1 Checking vehicle design limits continued

3. Checking axle set capacity via tyre ratings (continued)

Step	Action
3	<p>When you have received the tyre information, add up the tyre ratings for the number of tyres in:</p> <ul style="list-style-type: none"> – the front axle set, and – the rear axle set. <p>Make a note of the sums.</p>
4	<p>Are the tyre ratings for the front and rear axle sets equal to or higher than the corresponding application masses you calculated in step 2?</p> <ul style="list-style-type: none"> • If yes, the axle set masses applied for meet safety requirements. • If no, make a note of the issue.
5	<p>Repeat steps 2 and 4 for each trailer on the application. Then continue with subtask 4. <i>Validating tyre sizes.</i></p>

4. Validating tyre sizes

Follow the steps below to validate that the tyre sizes on the application form match the certified vehicle records.

Step	Action
1	<p>Open the vehicle records in InsightHub and refer to the tyre sizes.</p>
2	<p>Compare the tyre sizes on the application with the tyre sizes in InsightHub.</p> <p>Tip: If you are unsure about tyre descriptions, refer to section <i>B9.2 Types of tyre</i> in volume 1 for information.</p>
3	<p>Do the tyre sizes on the application form match the records in InsightHub?</p> <ul style="list-style-type: none"> • If yes, the tyre sizes comply with safety requirements. • If no, make a note of any discrepancies.
4	<p>Repeat this procedure for each vehicle unit on the application. Then continue with subtask 5. <i>Checking towing capacity.</i></p>

B2.1 Checking vehicle design limits continued

5. Checking towing capacity

Follow the steps below to confirm that the vehicle has sufficient towing capacity for the mass applied for.

Note: Repeat this procedure for each towing unit on the application.

Step	Action						
1	<p>Refer to the axle information table on the application form. Work out the total mass of all towed units.</p> <p>To do this, add up the individual axle masses of the towed units, as follows:</p> <table border="1"> <thead> <tr> <th>If the towing vehicle is a...</th> <th>Then add up...</th> </tr> </thead> <tbody> <tr> <td>prime mover</td> <td>the individual axle masses of all towed trailers</td> </tr> <tr> <td>trailer towing other trailers</td> <td>the individual axle masses of the towed trailers</td> </tr> </tbody> </table> <p>Make a note of the sums.</p>	If the towing vehicle is a...	Then add up...	prime mover	the individual axle masses of all towed trailers	trailer towing other trailers	the individual axle masses of the towed trailers
If the towing vehicle is a...	Then add up...						
prime mover	the individual axle masses of all towed trailers						
trailer towing other trailers	the individual axle masses of the towed trailers						
2	<p>For each towing unit on the application, look up the towbar or drawbar rating in InsightHub (whichever applies).</p> <p>Note: You do not need to check 5th wheel or kingpin ratings. These vehicle components are audited in other compliance areas.</p> <p>Is the towbar or drawbar rating in the InsightHub record equal to or higher than the sum of the axle masses of any towed units (the sums from step 1)?</p> <ul style="list-style-type: none"> • If yes, the tow coupling meets safety requirements. Go to step 3. • If no, make a note of the issue and then go to step 3. 						
3	<p>In InsightHub, is there a record for maximum towed mass (MTM) braked for the towing vehicle?</p> <ul style="list-style-type: none"> • If yes, go to step 4. • If no, you can skip this step. Go to step 5. 						

Continued on next page

B2.1 Checking vehicle design limits continued

5. Checking towing capacity (continued)

Step	Action
4	<p>Is the MTM braked rating in InsightHub equal to or higher than the sum of the axle masses of any towed units (that is the sums you calculated in step 1 above)?</p> <ul style="list-style-type: none">• If yes, the MTM braked rating meets safety requirements. Go to step 5.• If no, make a note to resolve the insufficient MTM braked rating with the applicant and then go to step 5.
5	<p>Have you made notes of any issues to resolve with the applicant?</p> <ul style="list-style-type: none">• If yes, continue with section <i>B3.8 Attempting to resolve issues</i>.• If no, continue with section <i>B2.3 Analysing vehicle parameters in OPermit</i>.

B2.2 Checking safety attributes for ISO container transporters

Introduction	This section describes the vehicle safety checks required for overweight permit applications for ISO container transporters.
Eligibility	Only Customs-sealed ISO containers are eligible for overweight permits – for details see volume 1, section <i>B3.9 ISO containers</i> .
Why special safety checks?	<p>ISO container trucks can have an increased risk of vehicle rollover. Permit applicants must therefore provide additional documentation to demonstrate that an ISO container truck:</p> <ul style="list-style-type: none">• can be operated safely, and• complies with the static roll threshold (SRT) requirements in the VDAM Rule. <p>The vehicle safety checks are similar to the checks described in section B2.1, but ratings are checked on attributes check sheets instead of in LANDATA via InsightHub. There is also an additional check of SRT requirements for ISO container trucks.</p>
SRT options	<p>Roll stability is determined by the mass, density, distribution and height of the load. With ISO containers, operators and drivers may not know how a Customs-sealed container has been packed, especially import containers. ISO container trucks are therefore certified using four worst-case options:</p> <ul style="list-style-type: none">• SRT option 1: Uniform density SRT at a maximum load height of 4.30m. This option is the most common SRT option. All vehicles carrying import containers must be certified for option 1.• SRT option 2: Uniform density SRT at a load height of 3.90m or greater.• SRT option 3: Uniform density SRT at a load height of less than 3.90m.• SRT option 4: Other SRT for trailers fitted with a swing-lifter or side-lifter. <p>When applying for an overweight permit on the permit portal, the applicant must select the SRT option that their vehicle is certified for. Certifiers must also indicate the SRT option on the attributes check sheet for the trailer.</p>

Continued on next page

B2.2 Checking safety attributes for ISO container transporters continued

- Prerequisites** You must have done the completeness check described in section B1.3 and have the required documents for an ISO container application at hand, ie:
- attributes check sheets for each vehicle unit applied for
 - SRT compliance certificates (from a level 2 SRT certifying engineer) for each trailer, and
 - a load plan if the application is for SRT option 3.

If you do not have these documents, request them now before proceeding.

Note: You do not need to check the load plan that is required with SRT option 3, only that applicants have a load plan. The load plan must be carried together with the permit and shown to an enforcement officer on request. See section *B8.4 Applying for a permit for ISO containers* in part B in volume 1 of this manual.

- Five subtasks** Checking vehicle safety details for ISO container trucks involves five subtasks:
1. **Validating GVM and GCM** (gross vehicle mass and gross combination mass)
 2. **Checking axle set capacity**
 3. **Validating tyre sizes**
 4. **Checking towing capacity, and**
 5. **Confirming SRT compliance.**

These subtasks are described in detail below.

Continued on next page

B2.2 Checking safety attributes for ISO container transporters continued

1. Validating GVM and GCM

Follow the steps below to confirm that the mass applied for is within the vehicle's design limits.

Step	Action
1	Refer to the attributes check sheet for the vehicle unit and note the GVM and, for the prime mover, the GCM.
2	<p>Compare the GVM and GCM on the attributes check sheet to the corresponding values on the application form.</p> <p>Are the GVM and GCM values on the attributes check sheet equal to or higher than the values on the application form?</p> <ul style="list-style-type: none"> • If yes, the vehicle unit meets safety requirements. Go to step 3. • If no, make a note of the issue and then go to step 3.
3	Repeat steps 1 and 2 for each vehicle unit on the application. Then continue with subtask 2. <i>Checking axle set capacity.</i>

2. Checking axle set capacity

Follow the steps below to confirm that the masses applied for are within the certified axle **set** ratings for the ISO container truck.

Note: Repeat this procedure for each vehicle unit on the application.

Step	Action
1	<p>Refer to the axle information table on the application form and add up the total mass for the:</p> <ul style="list-style-type: none"> – front axle set (except for semi-trailers), and – rear axle set. <p>Make a note of the sums. (You also need these sums for subtask 3.)</p>
2	<p>Compare the application masses for the front axle set and the rear axle set (that is the sums from step 1) with the corresponding ratings on the attributes check sheet, ie:</p> <ul style="list-style-type: none"> – 'Maximum Front Axle Group Mass', and – 'Maximum Rear Axle Group Mass'.

Continued on next page

B2.2 Checking safety attributes for ISO container transporters continued

2. Checking axle set capacity (continued)

Step	Action
3	<p>Are the axle set masses on the application form less than or equal to the ratings on the attributes check sheet?</p> <ul style="list-style-type: none"> • If yes, the axle loadings are within safe limits. Continue with subtask 3. <i>Checking tyre ratings</i>. • If no, make a note of the issue and then continue with subtask 3.

3. Checking tyre ratings

Follow the steps below to validate that the tyre sizes on the application match the certified vehicle records and are safe for the mass applied for.

Note: Repeat this procedure for each vehicle unit on the application.

Step	Action
1	On the attributes check sheet, refer to the 'Tyre Size and Rating' fields for the front axle set and the rear axle set.
2	<p>Do the tyre sizes indicated on the attributes check sheet match the tyre sizes on the application form?</p> <ul style="list-style-type: none"> • If yes, go to step 3. • If no, make a note of the discrepancy and then go to step 3.
3	<p>Refer to the total mass applied for the front axle set and the rear axle set (that is the sums you calculated in subtask 2 above).</p> <p>Compare the application masses with the corresponding tyre ratings on the attributes check sheet.</p>
4	<p>Are the axle set masses on the application form less than or equal to the tyre ratings on the attributes check sheet?</p> <ul style="list-style-type: none"> • If yes, the tyre sizes meet safety requirements. Continue with subtask 4. <i>Checking towing capacity</i>. • If no, make a note of the issue and then continue with subtask 4.

Continued on next page

B2.2 Checking safety attributes for ISO container transporters continued

4. Checking towing capacity

Follow the steps below to confirm that the ISO container truck has sufficient towing capacity for the mass applied for.

Note: Repeat this procedure for each towing unit on the application.

Step	Action
1	<p>Refer to the axle information table on the application form. Work out the total mass of the towed unit.</p> <p>To do this, add up the individual axle masses of the tri-axle set or the quad-axle set on the semi-trailer.</p> <p>Make a note of the sum.</p>
2	<p>On the attributes check sheet for the towing unit, has the certifier provided a rating for the maximum towed mass (MTM) braked?</p> <ul style="list-style-type: none"> • If yes, go to step 3. • If no, you can skip this step. Continue with subtask 5. <i>Confirming SRT compliance.</i>
3	<p>Is the MTM braked rating on the attributes check sheet equal to or higher than the sum of the axle masses of the towed unit (that is the sum from step 1)?</p> <ul style="list-style-type: none"> • If yes, the MTM braked rating meets safety requirements. Continue with subtask 5. <i>Confirming SRT compliance.</i> • If no, make a note to resolve the insufficient MTM braked rating with the applicant later and then continue with subtask 5.

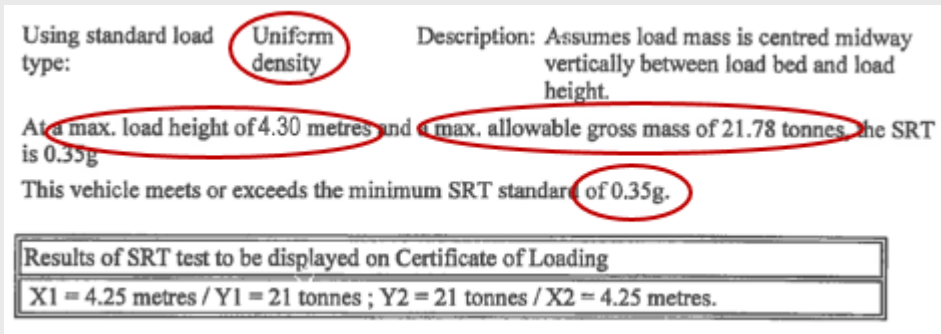
Continued on next page

B2.2 Checking safety attributes for ISO container transporters continued

5. Confirming SRT compliance

Follow the steps below to confirm that the vehicle complies with SRT requirements.

Note: Repeat this procedure for each trailer on the application.

Step	Action						
1	<p>On the Static Roll Threshold Compliance Certificate, refer to the information at the bottom of the certificate:</p> <p>Example:</p> 						
2	<p>Check the following (circled in red in the example above):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Is the load type 'Uniform density'? <input type="checkbox"/> Does the maximum load height on the SRT certificate correspond to the SRT option selected on the application form or indicated on the attributes check sheet (see <i>SRT options</i> above)? <input type="checkbox"/> Is the maximum allowable gross mass equal to or higher than the total unit mass on the application form? <input type="checkbox"/> Does the vehicle meet or exceed the minimum SRT standard (that is 0.35g or higher)? 						
3	<p>Refer to this table to determine your next step:</p> <table border="1" data-bbox="549 1626 1404 1946"> <thead> <tr> <th>If you have...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>answered all questions in step 2 with 'yes'</td> <td>the vehicle meets SRT requirements – continue with section <i>B2.3 Analysing vehicle parameters in OPermit</i>.</td> </tr> <tr> <td>answered one or more questions with 'no'</td> <td>attempt to resolve the issues with the applicant – continue with section <i>B3.8 Attempting to resolve issues</i>.</td> </tr> </tbody> </table>	If you have...	Then...	answered all questions in step 2 with 'yes'	the vehicle meets SRT requirements – continue with section <i>B2.3 Analysing vehicle parameters in OPermit</i> .	answered one or more questions with 'no'	attempt to resolve the issues with the applicant – continue with section <i>B3.8 Attempting to resolve issues</i> .
If you have...	Then...						
answered all questions in step 2 with 'yes'	the vehicle meets SRT requirements – continue with section <i>B2.3 Analysing vehicle parameters in OPermit</i> .						
answered one or more questions with 'no'	attempt to resolve the issues with the applicant – continue with section <i>B3.8 Attempting to resolve issues</i> .						

Continued on next page

B2.2 Checking safety attributes for ISO container transporters continued

IMPORTANT:
VAI limit of
1.10

Note that ISO container trucks are limited to a VAI of 1.10. This gets checked when you analyse vehicle parameters – see the next section *B2.3 Analysing vehicle parameters in OPermit*.

B2.3 Analysing vehicle parameters in OPermit

Purpose The purpose of this step is to analyse in OPermit whether the mass applied for is within:

- the vehicle's design limits, and
 - specified maximum values, which are referred to as 'policy limits'.
-

Policy limits The main policy limits in OPermit are the maximum:

- legal mass limits (as set out in the VDAM Rule)
- vehicle parameters such as the vehicle axle index (VAI) and the pavement loading ratio (PLR) that are used for determining the impact of the vehicle and its load on road structures and pavement.

For the maximum VAI and PLR limits, see section *B2.4 VAI and PLR limits by vehicle and permit type*.

What OPermit checks Once the vehicle data for an application has been entered, OPermit will:

- verify whether an overweight permit is required
 - check that the gross mass applied for does not exceed the certified gross combination mass (GCM) (which you have validated in subtask 1 in section *B2.1 Checking vehicle design limits*)
 - check that the gross mass applied for on each unit (GMU) does not exceed the certified GVM for that unit
 - analyse the mass applied for on individual axles against general access mass limits in the VDAM Rule
 - analyse the mass applied for on axle sets and groups of axles against the general access mass limits
 - calculate vehicle parameters, including the:
 - axle index (AI)
 - vehicle axle index (VAI)
 - vehicle gross index (VGI)
 - critical wheelbase loading (the highest area of loading on the vehicle), and
 - pavement loading ratio (PLR).
-

Continued on next page

B2.3 Analysing vehicle parameters in OPermit continued

Procedure

Follow the steps below to enter application data and review vehicle parameters in OPermit.

Step	Action
1	Using the Create Permit task flow, select, edit or enter the company, permit and vehicle details from the application form.
2	When you have entered the details into OPermit, run these pre-checks: <ul style="list-style-type: none"> • Calculate AI and Totals • Verify Permit Required, and • Perform Policy Checks.
3	Did running the pre-checks result in any red error messages and did the status of the application change to 'Exceeds Policy'? <ul style="list-style-type: none"> • If yes, go to step 4. • If no, continue processing the application as described in <i>Chapter B3: Analysing routes</i>.
4	Check the data you entered and, if necessary, correct any errors. When you are satisfied that the inputs are correct, rerun the pre-checks.

Continued on next page

B2.3 Analysing vehicle parameters in OPermit continued

Procedure (continued)

Step	Action										
5	<p>If there are still errors, refer to this table to determine your next step:</p> <table border="1"> <thead> <tr> <th>If OPermit indicates...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>no permit is required</td> <td> <p>contact the OPermit system administrator if the masses applied for suggest that a permit is needed.</p> <p>Otherwise withdraw the application – continue with section <i>B2.6 Withdrawing or cancelling an application</i>.</p> </td> </tr> <tr> <td>GMU exceeds unit GVM</td> <td rowspan="3"> <p>double-check that you have entered data correctly and then contact the applicant and discuss reducing the mass – continue with section <i>B3.8 Attempting to resolve issues</i>.</p> </td> </tr> <tr> <td>vehicle GM exceeds GCM</td> </tr> <tr> <td>VAI exceeds policy limit</td> </tr> <tr> <td>GVM is undefined for unit</td> <td> <p>contact the OPermit system administrator and request an update to the Heavy Vehicle Inventory (HVI). When this is done, rerun the checks.</p> </td> </tr> </tbody> </table>	If OPermit indicates...	Then...	no permit is required	<p>contact the OPermit system administrator if the masses applied for suggest that a permit is needed.</p> <p>Otherwise withdraw the application – continue with section <i>B2.6 Withdrawing or cancelling an application</i>.</p>	GMU exceeds unit GVM	<p>double-check that you have entered data correctly and then contact the applicant and discuss reducing the mass – continue with section <i>B3.8 Attempting to resolve issues</i>.</p>	vehicle GM exceeds GCM	VAI exceeds policy limit	GVM is undefined for unit	<p>contact the OPermit system administrator and request an update to the Heavy Vehicle Inventory (HVI). When this is done, rerun the checks.</p>
If OPermit indicates...	Then...										
no permit is required	<p>contact the OPermit system administrator if the masses applied for suggest that a permit is needed.</p> <p>Otherwise withdraw the application – continue with section <i>B2.6 Withdrawing or cancelling an application</i>.</p>										
GMU exceeds unit GVM	<p>double-check that you have entered data correctly and then contact the applicant and discuss reducing the mass – continue with section <i>B3.8 Attempting to resolve issues</i>.</p>										
vehicle GM exceeds GCM											
VAI exceeds policy limit											
GVM is undefined for unit	<p>contact the OPermit system administrator and request an update to the Heavy Vehicle Inventory (HVI). When this is done, rerun the checks.</p>										

B2.4 VAI and PLR limits by vehicle and permit type

Table The table below shows the vehicle axle index (VAI) and pavement loading ratio (PLR) limits for different vehicle and overweight permit types.

Vehicle type	VAI limit		PLR limit (%)	
	Single or multiple trip permit	Continuous permit	Single or multiple trip permit	Continuous permit
Agricultural harvester	1.50	1.50	150	150
Agricultural vehicle	1.50	1.50	150	150
Agricultural tractor	1.50	1.50	150	150
Building removal vehicle	1.50	1.50	150	150
Dump truck	1.50	1.50	150	150
ISO container truck	1.10	1.10	110	110
Mobile crane	1.50	1.50	150	150
Mobile plant	1.50	1.50	150	150
Motor scraper	1.50	1.50	150	150
Slurry truck ¹	1.50	1.50	150	150
Special projects transporter ²	1.50	Not eligible	150	Not eligible
Tow truck	1.50	1.50	150	150
Transporter	1.50	1.50	150	150
Traction engine	1.50	Not eligible	150	Not eligible

Notes:

1. Travel is limited to a maximum radius of 20km from the stockpile to the sealing site.
2. Loads greater than 200 tonnes.

B2.5 Requesting a dispensation from a VAI limit

When to request a dispensation

In rare cases, an overweight permit application may exceed the VAI and PLR limits set out in section *B2.4 VAI and PLR limits by vehicle and permit type* above. If this happens, you must request a formal dispensation from a VAI/PLR limit from the Waka Kotahi Lead Advisor, Pavements, before issuing a permit.

Procedure

To request a dispensation from a VAI or PLR limit, follow the steps below.

Step	Action						
1	In OPermit, take a screenshot of the Permit Summary page of the application. Ensure the 'Axle Index' values at the bottom of the page are included in the screenshot.						
2	Draft an email summarising the application details and explaining why a dispensation is needed. If the permit application is urgent, include the date when the permit is required.						
3	Attach the following: <ul style="list-style-type: none"> – a copy of the application form, and – the screenshot of the Permit Summary page showing the VAI values. 						
4	Send the email to overweightinquiries@nzta.govt.nz .						
5	When you have received a reply, refer to this table to determine your next step: <table border="1" data-bbox="587 1361 1410 1792"> <thead> <tr> <th>If the Lead Advisor, Pavements, has...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> • approved the dispensation, and • attached a signed letter with a dispensation number and confirmation of approval </td> <td>go to step 6.</td> </tr> <tr> <td>Declined the dispensation</td> <td>decline the application – continue with section <i>B4.5 Declining a permit application</i>.</td> </tr> </tbody> </table>	If the Lead Advisor, Pavements, has...	Then...	<ul style="list-style-type: none"> • approved the dispensation, and • attached a signed letter with a dispensation number and confirmation of approval 	go to step 6.	Declined the dispensation	decline the application – continue with section <i>B4.5 Declining a permit application</i> .
If the Lead Advisor, Pavements, has...	Then...						
<ul style="list-style-type: none"> • approved the dispensation, and • attached a signed letter with a dispensation number and confirmation of approval 	go to step 6.						
Declined the dispensation	decline the application – continue with section <i>B4.5 Declining a permit application</i> .						

Continued on next page

B2.5 Requesting a dispensation from a VAI limit continued

Procedure (continued)

Step	Action
6	Continue processing the application. Ensure you do the following: <ul style="list-style-type: none"><input type="checkbox"/> When you create the permit, include the dispensation number as a permit condition.<input type="checkbox"/> When you issue the permit to the applicant, attach a copy of the dispensation letter.

Next step

The next step is to do the structural analysis in OPermit – continue with *Chapter B3: Analysing routes*.

B2.6 Withdrawing or cancelling an application

When to withdraw or cancel an application

You must withdraw or cancel an application if you have been unable to resolve issues that make the application ineligible for a permit in the early stages of processing.

Applicants may also request that an application be cancelled or withdrawn if, for example, the vehicle has been damaged or they no longer require the permit for business reasons.

When to decline an application

You must decline an application if it fails to meet the legal and technical requirements for permit eligibility.

Declining an application involves writing a formal letter advising the applicant of the reasons why the application has failed to meet the requirements for an overweight permit.

For details see section *B4.5 Declining a permit application*.

Withdraw or cancel in OPermit?

The difference between cancelling or withdrawing an application in OPermit is as follows:

Action	Description
Cancel	If you have started to enter application data in OPermit but not yet saved it, cancelling will delete any records of the application.
Withdraw	If you have saved application data in OPermit and it has been given an application number, you can withdraw the application but a record of it will remain in the database. Once withdrawn, an application cannot be reopened.

Continued on next page

B2.6 Withdrawing or cancelling an application continued

Procedure

Follow the steps below to cancel or withdraw an application.

To decline an application, see section *B4.5 Declining a permit application*.

Step	Action
1	Cancel or withdraw the application in OPermit and enter the reason for doing so in the comment box.
2	If you have received the application by email, open the application email and click Forward (so that the original attachments are retained). Otherwise draft a new email. Change or enter the subject line to read: ‘Overweight permit application – Withdrawn/Cancelled’ [<i>whichever applies</i>]
3	In the email, confirm that the permit application has been cancelled or withdrawn. Give the reasons for cancelling or withdrawing the application and, if applicable, mention attempts made to resolve issues, for example refer to email correspondence or telephone conversations you have had with the applicant.
4	Attach the application form, if necessary, and send the email.

End of process

This completes the processing of cancelled or withdrawn overweight permit applications.

Chapter B3: Analysing routes

Overview

About this chapter This chapter describes how to analyse the impact of an overweight vehicle on pavements and structures on the route applied for.

Multi-region routes If the route applied for runs through several Waka Kotahi regions, see *Dealing with multi-region applications* in section B1.2 for details.

In this chapter This chapter contains the following sections:

Section	See page
B3.1 Weigh Right location codes in overweight route data	B3-2
B3.2 Weigh Right CVSC location map and list of OPermit codes	B3-3
B3.3 Entering route information in OPermit	B3-5
B3.4 Reviewing a summary of the application	B3-11
B3.5 Running the structural analysis and interpreting the results	B3-12
B3.6 Referring an application for specialist bridge analysis	B3-14
B3.7 Dealing with 'do not cross' bridge alerts	B3-17
B3.8 Attempting to resolve issues	B3-19

B3.1 Weigh Right location codes in overweight route data

Introduction This section explains what Weigh Right location codes are and why they are needed in overweight route data.

Note: Weigh Right codes are **not** required for HPMV permits.

What is Weigh Right? The Waka Kotahi Weigh Right programme uses technology to identify potentially overloaded heavy vehicles and direct them to a commercial vehicle safety centre (CVSC, formerly a weigh station) for inspection.

CVSCs are located on heavy-volume routes near major centres, sea ports or significant highway junctions. Vehicles are screened using weigh-in-motion scales, automatic number plate recognition and vehicle screening software.

Weight Right targets non-compliant vehicles while allowing compliant drivers to continue on their journey.

Software checks OPermit If the Weigh Right technology detects a vehicle carrying a load in excess of the general access mass limits in the VDAM Rule, the screening software checks OPermit data for a current permit. If it finds an overweight permit, the software checks for compliance with both permit mass limits and permit routes.

Weigh Right location codes To determine whether a vehicle is route-compliant, the screening software looks for a specific location code (a highway section in the OPermit route data) for the nearby CVSC.

CVSCs have at least two location codes – one for each direction of travel, for example northbound or southbound. Some CVSCs near cross-junctions or roundabouts have multiple approaches, with a separate location code for each approach.

What PIOs need to do When processing the route for an overweight permit, PIOs must:

- ensure that the OPermit route data includes the relevant CVSC location codes, and
- delete the CVSC location codes from the permit document (because it is irrelevant to operators, drivers or enforcement agents).

Instructions for how to do this are included in sections *B3.3 Entering route information in OPermit* and *B4.3 Manually editing the permit document*.

B3.2 Weigh Right CVSC location map and list of OPermit codes

Introduction

This section shows the locations of the commercial vehicle safety centres (CVSCs) and their OPermit highway codes.

If the route requested for an overweight permit passes a CVSC, you must include the applicable location codes in the OPermit route data.

Map of CVSC locations

This map shows the CVSC locations.

Two CVSCs – Glasnevin and Paengaroa – are operational as at September 2021. The other CVSCs are at the planning or construction stage.

Note: You should add a CVSC location code to an overweight route even if the CVSC is still under construction because it may become operational during the permit period.



Continued on next page

B3.2 Weigh Right CVSC location map and list of OPermit codes continued

List of CVSC codes This table shows the OPermit highway codes for CVSCs.

CVSC	Approach	OPermit highway code
Marsden, Northland	[Approaches to be confirmed]	[TBC when approaches confirmed]
North Shore, Auckland		
Stanley Street, Auckland	SH16 Southbound Approach	CVSC-AKSS-SH16-SB
	SH1 Northbound Approach	CVSC-AKSS-SH1N-NB
	SH16 Northbound Approach	CVSC-AKSS-SH16-NB
	Beach Road Southbound Approach	CVSC-AKSS-BeachRd-SB
Bombay, South Auckland	[Approaches to be confirmed]	[TBC]
Tauranga Port, (Sulphur Point)	Mirrielees Rd Southbound	CVSC-TaurPt-MirralRd-SB
	SH2 Southbound	CVSC-TaurPt-SH2-SB
	SH2 Northbound	CVSC-TaurPt-SH2-NB
Paengaroa, Bay of Plenty	SH33 Northbound	CVSC-PAENG-SH33-NB
	SH2 Westbound Approach	CVSC-PAENG-SH2-WB
	Te Puke Highway Approach	CVSC-PAENG-TePukeHW-EB
	SH2 Southbound	CVSC-PAENG-SH2-SB
Taupo	SH1 Northbound	CVSC-TAUPO-SH1N-NB
	SH1 Southbound	CVSC-TAUPO-SH1N-SB
	SH5 Westbound	CVSC-TAUPO-SH5-WB
	Taupo-Napier Road Eastbound	CVSC-TAUPO-NapierRd-EB
Napier Port	[Approaches to be confirmed]	[TBC]
Ohakea, Manawatū	SH1 Northbound	CVSC-OHAKEA-SH1N-NB
	SH1 Southbound	CVSC-OHAKEA-SH1N-SB
MacKays Crossing, Kapiti Coast	SH1 Northbound	CVSC-MACKAYS-SH1N-NB
	SH1 Southbound	CVSC-MACKAYS-SH1N-SB
	Coast Rd Northbound	CVSC-MACKAYS-CoastRd-NB
Glasnevin, Canterbury	SH1 Northbound Approach	CVSC-GLASN-SH1S-NB
	SH1 Southbound Approach	CVSC-GLASN-SH1S-SB
Rakaia, Canterbury	SH1 Northbound	CVSC-RAKAIA-SH1S-NB
	SH1 Southbound	CVSC-RAKAIA-SH1S-SB

B3.3 Entering route information in OPermit

Purpose The purpose of setting up the route information in OPermit is to analyse whether the vehicle can safely travel along the route applied for without damaging structures or pavement.

After entering the permit, company and vehicle details, setting up the route information is the final step of entering application data into OPermit.

Four subtasks There are four subtasks, depending on whether the route includes a CVSC, or whether you are using a predefined route or creating a new route.

Refer to this table and then follow the steps in the applicable subtask:

If...	Then go to subtask...
you are unsure whether the route includes a CVSC	<i>1. Checking for a CVSC location</i>
you know that there are no CVSCs located along the route	<i>2. Entering route information without CVSC codes</i>
<ul style="list-style-type: none"> • there is a CVSC on the requested route, and • you are using, or copying and editing, a predefined route in OPermit 	<i>3. Checking for CVSC location codes in a pre-defined route</i>
<ul style="list-style-type: none"> • there are CVSCs on the requested route, and • the predefined route you want to use (or copy and edit) does not already include CVSC location codes, or • you want to create a new, one-off route for a permit 	<i>4. Adding CVSC location codes to a route</i>

These subtasks are described in detail on the following pages.

Continued on next page

B3.3 Entering route information in OPermit continued

1. Checking for a CVSC location

Follow the steps below to check for a CVSC location on a route.

Step	Action
1	Consult the <i>Map of CVSC locations</i> in section B3.2 above and then check the route description on the application form.
2	<p>Are there any CVSCs (either operational or planned) on the route requested on the application?</p> <ul style="list-style-type: none"> • If yes, go to step 3. • If no, continue with subtask 2. <i>Entering route information without CVSC codes.</i>
3	<p>Search the predefined routes in OPermit for a route that matches or is similar to the route requested on the application.</p> <p>Did you find a matching or similar predefined route?</p> <ul style="list-style-type: none"> • If yes, continue with subtask 3. <i>Checking for CVSC location codes in a pre-defined route.</i> • If no, continue with subtask 4. <i>Adding CVSC location codes to a route.</i>

Continued on next page

B3.3 Entering route information in OPermit continued

2. Entering route information without CVSC codes

Follow the steps below if there are no CVSC locations on a route.

Step	Action
1	<p>Search the predefined routes in OPermit for a route that matches the route requested on the application.</p> <p>Did you find a matching predefined route?</p> <ul style="list-style-type: none"> • If yes, select the predefined route that matches the route requested in the application. • If no, go to step 2.
2	<p>Did you find a predefined route in OPermit that is similar to the route requested?</p> <ul style="list-style-type: none"> • If yes, copy the predefined route and edit or add details as per the route requested on the application. Then go to step 4. • If no, go to step 3.
3	<p>Create a new route in OPermit with the details from the application.</p>
4	<p>When you have completed setting up the route in OPermit, continue with section <i>B3.4 Reviewing a summary of the application</i>.</p>

Continued on next page

B3.3 Entering route information in OPermit continued

3. Checking for CVSC location codes in a pre-defined route

Follow these steps if:

- there is a CVSC on the requested route, and
- you are using, or copying and editing, a predefined route in OPermit.

Step	Action
1	Look up the <i>List of CVSC codes</i> in section B3.2 above.
2	In OPermit, select the pre-defined route you wish to use. Edit or add any details as necessary to match the route requested on the application.
3	On the OPermit Route Details page, look for a group with the CVSC location codes. Note: CVSC approaches, for example southbound (SB) or northbound (NB), may be listed as separate groups, or as separate highway sections within a group, as shown in this screenshot:

[Group 20: Contains 2 sections]

[Hide this Group](#)

[Add Section](#) Reposition Group

Highway*	From Junc:	Ref-Stn:	Disp:	To Junc:	Ref-Stn:	Disp:
CVSC-AKSS-BeachRd-SB	<input type="text" value="0"/>	<input type="text" value="0.0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1.0"/>	
Route Section Comment						Reposition Section <input type="text" value="1"/>
Add Misc. Bridge						
Highway*	From Junc:	Ref-Stn:	Disp:	To Junc:	Ref-Stn:	Disp:
CVSC-AKSS-SH1N-NB	<input type="text" value="0"/>	<input type="text" value="1.0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="2.0"/>	
Route Section Comment						Reposition Section <input type="text" value="2"/>
Add Misc. Bridge						

4	<p>Are all relevant CVSC codes included in the OPermit route details?</p> <ul style="list-style-type: none"> • If yes, continue with section <i>B3.4 Reviewing a summary of the application</i>. • If no, continue with subtask 4. <i>Adding CVSC location codes to a route</i>.
---	--

Continued on next page

B3.3 Entering route information in OPermit continued

4. Adding CVSC location codes to a route

Follow these steps if:

- there are CVSCs on the requested route, and
- the predefined route you want to use (or copy and edit) does not already include CVSC location codes, or
- you want to create a new, one-off route for a permit.

Step	Action
1	In OPermit, either copy a predefined route or add a new route. Edit or add all route details as required for the route requested on the application.
2	For each CVSC on the route, add a group at the end of the other route information. Note: Adding CVSC data at the end makes it easier to find and delete the information in the permit document.
3	In OPermit, enter the CVSC codes as follows: <ul style="list-style-type: none"> • Click on the down arrow in the highway section field and select the relevant CVSC approach from the drop-down list. • Leave the junction code blank. • Enter '0' as the reference station value. • Enter '0' as the displacement value in the first 'From Disp' field, and '1' in the 'To Disp' field • Add more approaches as additional highway sections in the same group and sequentially increase the displacement value.

Example:

[Group 20: Contains 2 sections]

[Hide this Group](#)

Reposition Group

Highway*	From Junc:	Ref-Stn:	Disp:	To Junc:	Ref-Stn:	Disp:
CVSC-AKSS-BeachRd-SB		0	0.0		0	1.0
Route Section Comment						
						Reposition Section <input type="text" value="1"/>
<input type="button" value="Add Misc. Bridge"/>						
Highway*	From Junc:	Ref-Stn:	Disp:	To Junc:	Ref-Stn:	Disp:
CVSC-AKSS-SH1N-NB		0	1.0		0	2.0
Route Section Comment						
						Reposition Section <input type="text" value="2"/>
<input type="button" value="Add Misc. Bridge"/>						

Continued on next page

B3.3 Entering route information in OPermit continued

4. Adding CVSC location codes to a route (continued)

Step	Action
4	Refer to the <i>List of CVSC codes</i> to confirm you have added all CVSC approaches, if you are not sure. Then continue with section <i>B3.4 Reviewing a summary of the application</i> .

B3.4 Reviewing a summary of the application

Purpose The purpose of the application summary review is to confirm that you have accurately entered application data into OPermit.

This is important to ensure that OPermit will correctly analyse the data, specifically for the structural analysis you will do next.

Prerequisite You must have completed setting up or entering all application details into OPermit as described in the previous sections, that is permit, company, vehicle and route details.

Procedure Follow the steps below to review an application summary in OPermit.

Step	Action
1	Go to the Permit Summary page in OPermit.
2	Check the details carefully against the application form to ensure you have entered everything accurately. You may wish to print out the summary page and tick off details you have checked as you go through each section.
3	If necessary, go back to the relevant pages in OPermit to make corrections until you are satisfied that all details are accurate.

Next step The next step is to run the structural analysis in OPermit – continue with the next section *B3.5 Running the structural analysis and interpreting the results*.

B3.5 Running the structural analysis and interpreting the results

Purpose The purpose of running the structural analysis in OPermit is to determine whether the vehicle and its load can safely travel along the route requested in the application, or whether there are any concerns about the impact on pavement or bridges along the way.

Prerequisite You must have completed setting up or entering all application details and reviewed the application summary before running the structural analysis.

Messages and alerts On completion of the structural analysis, OPermit displays a list of messages and error alerts if there are pavement or bridge problems on the route. The difference between a message and an alert is as follows:

- A **message** contains information for the structures management consultant (SMC/bridge engineer) or pavement engineer. No PIO action is required.
- An **alert** indicates a potential risk. The PIO must act on the alert and refer the application for specialist analysis.

Procedure Follow the steps below to run the structural analysis and interpret the results.

Step	Action
1	From the Permit Summary page in OPermit, click Process to run the structural analysis of the application route.
2	<p>When OPermit has completed processing the structural analysis, check the result at the top of the Analysis Results page.</p> <p>Is the analysis result 'PASSED'?</p> <ul style="list-style-type: none"> • If yes, go to step 3. • If no (the analysis result is 'FAILED'), go to step 4.

Continued on next page

B3.5 Running the structural analysis and interpreting the results continued

Procedure (continued)

Step	Action								
3	<p>Have you noted any issues from your previous checks that need to be resolved with the applicant?</p> <ul style="list-style-type: none"> • If yes, continue with section <i>B3.8 Attempting to resolve issues</i>. • If no, continue with <i>Chapter B4: Completing an overweight permit or declining an application</i>. 								
4	<p>Review the alerts in the Messages and Errors panel and refer to the table below to determine your next step.</p> <table border="1"> <thead> <tr> <th>If the alert says...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>'Refer to Pavement Engineer' AND the PLR exceeds 150%</td> <td>continue with section <i>B2.5 Requesting a dispensation from a VAI limit</i>, if you have not already done so after analysing the vehicle parameters.</td> </tr> <tr> <td>'Refer to Bridge Engineer'</td> <td>continue with section <i>B3.6 Referring an application for specialist bridge analysis</i>.</td> </tr> <tr> <td>there are 'do not cross' or DNC bridges on the route</td> <td>continue with section <i>B3.7 Dealing with 'do not cross' bridge alerts</i>.</td> </tr> </tbody> </table>	If the alert says...	Then...	'Refer to Pavement Engineer' AND the PLR exceeds 150%	continue with section <i>B2.5 Requesting a dispensation from a VAI limit</i> , if you have not already done so after analysing the vehicle parameters.	'Refer to Bridge Engineer'	continue with section <i>B3.6 Referring an application for specialist bridge analysis</i> .	there are 'do not cross' or DNC bridges on the route	continue with section <i>B3.7 Dealing with 'do not cross' bridge alerts</i> .
If the alert says...	Then...								
'Refer to Pavement Engineer' AND the PLR exceeds 150%	continue with section <i>B2.5 Requesting a dispensation from a VAI limit</i> , if you have not already done so after analysing the vehicle parameters.								
'Refer to Bridge Engineer'	continue with section <i>B3.6 Referring an application for specialist bridge analysis</i> .								
there are 'do not cross' or DNC bridges on the route	continue with section <i>B3.7 Dealing with 'do not cross' bridge alerts</i> .								

B3.6 Referring an application for specialist bridge analysis

When to refer an application for bridge analysis

Overweight permit applications must be referred to the regional structures management consultant (SMC/bridge engineer) for specialist bridge analysis if the application fails the structural analysis in OPermit, as described in the previous section.

Purpose

The purpose of referring an application to the regional SMC is for the SMC to analyse the requested vehicle movement on the application in more detail to determine whether the route can be approved for the vehicle combination and the masses applied for.

Role of the SMC

The role of the SMC is to:

- provide specialist analysis of the application, and
- advise the PIO whether a permit can be issued or the application should be declined, or
- suggest options for the PIO to discuss with the applicant so that the application may be approved, including:
 - changing the route
 - adjusting the loadings, or
 - adding conditions to the permit.

Bridge analysis reports

OPermit generates the following bridge analysis reports:

Report	Contains ...
Summary Report	summarised vehicle, axle, route and bridge information
Element Comparison Report	vehicle, axle, route, bridge and element information
Detail Report	more detailed vehicle, axle, route, bridge and element information than the Element Comparison Report

Continued on next page

B3.6 Referring an application for specialist bridge analysis continued

Procedure

Follow the steps below to refer an application for specialist bridge analysis.

Step	Action								
1	<p>In OPermit, run the following analysis reports:</p> <ul style="list-style-type: none"> – Summary Report – Element Comparison Report, and – Detail Report <p>Note: If the SMCs in your region does not require all three reports, just run the reports the SMC wants to use.</p>								
2	Forward the application to the SMC in your region and attach the relevant bridge analysis reports.								
3	<p>Refer to this table to determine your next step.</p> <table border="1"> <thead> <tr> <th>If the SMC...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>advises the route passes for the vehicle configuration, or passes with conditions</td> <td>proceed with creating a permit – continue with <i>Chapter B4: Completing an overweight permit or declining an application.</i></td> </tr> <tr> <td>advises the route fails for the vehicle configuration</td> <td>decline the permit application – continue with section <i>B4.5 Declining a permit application.</i></td> </tr> <tr> <td>suggests options for changing application details to enable a permit to be issued</td> <td>contact the applicant and discuss the options – continue with section <i>B3.8 Attempting to resolve issues</i> and then continue with step 4 below.</td> </tr> </tbody> </table>	If the SMC...	Then...	advises the route passes for the vehicle configuration, or passes with conditions	proceed with creating a permit – continue with <i>Chapter B4: Completing an overweight permit or declining an application.</i>	advises the route fails for the vehicle configuration	decline the permit application – continue with section <i>B4.5 Declining a permit application.</i>	suggests options for changing application details to enable a permit to be issued	contact the applicant and discuss the options – continue with section <i>B3.8 Attempting to resolve issues</i> and then continue with step 4 below.
If the SMC...	Then...								
advises the route passes for the vehicle configuration, or passes with conditions	proceed with creating a permit – continue with <i>Chapter B4: Completing an overweight permit or declining an application.</i>								
advises the route fails for the vehicle configuration	decline the permit application – continue with section <i>B4.5 Declining a permit application.</i>								
suggests options for changing application details to enable a permit to be issued	contact the applicant and discuss the options – continue with section <i>B3.8 Attempting to resolve issues</i> and then continue with step 4 below.								

Continued on next page

B3.6 Referring an application for specialist bridge analysis continued

Procedure (continued)

Step	Action						
4	If the applicant has agreed to change application details, amend the entries in OPermit and rerun the analysis.						
	<table border="1"> <thead> <tr> <th>If the analysis ...</th> <th>Then ...</th> </tr> </thead> <tbody> <tr> <td>passes</td> <td>go to step 5 below.</td> </tr> <tr> <td>fails</td> <td>use your judgment and experience to decide whether to resubmit the revised application to the SMC and/or investigate further changes with the applicant, or whether to decline the application.</td> </tr> </tbody> </table>	If the analysis ...	Then ...	passes	go to step 5 below.	fails	use your judgment and experience to decide whether to resubmit the revised application to the SMC and/or investigate further changes with the applicant, or whether to decline the application.
	If the analysis ...	Then ...					
passes	go to step 5 below.						
fails	use your judgment and experience to decide whether to resubmit the revised application to the SMC and/or investigate further changes with the applicant, or whether to decline the application.						
5	When all error alerts have been investigated and resolved, click the tick box below the Messages and Errors panel on the Analysis Results page in OPermit to confirm this.						
6	Enter details of how the errors were resolved in the Comments box.						

Next step

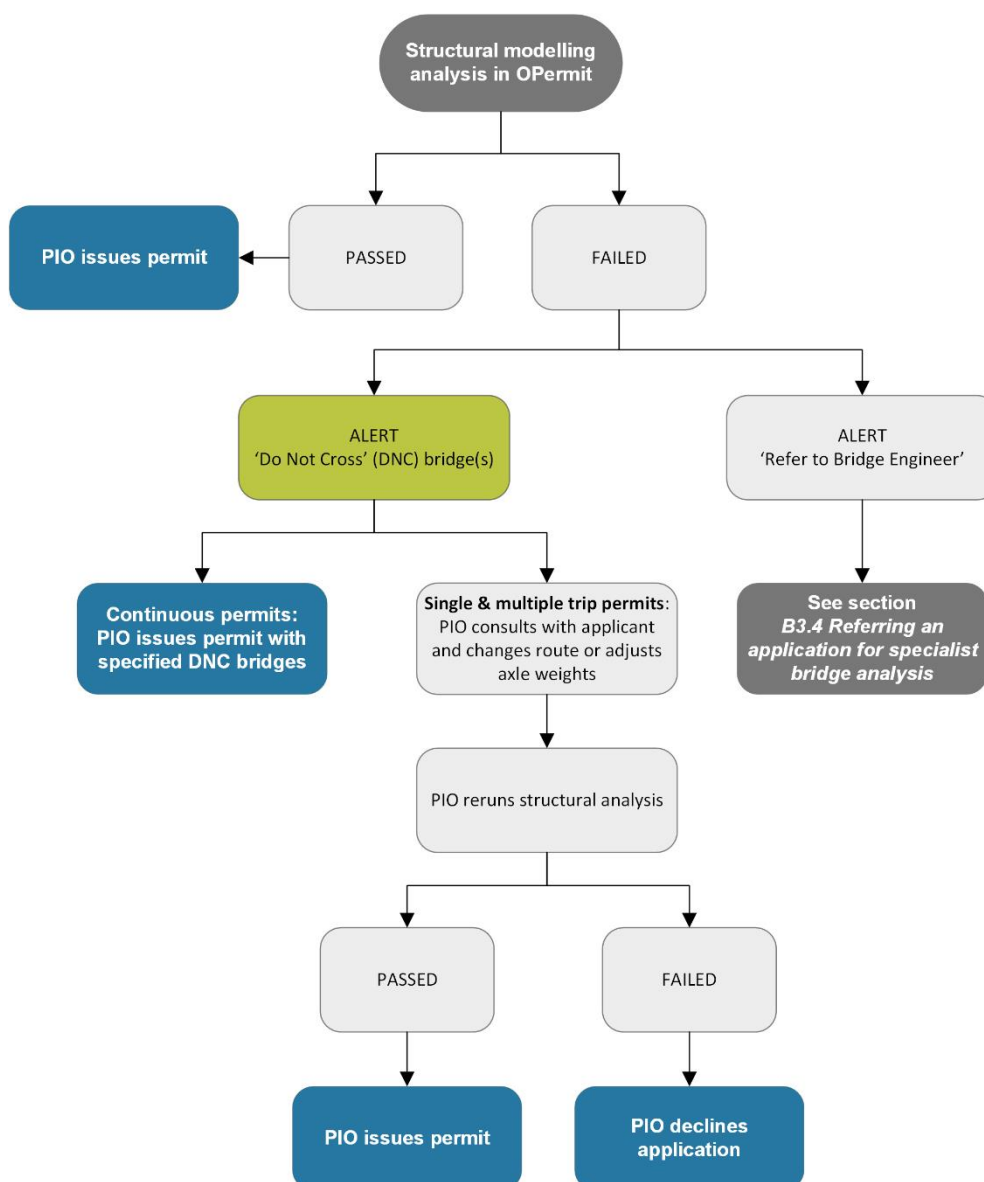
This ends the application checks. Continue with *Chapter B4: Completing an overweight permit or declining an application*.

B3.7 Dealing with 'do not cross' bridge alerts

Introduction This section describes what PIOs need to do when the structural analysis in OPermit indicates that there are 'Do not cross' (DNC) bridges on the route.

No referral to SMC An application with a DNC alert does not need to be referred to the regional SMC for specialist bridge analysis provided the structural analysis returns no other error alerts.

Overview The diagram below illustrates the decision and task flow for dealing with DNC bridge alerts.



Continued on next page

B3.7 Dealing with ‘do not cross’ bridge alerts continued

Procedure

Follow the steps below to deal with DNC bridge alerts.

Step	Action						
1	<p>Is the application for a continuous permit?</p> <ul style="list-style-type: none"> • If yes, go to step 2. • If no, go to step 3. 						
2	<p>If there are no other errors, issue the permit with a condition that the specified bridges must not be crossed.</p>						
3	<p>If the application is for a single or multiple trip permit, contact the applicant and discuss whether they can:</p> <ul style="list-style-type: none"> – change the route to bypass the DNC bridges, or – reduce axle loadings. 						
4	<p>Has the applicant agreed to change the route or loadings?</p> <ul style="list-style-type: none"> • If yes, go to step 5. • If no, decline the application – continue with section <i>B4.5 Declining a permit application</i>. 						
5	<p>Amend the application details and rerun the structural modelling analysis.</p> <table border="1"> <thead> <tr> <th>If the analysis ...</th> <th>Then ...</th> </tr> </thead> <tbody> <tr> <td>passes</td> <td>issue the permit – continue with <i>Chapter B4: Completing an overweight permit or declining an application</i>.</td> </tr> <tr> <td>fails</td> <td>decline the application – continue with section <i>B4.5 Declining a permit application</i>.</td> </tr> </tbody> </table>	If the analysis ...	Then ...	passes	issue the permit – continue with <i>Chapter B4: Completing an overweight permit or declining an application</i> .	fails	decline the application – continue with section <i>B4.5 Declining a permit application</i> .
If the analysis ...	Then ...						
passes	issue the permit – continue with <i>Chapter B4: Completing an overweight permit or declining an application</i> .						
fails	decline the application – continue with section <i>B4.5 Declining a permit application</i> .						

B3.8 Attempting to resolve issues

Guideline

Waka Kotahi policy is to attempt to resolve any issues with an application in consultation with the applicant so that a permit can be issued. However, consideration of the safety of other road users and protecting road infrastructure must always be paramount.

Procedure

Follow the steps below to attempt to resolve issues with an application.

Step	Action						
1	<p>Open the OPermit page with the vehicle information so that you have the relevant details and error messages at hand.</p> <p>Alternatively, refer to your notes if you recorded issues while processing the application, or to the email with recommendations from the SMC.</p>						
2	Contact the applicant by telephone or email and explain the situation.						
3	<p>Discuss the options and ask the applicant how they wish to proceed.</p> <p>Options include:</p> <ul style="list-style-type: none"> - reducing axle loadings or total mass - changing route details, or - withdrawing the application. 						
4	<p>If the applicant decides to change the application details, amend the application data in OPermit and repeat the relevant checks.</p> <table border="1"> <thead> <tr> <th>If the amended data generates...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>no errors</td> <td>continue with <i>Chapter B4: Completing an overweight permit or declining an application.</i></td> </tr> <tr> <td>new errors</td> <td> <p>use your judgment whether to:</p> <ul style="list-style-type: none"> • repeat this procedure and attempt to resolve the new issues with the applicant, or • decline the application. </td> </tr> </tbody> </table>	If the amended data generates...	Then...	no errors	continue with <i>Chapter B4: Completing an overweight permit or declining an application.</i>	new errors	<p>use your judgment whether to:</p> <ul style="list-style-type: none"> • repeat this procedure and attempt to resolve the new issues with the applicant, or • decline the application.
If the amended data generates...	Then...						
no errors	continue with <i>Chapter B4: Completing an overweight permit or declining an application.</i>						
new errors	<p>use your judgment whether to:</p> <ul style="list-style-type: none"> • repeat this procedure and attempt to resolve the new issues with the applicant, or • decline the application. 						

Continued on next page

B3.8 Attempting to resolve issues continued

Procedure
(continued)

Step	Action
5	Keep a record of all attempts to resolve issues and save any emails, notes or relevant documents in the application folder.
6	If you decide to decline the application, continue with section <i>B4.5 Declining a permit application</i> .

Chapter B4: Completing an overweight permit or declining an application

Overview

About this chapter

This chapter describes how to complete an overweight permit or decline an application.

Sample permit forms for local RCAs

Local road controlling authorities that issue their own overweight permits can find a permit template and example on the Waka Kotahi website at nzta.govt.nz/assets/Commercial-Driving/docs/VDAM-Permit-Samples-RCA.pdf.

In this chapter

This chapter contains the following sections:

Section	See page
B4.1 Entering permit fees	B4-2
B4.2 Creating an overweight permit document	B4-3
B4.3 Manually editing the permit document	B4-4
B4.4 Issuing the permit	B4-9
B4.5 Declining a permit application	B4-10

B4.1 Entering permit fees

Purpose The purpose of this task is to notify the Waka Kotahi Accounts team of the amount to be invoiced. This is done by entering the applicable fee in OPermit.

Procedure Follow the steps below to enter the permit fee in OPermit.

Step	Action
1	Access the application in OPermit and open the Fees page.
2	Select the check box next to This company is up to date with fee payments . Note: You must select this check box before OPermit lets you proceed, even though it is no longer possible to check the applicant's payment history now that invoicing is centralised.
3	Select the Invoice customer for permit check box and enter the fee (exclusive of GST) payable for this permit. Note: For the fees payable for different overweight permit types, refer to section <i>A2.5 Permit fees</i> in volume 1 of this manual.
4	In rare cases when third-party bridge engineering supervision is required, enter the appropriate amount for the length of the trip and the number of trips and click Calculate . Note: For bridge supervision fees, refer to section <i>B7.4 Bridge engineering supervision fees</i> in volume 1 of this manual.
5	When you have finished entering the fee information, click Next to advance to the Instruction page.

Next step The next step is to create the permit document in OPermit. This is described in the next section.

B4.2 Creating an overweight permit document

Introduction This section describes the steps for creating the overweight permit document in OPermit.

Prerequisites Before you can create the permit document in OPermit, you must have:

- completed all processing tasks and confirmed in OPermit that you have investigated and resolved any errors
- if applicable, collated inputs from other regional PIOs involved and, if necessary, adjusted the permit details for the lowest capacity structure on the entire route, and
- entered and confirmed the fee and invoicing information on the Fees page as described in the previous section.

Procedure Follow the steps below to create the permit document.

Step	Action
1	<p>On the Instructions page in OPermit, select any instructions that apply. Instructions are not mandatory, and you do not have to select any.</p> <p>Note: You can still go back and edit permit details in OPermit at this point. After this step, you will no longer be able to change information for this permit in the system.</p>
2	<p>When you are ready to finalise the permit, click Issue.</p> <p>Result: This takes you to the Generate Permit page. OPermit allocates a permit number and permit issue number (PIN).</p>
3	<p>On the Generate Permit page, Click the Generate Permit button, then save the document in the application folder before opening it in Microsoft Word.</p>

Next step The next step is to edit the permit document and add permit conditions and special instructions. This is described in the next section.

B4.3 Manually editing the permit document

Manual edits overview

The table below shows the manual edits that you may need to make on an overweight permit document.

Click on a checklist item in the left column for more details.

Permit document edits	What to do
<input type="checkbox"/> <i>Special regional instructions</i>	Insert from OPermit or copy and paste from standard files in your region.
<input type="checkbox"/> <i>Special instructions for local roads</i>	Copy and paste from standard files in your region.
<input type="checkbox"/> <i>Local RCA logos</i>	If you issue an overweight permit for a local RCA under delegation, confirm that OPermit has generated the local RCA's logo in the permit document.
<input type="checkbox"/> <i>Specific load descriptions</i>	Use standard text for: <ul style="list-style-type: none"> – load dividers – plant and equipment (continuous permits) – plant and equipment (single and multiple trip permits) See below for standard text to include.
<input type="checkbox"/> <i>Slurry sealing truck condition</i>	Travel limited to 20km from stockpile. Use the standard wording for your region.
<input type="checkbox"/> <i>Bridge supervision</i>	Use the standard wording for your region.
<input type="checkbox"/> <i>ISO container transporters</i>	<ul style="list-style-type: none"> • Copy and paste the standard wording for your region for conditions relating to SRT compliance, broken journeys and tyre size. • Delete any '50km/h Own Lane' bridge restrictions. Also delete BESS requirements if there are no other bridge restrictions.
<input type="checkbox"/> <i>NZDF vehicles with four or fewer axles</i>	Remove '50km/h Own Lane' bridge restrictions and BESS requirements if there are no other bridge restrictions.
<input type="checkbox"/> <i>Weigh Right CVSC codes</i>	Delete CVSC highway section codes from the route table.

Continued on next page

B4.3 Manually editing the permit document continued

Special regional instructions

Each Waka Kotahi region has region-specific conditions. These conditions are listed on an overweight permit under the heading 'Special instructions'.

Some special instructions may be loaded in OPermit, but generally PIOs need to copy these from a standard file and manually paste them into the permit document.

PIOs should ask their colleagues or manager for guidance about the specific instructions that apply in their region.

Special instructions for local roads

Some Waka Kotahi regions issue overweight permits for the use of specified local roads and bridges under delegation from local road controlling authorities (RCAs). If there are special instructions related to the use of local roads, they need to be manually added to the permit document.

PIOs need to find out what the specific instructions are for the use of local roads in their region.

Local RCA logos

If a local RCA has delegated the issuing of overweight permits to Waka Kotahi, then the RCA's logo must be included in the permit. Logos should be automatically generated on the permit document through OPermit.

If a local RCA logo is not generated, contact the OPermit administrator for assistance.

Specific load descriptions

You need to manually edit the load description on a permit for the following:

Load dividers

If the vehicle combination includes a load divider (a small trailer used to spread the load over more axles), add the following to the permit load description:

'including a load divider, if required'

Plant and equipment: Continuous permits

Transporters carrying unspecified plant or equipment on continuous permits may also carry minor items used as attachments for that equipment.

Continued on next page

B4.3 Manually editing the permit document continued

Specific load descriptions (continued)

Add the following generic load description for unspecified plant and equipment to continuous permits:

‘Individual unladen items of plant or equipment (including up to 2 additional attachments that would normally be attached to the machine/equipment and used in the operation of the equipment), and a load divider if required.’

Example:

Permit to exceed mass limits

UNDER Land Transport Rule: Vehicle Dimensions and Mass 2002
 Super Heavy Haulage, PO Box 12345, Hauraki Corner, Auckland 1111, Attn: Hans Porter, Fax: 09 987 6543,
 Phone: 09 654 33311
 is hereby authorised to use (vehicle description): Transporter
 Registered N^o(s): ANA54, A123S, A987H
 for Continuous trip(s) between 01-12-2017 to 09-12-2018
 to transport (description of load): Individual unladen items of plant or equipment (including up to 2 additional attachments that would normally be attached to the machine/equipment and used in the operation of the equipment), and a load divider if required.
 from: Auckland Regional Boundary SH1N to : Oteha Valley Rd, Albany
 over the following route, subject to the conditions, restrictions, and maximum mass limits in this Permit.

Plant and equipment: Single and multiple trip permits

Single and multiple trip permits require a specific load description of the actual load carried (for example ‘bridge beam’).

Slurry sealing truck condition

Slurry sealing trucks may operate under an overweight permit between stockpiles and sealing sites.

The maximum permitted radius of movement from the stockpile is 20km.

Add a condition to the permit that limits the travel distance for a slurry truck to 20km. Use the standard wording for permits in your region.

Continued on next page

B4.3 Manually editing the permit document continued

Bridge supervision

Bridge engineering supervision requirements are added at the end of the permit document.

Use the standard format and text for permits in your region, which should be similar to the wording highlighted in the example below:

Critical Conditions: Bridge Restrictions

1. Engineering supervision of bridges is required during the trip authorised by this permit. For this purpose the user to whom this permit is issued shall contact the agents of the road controlling authorities nominated below at least 24 hours in advance of the bridge crossing and arrange to meet the supervisor.

The vehicle and its load shall be operated in strict accordance with all instructions given by the supervisor and it shall not proceed past the arranged meeting place without being instructed to do so by the supervisor.

Note: (a) A police officer, unless specifically authorised by the road controlling authority, is not empowered to carry out bridge engineering supervision

(b) If the operator fails to rendezvous within one hour of the time arranged and the supervised crossing(s) is/are postponed or cancelled, a fee of \$40 will be charged (the equivalent of one supervised crossing).

2. Agents are:

Bridge No's:	Agents:
All bridges	A BESS registered driver/supervisor must be used for all restricted bridge crossings. Proof of BESS registration must be carried together with this permit in the vehicle and produced on request.

Insert this or substantially similar wording

ISO container transporters

Permits for ISO container transporters include special instructions relating to SRT compliance, broken journeys and tyre size. For details, see section *B3.9 ISO containers* in volume 1.

Use the standard wording in your region for special permit instructions for ISO container trucks.

50km/h Own Lane not applicable

The bridge restriction '50km/h Own Lane' does **not** apply to ISO container transporters. Check the bridge restriction table on the permit document and manually delete any rows with a '50km/h Own Lane' restriction.

If there are **no other bridge restrictions**, the applicant does not need to be BESS-registered. In that case, delete all references to BESS from the permit document, for example:

2. Agents are:

BESS ID Card or Letter Must be Carried on Vehicle. Failure to Produce Voids Permit.
--

Delete this or similar wording

Continued on next page

B4.3 Manually editing the permit document continued

NZDF vehicles with four or fewer axles

If the permit is for an NZDF vehicle with four or fewer axles, the bridge restriction '50km/h Own Lane' does not apply.

Check the bridge restriction table on the permit document and manually delete any rows with a '50km/h Own Lane' restriction.

If there are **no other bridge restrictions**, the applicant does not need to be BESS-registered. Delete all references to BESS from the permit document as above for ISO container transporters.

Weigh Right CVSC codes

Delete any CVSC location codes in the route table in the permit document.

If you followed the procedures in section *B3.3 Entering route information in OPermit*, the CVSC location codes should be easy to find at the end of the route table.

The CVSC location codes are included in OPermit route data so that the Weigh Right software can screen overweight vehicles for route compliance. They should be removed because they could mislead or confuse operators, drivers or enforcement agents.

Example:

1	NEWTON RD (AT)	0 / 0.0		3.0	
1	CVSC-AKSS- SH1N-NB	0 / 0.0		0 / 1.0	
1	CVSC-AKSS- BeachRd-SB	0 / 0.0		0 / 1.0	
1	CVSC-AKSS- SH16-NB	0 / 0.0		0 / 1.0	
1	CVSC-AKSS- SH16-SB	0 / 0.0		0 / 1.0	

B4.4 Issuing the permit

Introduction This section describes the steps for issuing the permit to the applicant.

Prerequisite Before you can issue the permit, you must have:

- generated the permit document in OPermit, and
- manually edited the permit document and added or removed conditions or instructions as described in the previous section.

Procedure Follow the steps below to issue the permit to the applicant.

Step	Action
1	Open the permit document in Microsoft Word.
2	Quickly check through the document and correct any odd formatting or spelling errors.
3	Insert an electronic image of your signature and add your name, if necessary. Note: Permits must be signed to be valid.
4	Save the permit document as a PDF file.
5	Using the standard email template, draft a cover note to the applicant and attach: <ul style="list-style-type: none"> <input type="checkbox"/> the PDF version of the permit, and <input type="checkbox"/> the RUC attachment (the one-page document 'Road user charges for heavy vehicles with permits to operate overweight'). <p>Important: Only ever attach the permit as a PDF file. A Microsoft Word document has no legal standing as a permit because it can be edited after it has been issued.</p>
6	Do a quick final check of the email and confirm that you have attached both the PDF permit file and the RUC document. Then send the email to the applicant.
7	Save all documents related to the application in the application folder, including notes and emails.

End of process This completes the processing of an overweight permit application.

B4.5 Declining a permit application

When to decline an application

If an application fails to meet the requirements for an overweight permit, you must decline the application. This can occur at various stages of processing an application.

Reasons for declining an overweight permit application include, but are not limited to:

- the applicant is not legally entitled to hold a permit
- the mass applied for exceeds the vehicle's safety ratings (design limits), or
- the mass applied for exceeds the capacity of structures along the route.

Guiding principle

If an application fails to meet the requirements for a permit, the Waka Kotahi approach is, in the first instance, to attempt to resolve any issues with the applicant. At the same time, consideration of the safety of other road users and the durability of infrastructure must remain paramount.

Procedure

Follow the steps below to decline an application.

Step	Action
1	Telephone the applicant and advise them verbally that their permit application has been declined.
2	Write a formal letter to confirm the telephone conversation and advise the applicant in writing. Describe the reasons why the application has been declined and refer to the efforts made to resolve any issues.
3	Draft an email and attach: <ul style="list-style-type: none"> – a PDF version of the signed letter, and – the original permit application. Send the email to the applicant.
4	Save all documents related to the application in the application folder, including notes and emails. Note: It is essential to keep all records related to an application in case an operator requests a review of a decision to decline a permit application or contests it in court.

End of process This completes the processing of the overweight permit application.

Chapter B5: Processing feasibility studies

Overview

About this chapter

This chapter describes how to process an application for a feasibility study.

In this chapter

This chapter contains the following sections:

Section	See page
B5.1 What is a feasibility study?	B5-2
B5.2 Processing a feasibility study	B5-3
B5.3 Manually editing the feasibility study document	B5-4
B5.4 Issuing a feasibility study document	B5-6

B5.1 What is a feasibility study?

Why test feasibility?

Transport operators and vehicle manufacturers may apply for an overweight permit feasibility study if, for example:

- a vehicle manufacturer wants to test a new vehicle design
- a transport operator wishes to import a vehicle and wants to test its suitability for New Zealand roads, or
- an investigation is required for a project-specific movement of large machinery or equipment, for example tunnel-boring machines or large electrical transformers.

Not a legal permit

Although the output of a feasibility study is a document that looks similar to a permit, a feasibility study document is not a legal permit or formal document.

The document will display a watermark 'Feasibility Study Only'.

B5.2 Processing a feasibility study

Introduction The workflow for processing a feasibility study is the same as the Create Permit workflow in OPermit for processing an overweight permit application. However, there are some important differences, which are described in the procedure below.

Procedure Follow the steps below to process a feasibility study application.


Step	Action
1	Select the Create Permit function in OPermit and select or set up the applicant company.
2	Select the vehicle or enter the vehicle details. Note: <ul style="list-style-type: none"> • If the feasibility application exceeds policy limits or there are other errors, you do not need to correct the errors. • You can choose to bypass the axle set checks to continue processing the application in OPermit if policy limits are exceeded.
3	Select or enter the route details and run the structural analysis.
4	If the structural analysis fails in OPermit and there are bridge alerts, run the bridge analysis reports and refer the application for specialist analysis to the regional SMC.
5	When you have received a response from the SMC, generate the feasibility study document in OPermit in the same way you would generate a permit.
6	Save the feasibility study document.

Next step The next step is to make important changes to the feasibility study document – continue with the next section *B5.3 Manually editing the feasibility study document*.

B5.3 Manually editing the feasibility study document

Purpose The purpose of manually editing a feasibility study document is to ensure the document cannot be mistaken for a legal permit.

Procedure Follow the steps below to manually edit the feasibility study document.

Step	Action																																																																																										
1	Open the feasibility study document in Microsoft Word.																																																																																										
2	Ensure each page of the document displays the watermark 'Feasibility Study Only'.																																																																																										
3	<p>On page 1, add the following or similar wording in a prominent position:</p> <p style="text-align: center;">Feasibility Study Only – not for issue as an Overweight Permit</p> <p>Also remove the line with the permit period dates.</p> <p>Example:</p> <div style="border: 1px solid black; padding: 10px;">  <p style="text-align: right;">Feasibility No.: DN/M/15/9876</p> <hr/> <p>Tranzport Heavy Haulage, PO Box 28194, Hauraki Corner, Auckland 1199, Attn: Hans Porter Fax: 09 9871331 Phone: 09 987 1330 TSL No. 654123 is hereby authorised to use (vehicle description): Transporter Registered N^o(s): TT 123, A456S, A654H Feasibility Study Only - not for issue as an Overweight Permit For the transport of: Machinery On Route: BOP regional boundary Kaimais to Hamilton using SH29, SH1N and SH3 over the route specified below, subject to the conditions, restrictions, and maximum mass limits in this Permit.</p> <p>VAI : 1.29</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Axle Number</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> <th>6</th> <th>7</th> <th>8</th> <th>9</th> <th>10</th> </tr> </thead> <tbody> <tr> <td>Axle Type^a</td> <td>S</td> <td>T</td> <td>T</td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> </tr> <tr> <td>Individual Axle Mass Limit (kg)</td> <td>6500</td> <td>9200</td> <td>9200</td> <td>12600</td> <td>12600</td> <td>12600</td> <td>12600</td> <td>12600</td> <td>12600</td> <td>12600</td> </tr> <tr> <td>Spacing from previous axle (m)</td> <td>0.00</td> <td>3.65</td> <td>1.60</td> <td>5.80</td> <td>1.80</td> <td>1.80</td> <td>1.80</td> <td>1.80</td> <td>1.80</td> <td>1.80</td> </tr> <tr> <td>Tyre Size</td> <td>Standard</td> <td>Standard</td> <td>Standard</td> <td>Standard</td> <td>Standard</td> <td>Standard</td> <td>Standard</td> <td>Standard</td> <td>Standard</td> <td>Standard</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Axle Number</th> <th>11</th> <th>12</th> <th>13</th> <th>14</th> <th>15</th> <th>16</th> </tr> </thead> <tbody> <tr> <td>Axle Type^a</td> <td>8</td> <td>8</td> <td>8</td> <td>16</td> <td>16</td> <td>T</td> </tr> <tr> <td>Individual Axle Mass Limit (kg)</td> <td>12600</td> <td>12600</td> <td>12600</td> <td>6400</td> <td>8800</td> <td>8800</td> </tr> <tr> <td>Spacing from previous axle (m)</td> <td>1.60</td> <td>1.80</td> <td>1.80</td> <td>3.20</td> <td>4.65</td> <td>1.40</td> </tr> <tr> <td>Tyre Size</td> <td>Standard</td> <td>Standard</td> <td>Standard</td> <td>Standard</td> <td>Standard</td> <td>Standard</td> </tr> </tbody> </table> <p><small>^a S=Single tyred axle, T=Two tyred axle, 4=Four tyred oscillating axle, 8=Eight tyred oscillating axle, 12=Twelve tyred oscillating axle, 16=Sixteen tyred oscillating axle. The tyre sizes shall be as indicated above.</small></p> </div>	Axle Number	1	2	3	4	5	6	7	8	9	10	Axle Type ^a	S	T	T	8	8	8	8	8	8	8	Individual Axle Mass Limit (kg)	6500	9200	9200	12600	12600	12600	12600	12600	12600	12600	Spacing from previous axle (m)	0.00	3.65	1.60	5.80	1.80	1.80	1.80	1.80	1.80	1.80	Tyre Size	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Axle Number	11	12	13	14	15	16	Axle Type ^a	8	8	8	16	16	T	Individual Axle Mass Limit (kg)	12600	12600	12600	6400	8800	8800	Spacing from previous axle (m)	1.60	1.80	1.80	3.20	4.65	1.40	Tyre Size	Standard	Standard	Standard	Standard	Standard	Standard
Axle Number	1	2	3	4	5	6	7	8	9	10																																																																																	
Axle Type ^a	S	T	T	8	8	8	8	8	8	8																																																																																	
Individual Axle Mass Limit (kg)	6500	9200	9200	12600	12600	12600	12600	12600	12600	12600																																																																																	
Spacing from previous axle (m)	0.00	3.65	1.60	5.80	1.80	1.80	1.80	1.80	1.80	1.80																																																																																	
Tyre Size	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard																																																																																	
Axle Number	11	12	13	14	15	16																																																																																					
Axle Type ^a	8	8	8	16	16	T																																																																																					
Individual Axle Mass Limit (kg)	12600	12600	12600	6400	8800	8800																																																																																					
Spacing from previous axle (m)	1.60	1.80	1.80	3.20	4.65	1.40																																																																																					
Tyre Size	Standard	Standard	Standard	Standard	Standard	Standard																																																																																					

Continued on next page

B5.3 Manually editing the feasibility study document

continued

Procedure (continued)

Step	Action
4	Do not add a signature or your name to the document. Remove the name if there is one.
5	When you are satisfied that you have made all necessary edits and all details are correct, save the document in the application folder.

Next step

The next step is to notify the applicant of the outcome of the feasibility study – continue with the next section *B5.4 Issuing a feasibility study document*.

B5.4 Issuing a feasibility study document

Procedure

Follow the steps below to notify the applicant of the outcome of a feasibility study.

Step	Action
1	Save the feasibility study document as a PDF file.
2	Using the standard email template, draft a cover note to the applicant. Emphasise that the feasibility study document is not a legal permit.
3	Attach the PDF version of the feasibility study document to the email.
4	Do a final check of the email and confirm that you have attached the PDF file, and then send the email to the applicant.
5	Save all documents related to the application in the application folder, including notes and emails.

End of process

This completes the processing of a feasibility study.

Vehicle dimensions and mass permitting manual (volume 2)

Part C

Processing overdimension permit applications

Current as at 1 August 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.

Waka Kotahi NZ Transport Agency does not accept any responsibility or liability whatsoever, whether in contract, tort, equity or otherwise for any action taken, or reliance placed, as a result of reading any part of this publication or for any error, inadequacy, deficiency, flaw or omission from the information provided in this publication.

Record of amendments in this part

Note: Amendments to the *Vehicle dimensions and mass permitting manual* can affect individual or multiple parts in a volume. Gaps in the amendment number in the table below indicate amendments in the other volume. For a complete record of all amendments to the manual, please refer to the 'Record of amendments' at the start of both volumes.

Amendment to 2 nd edition	Description of changes in this part	Effective date
Amendment 6	<p>Checking a category 4B engineering assessment: The procedure for checking engineering assessments has been updated and a new checklist has been added. Depending on the load type ('L' or 'G'), a written statement by the operator may be acceptable with a category 4B application, although for some information an engineering assessment is still required. See section <i>C2.6 Checking a category 4B engineering assessment</i>.</p> <p>Overheight permits: The piloting requirements for overheight permits have been revised. Previously, category 4B piloting requirements applied, but this has been replaced by two new conditions depending on height. See section <i>C2.8 Requirements for overheight</i>.</p> <p>Processing overdimension permit applications: Some procedures in chapter C2 for checking an application have been updated to align with the new interactive online application form. See <i>Chapter C2: Processing overdimension permit applications</i>.</p> <p>Returning or declining an application: When to return and when to decline an application has been clarified. Procedures have been revised depending on whether an application is declined on legal or technical grounds or because of operator safety concerns. See section <i>C2.10 Returning or declining an application</i>.</p>	1 August 2021

Contents

	See page
Introduction	C-1
Chapter C1: Process overview and general information.....	C1-1
Overview	C1-1
C1.1 Overview diagrams of the overdimension permitting process.....	C1-2
C1.2 Overdimension permitting roles and responsibilities	C1-7
C1.3 Guidelines for dealing with applicants	C1-8
C1.4 Tools and systems access	C1-9
Chapter C2: Processing overdimension permit applications.....	C2-1
Overview	C2-1
C2.1 Receiving applications.....	C2-2
C2.2 Validating or requesting a client account.....	C2-3
C2.3 Checking overdimension category and completeness	C2-5
C2.4 Conducting operator compliance checks	C2-8
C2.5 Processing an overdimension permit application in ODP.....	C2-9
C2.6 Checking a category 4B engineering assessment	C2-13
C2.7 Adding permit conditions	C2-18
C2.8 Requirements for overheight	C2-20
C2.9 Attempting to resolve issues with an application.....	C2-22
C2.10 Returning or declining an application	C2-23
Chapter C3: Issuing an overdimension permit, record-keeping and notifications	C3-1
Overview	C3-1
C3.1 Issuing an overdimension permit	C3-2
C3.2 Reissuing an overdimension permit	C3-3
C3.3 Record-keeping and filing	C3-5
C3.4 Dealing with notifications of overdimension movements	C3-6

Part C: Processing overdimension permit applications

Introduction

About this part This part of the *Vehicle dimensions and mass permitting manual* (volume 2) describes how overdimension permit applications are processed by Waka Kotahi NZ Transport Agency.

Purpose The purpose of this part is to be a 'how-to' reference for processing overdimension permit applications. It is intended to document best practice and make the permitting process transparent to all stakeholders.

Audience The main audience for this part is:

- permitting staff in the Permitting team in the Waka Kotahi Palmerston North office, and
- Waka Kotahi technical staff involved in overlength permitting.

Permit applicants, enforcement agents and local road controlling authorities may also be interested in how overdimension permit applications are processed.

Legal basis The Land Transport Rule: Vehicle Dimensions and Mass 2016 (the VDAM Rule) authorises Waka Kotahi to issue overdimension permits and include special conditions in a permit to ensure the safety and convenience of other road users.

Policy in volume 1 This part should be read in conjunction with the policy information in *Part C: Overdimension permits* in volume 1 of this manual.

Permitting staff should take the time to familiarise themselves with the overdimension policy in order to:

- advise applicants correctly and refer them to relevant information, and
- understand the reasons for and background to the procedures described in this part.

Continued on next page

Introduction continued

Other information

Other relevant information sources are:

- Factsheet 53a: *Overdimension vehicles and loads*, and
- Factsheet 53b: *Roles, responsibilities and permit requirements for overdimension loads*.

The factsheets are available at

nzta.govt.nz/resources/factsheets/numerical.html.

Terminology and abbreviations

Specific terminology and abbreviations are used throughout this manual. For definitions and explanations, see *Part I: Definitions and glossary* in volume 1 of this manual.

In this part

This part contains the following chapters:

Chapter	See page
Chapter C1: Process overview and general information	C1-1
Chapter C2: Processing overdimension permit applications	C2-1
Chapter C3: Issuing an overdimension permit, record-keeping and notifications	C3-1

Chapter C1: Process overview and general information

Overview

About this chapter

This chapter gives an overview of the overdimension permitting process.

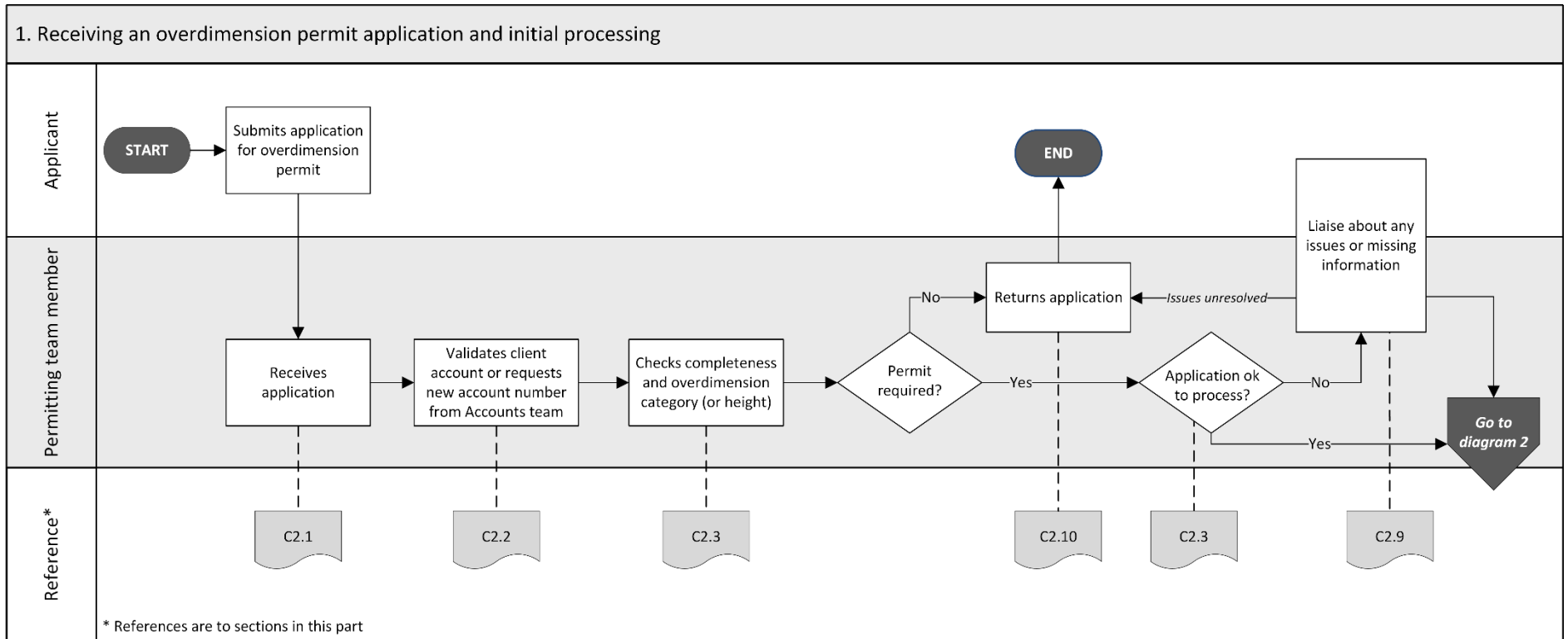
In this chapter

This chapter contains the following sections:

Section	See page
C1.1 Overview diagrams of the overdimension permitting process	C1-2
C1.2 Overdimension permitting roles and responsibilities	C1-7
C1.3 Guidelines for dealing with applicants	C1-8
C1.4 Tools and systems access	C1-9

C1.1 Overview diagrams of the overdimension permitting process

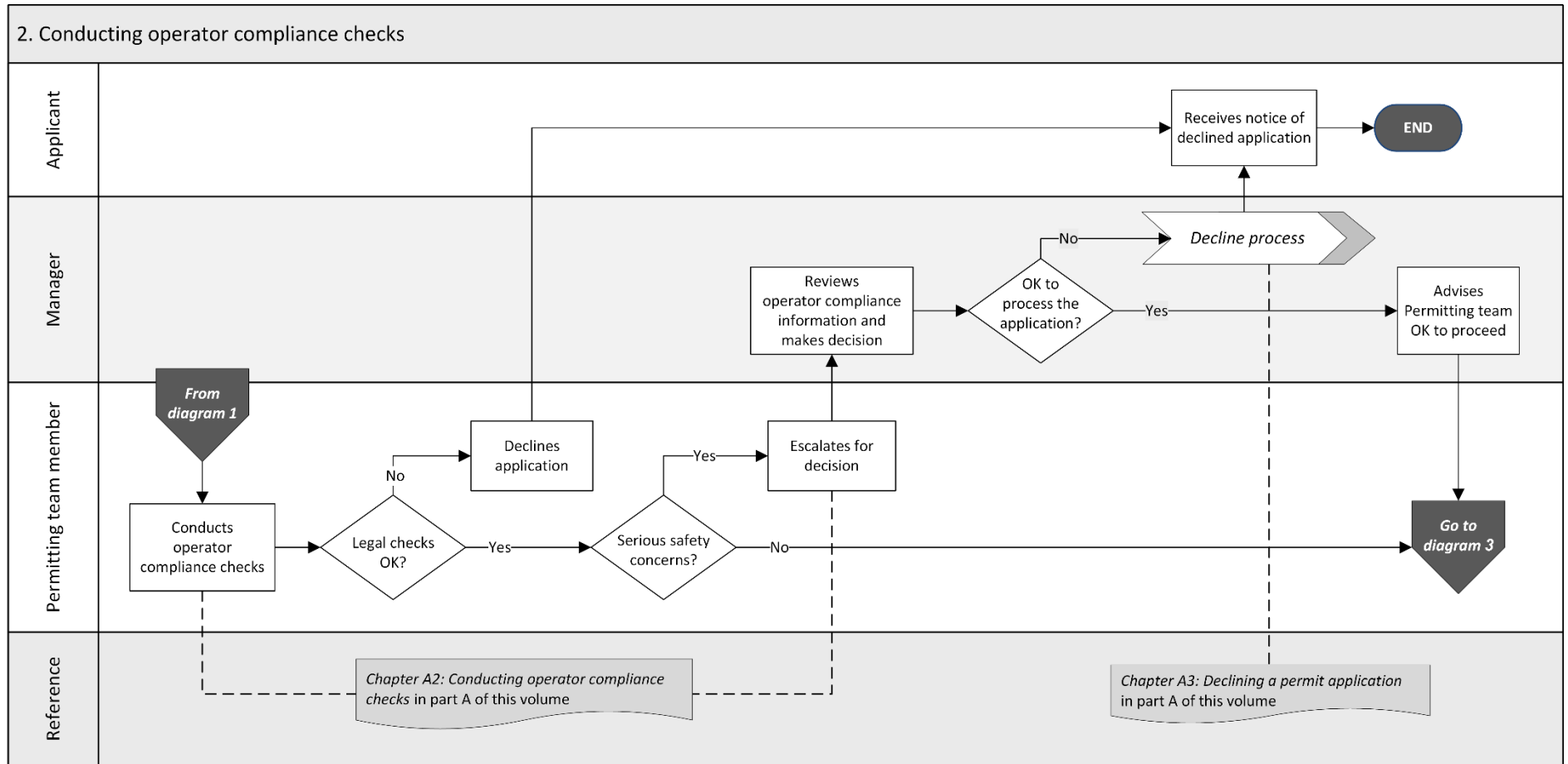
Diagram 1 This diagram illustrates the process for receiving an overdimension permit application and conducting initial checks.



Continued on next page

C1.1 Overview diagrams of the overdimension permitting process continued

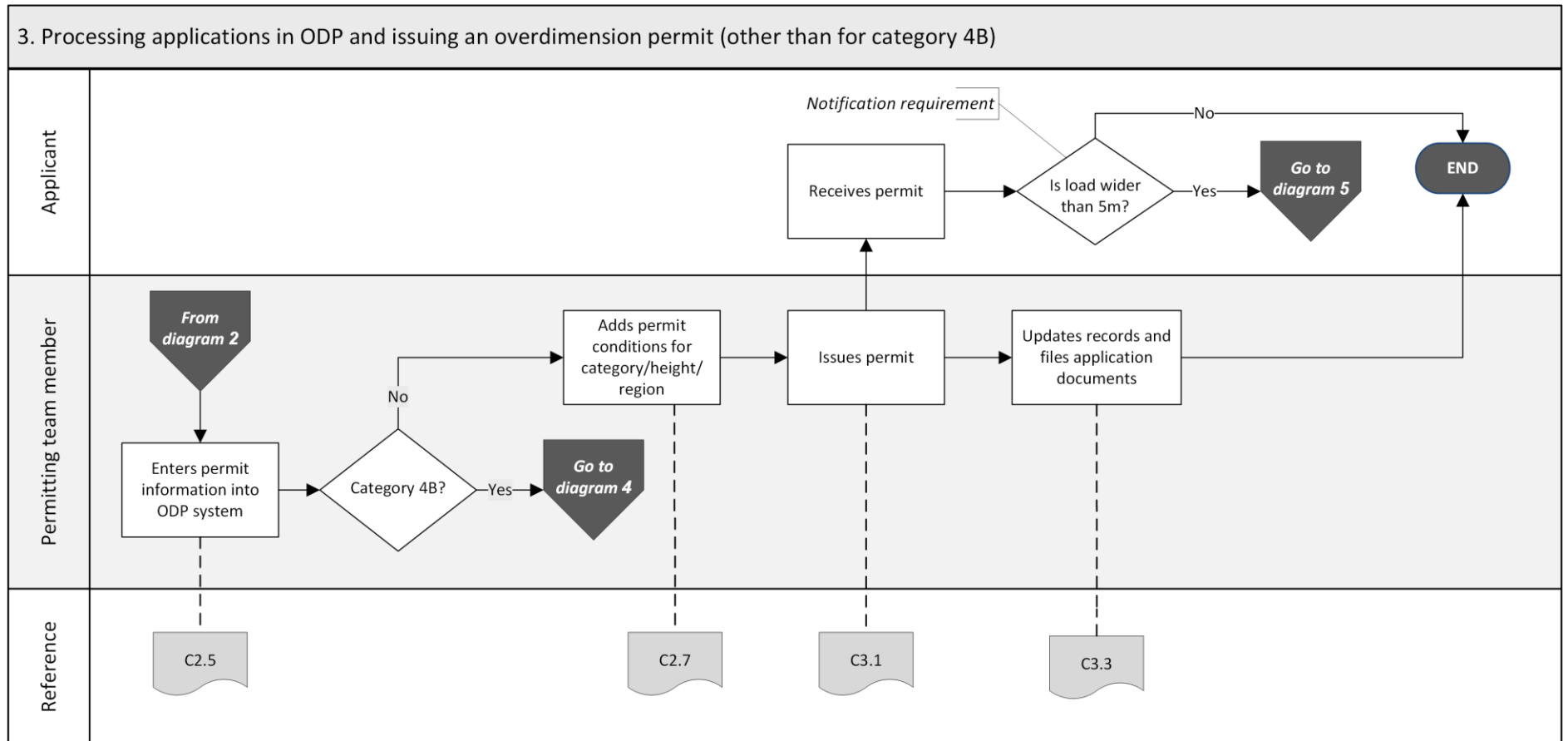
Diagram 2 This diagram gives an overview of the operator compliance checks.



Continued on next page

C1.1 Overview diagrams of the overdimension permitting process continued

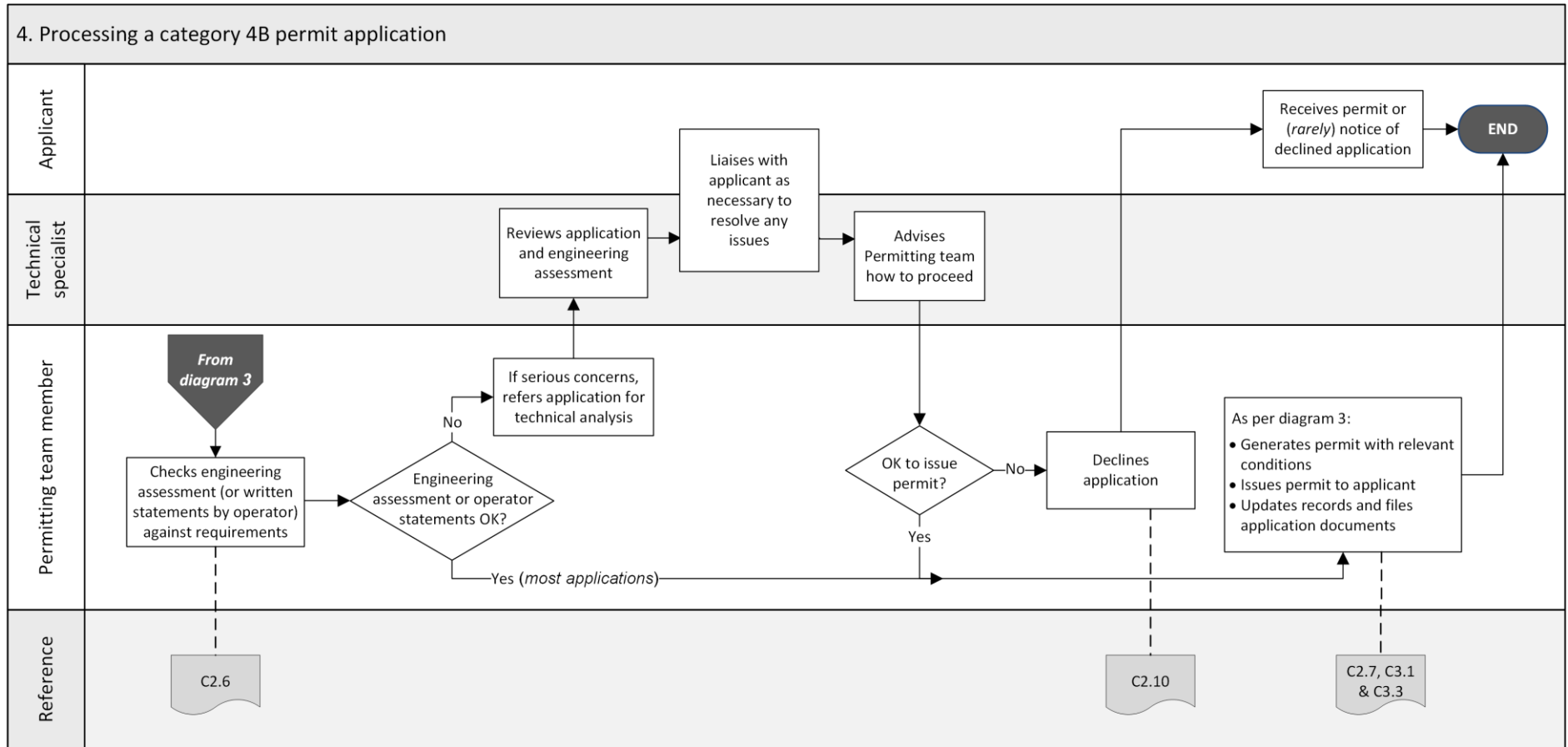
Diagram 3 This diagram illustrates the tasks involved in processing an overdimension permit application in the ODP system and issuing a permit.



Continued on next page

C1.1 Overview diagrams of the overdimension permitting process continued

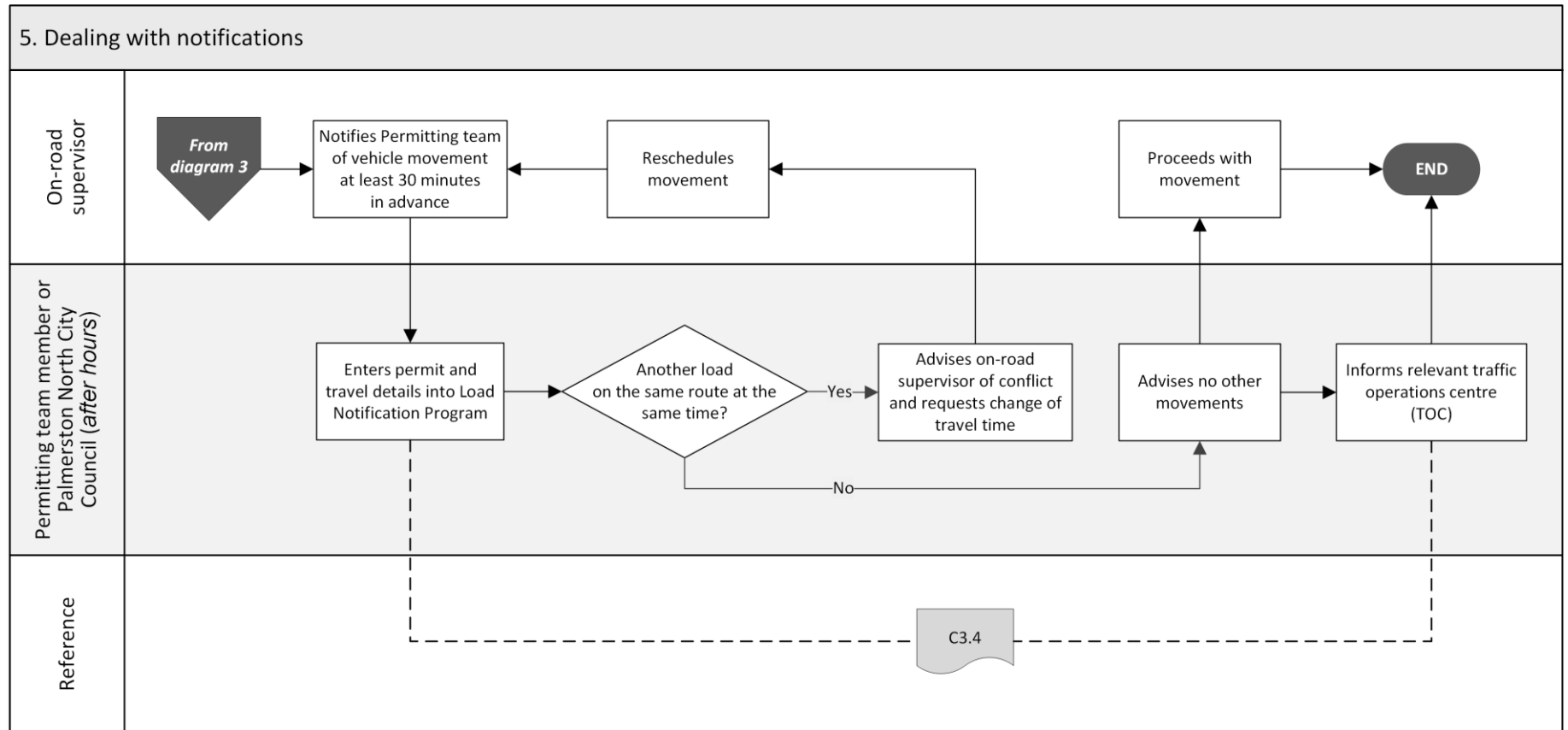
Diagram 4 This diagram illustrates the process for checking a category 4B engineering assessment and completing a category 4B permit.



Continued on next page

C1.1 Overview diagrams of the overdimension permitting process continued

Diagram 5 This diagram illustrates the notification process for overdimension movements wider than 5 metres.



C1.2 Overdimension permitting roles and responsibilities

Issuing authority

Waka Kotahi is authorised under the VDAM Rule section 6.49 to issue overdimension permits.

In the past, permits were issued by the Waka Kotahi Overdimension Permit Issuing Agency (OPIA), which has now been absorbed into the Permitting team in the Palmerston North office.

Local road controlling authorities

The VDAM Rule does not authorise local road controlling authorities (RCAs) to issue overdimension permits for roads under their control. However, some local RCAs have bylaws that restrict the use of local roads by overdimension vehicles.

Waka Kotahi must not issue an overdimension permit for local roads if it has been notified that the local RCA objects to the permit being issued. Waka Kotahi may also add special conditions to permits to account for local road constraints.

Legislation reference: VDAM Rule section 6.50(2)(a).

Who is involved?

Roles and responsibilities in overdimension permitting are as follows:

Role	Responsibilities
Permitting team	<ul style="list-style-type: none"> • Receive overdimension permit applications • Conduct operator compliance checks • Return incomplete or inaccurate applications, or applications that do not need a permit • Process applications in the overdimension permitting (ODP) system and issue permits • Escalate technical or safety concerns, if necessary • Advise applicants about overdimension permit requirements
Case Manager, Senior Case Officer or Manager, Permitting	<ul style="list-style-type: none"> • Reviews escalated operator compliance investigations and decides whether a permit may be issued • Notifies operator of a proposal to decline an application due to compliance or safety concerns • Issues formal notice of a declined application
Technical specialist (vehicle systems)	<ul style="list-style-type: none"> • Provides general technical advice about overdimension permitting • Provides specialist analysis of category 4B engineering assessments, if required

C1.3 Guidelines for dealing with applicants

Customer-focussed approach

Waka Kotahi policy is to assist permit applicants as much as possible so that permits can be issued. Permitting staff are expected to work with applicants proactively and help them to resolve issues with applications.

Gather all issues before contacting applicants

As you conduct the processing tasks described in this chapter, you may find that a single application has multiple issues that would make it ineligible for a permit. If possible, gather issues and take notes to avoid having to contact an applicant several times.

The types of issue that need to be followed up with an applicant include:

- missing or incomplete information
- incorrect information, and
- missing or incorrect attachments.

You may also need to contact an applicant to discuss issues raised by a technical specialist in relation to engineering assessments for category 4B applications.

Email or telephone?

Use your judgment to determine whether it would be best to resolve any issues with an applicant on the telephone, or whether you need to put it in writing and send them an email.

As a guideline, email is more appropriate if there are multiple or major issues with an application. Minor issues and straightforward queries can often be resolved more quickly by telephone.

C1.4 Tools and systems access

Mailbox and InfoHub access

You need access to the 'OPIA' mailbox. This is where new overdimension permit applications are received.

You also need access to the 'Permits' folder in InfoHub, in particular to these subfolders:

 Over Dimension Permit Applications

 Overdimension Permits – Issued

Overdimension permitting system

The overdimension permitting system consists of a database and a workflow tool (ODPermit or ODP) for processing and issuing overdimension permits.

This manual assumes that you have access to and are familiar with the use of ODP. It does not give detailed instructions on how to use the system. Talk to your manager if you need access or help.

Load Notifications Program

Some overdimension permits have a notification condition that requires operators or load pilots to notify Waka Kotahi at least 30 minutes before the start of the movement. This is to avoid more than one overdimension movement happening on the same route at the same time.

Movements with a notification condition are automatically uploaded from ODP into the Load Notifications Program. You need access to the Load Notification Program to check for concurrent movements.

Other systems

You also need access to:

- the Driver Licence Register (DLR) to validate an applicant's transport service licence (TSL) number
 - InsightHub for operator compliance checks, and
 - LANDATA to validate vehicle registration numbers.
-

Google Maps or similar

You also need access to Google Maps or a similar map tool to check or validate regions or route details.

Continued on next page

C1.4 Tools and systems access continued

Other resources

Other reference sources you may need to consult are the following Waka Kotahi documents:

- contact list for local road controlling authorities, and
 - ODP Regions and Conditions document.
-

Chapter C2: Processing overdimension permit applications

Overview

About this chapter

This chapter describes how to process an overdimension permit application.

In this chapter

This chapter contains the following sections:

Section	See page
C2.1 Receiving applications	C2-2
C2.2 Validating or requesting a client account	C2-3
C2.3 Checking overdimension category and completeness	C2-5
C2.4 Conducting operator compliance checks	C2-8
C2.5 Processing an overdimension permit application in ODP	C2-9
C2.6 Checking a category 4B engineering assessment	C2-13
C2.7 Adding permit conditions	C2-18
C2.8 Requirements for overheight	C2-20
C2.9 Attempting to resolve issues with an application	C2-22
C2.10 Returning or declining an application	C2-23

C2.1 Receiving applications

How applications are received

The Permitting team receives overdimension permit applications by email in the 'OPIA' mailbox.

Determining processing priority

The target turnaround time for the majority of overdimension permit applications is 24 hours from receipt of the application.

Generally, you process applications in the order in which they are received.

However, if you have a large number of applications waiting to be processed, open each new application and refer to the permit period 'From' date on the application form. Prioritise applications that are required sooner than others.

When to process applications immediately

Urgent applications must be processed immediately. Applications considered to be urgent are for:

- misplaced, lost or outdated permits for imminent load movements or movements that have already started (for example, if a movement has been delayed because of bad weather and the original permit has expired), or
 - permits that need to be issued within 30 minutes of a load movement notification (this may happen occasionally if, for example, an operator thought they had lodged an application but it was not received on time).
-

C2.2 Validating or requesting a client account

Why check for a client account? Applicants must have a client account with Waka Kotahi before an overdimension permit application can be processed.

Two subtasks This check involves two subtasks:

1. **Validating an existing client record** if the applicant has provided a client number or already has a record in the ODP system.
2. **Requesting a new client account** for new applicants.

These subtasks are described in detail below.

1. Validating an existing client record

Follow the steps below to confirm that the applicant has an existing client account.

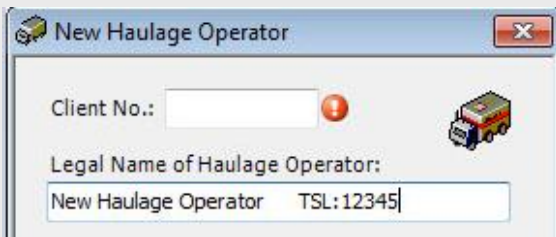
Step	Action
1	<p>Open the General tab in the ODP system and search for either the applicant's client number or company name as provided on the application form.</p> <p>Is the applicant already in the ODP database?</p> <ul style="list-style-type: none"> • If yes, go to step 2. • If no, continue with subtask 2. <i>Requesting a new client account.</i>
2	<p>Open the company record and compare the information in ODP with the operator details on the application form.</p> <p>Do the existing details match the operator details on the application form?</p> <ul style="list-style-type: none"> • If yes, continue with section <i>C2.3 Checking overdimension category and completeness.</i> • If no, go to step 3.
3	<p>Update the operator's details in the ODP database. If necessary, contact the operator to confirm any details.</p> <p>Then continue with section <i>C2.3 Checking overdimension category and completeness.</i></p>

Continued on next page

C2.2 Validating or requesting a client account continued

2. Requesting a new client account

Follow the steps below if the applicant is not in the ODP database and requires a new client account.

Step	Action
1	<p>Send an email to accounts.receivable@nzta.govt.nz and request that a new client account be set up.</p> <p>Include the following details in your email:</p> <ul style="list-style-type: none"> – Applicant/company name – Contact name and billing address – Telephone number, and – Email address. <p>The Accounts team will send you a new client number.</p>
2	<p>If you have not had a response on the same day, send a follow-up email to the Accounts team.</p>
3	<p>When you have received the new client number, add the operator details from the application form into the ODP database under 'Operators'.</p> <p>Add the TSL number (if applicable) in the operator name field after the operator's name:</p> 
4	<p>When you have entered the new operator details into the ODP database, continue with the next section <i>C2.3 Checking overdimension category and completeness</i>.</p>

C2.3 Checking overdimension category and completeness

Why do these checks? The purpose of these checks is to determine whether a permit is required and, if it is, whether the applicant has provided all required information for the application to be successfully processed.

Two subtasks There are two subtasks:

3. **Checking the overdimension category:** In general, a permit is only required for overdimension categories 3 and 4, or for heights exceeding 5 metres or length exceeding 25 metres.
4. **Checking completeness** to confirm that the applicant has provided all required information and attachments.

These subtasks are described in detail below.

1. Checking overdimension category

Follow the steps below to confirm that a permit is required.

Step	Action						
1	<p>Open the Load tab in ODP and enter the vehicle dimensions from the 'Excess dimensions' section of the application form.</p> <p>When you have entered the dimensions, the system will display the overdimension category.</p> <p>Note: Category 5 is now known as category 4B. The ODP system cannot be updated for this change, so if it says category 5, treat it as category 4B.</p>						
2	<p>Refer to the table below to determine your next step:</p> <table border="1"> <thead> <tr> <th>If ODP indicates...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>No permit required (category 1 or 2, if height is below 5m and length is less than 25m)</td> <td>go to step 3.</td> </tr> <tr> <td>Permit required (that is for: <ul style="list-style-type: none"> • category 2 if length exceeds 25m, • categories 3 or 4, or • height exceeds 5m) </td> <td>continue with subtask <i>2. Checking completeness.</i></td> </tr> </tbody> </table>	If ODP indicates...	Then...	No permit required (category 1 or 2, if height is below 5m and length is less than 25m)	go to step 3.	Permit required (that is for: <ul style="list-style-type: none"> • category 2 if length exceeds 25m, • categories 3 or 4, or • height exceeds 5m) 	continue with subtask <i>2. Checking completeness.</i>
If ODP indicates...	Then...						
No permit required (category 1 or 2, if height is below 5m and length is less than 25m)	go to step 3.						
Permit required (that is for: <ul style="list-style-type: none"> • category 2 if length exceeds 25m, • categories 3 or 4, or • height exceeds 5m) 	continue with subtask <i>2. Checking completeness.</i>						

Continued on next page

C2.3 Checking overdimension category and completeness continued

1. Checking overdimension category (continued)

Step	Action
3	<p>Return the application by email and advise the applicant that a permit is not required.</p> <p>Include a link to Factsheet 53a: nzta.govt.nz/resources/factsheets/53.</p> <p>This ends the process for applications that do not require an overdimension permit.</p>

2. Checking completeness

Follow the steps below to confirm that the application has all the information and attachments required for processing.

Step	Action
1	<p>Has the applicant used the current online application form?</p> <ul style="list-style-type: none"> • If yes, go to step 3. • If no, go to step 2.
2	<p>Return the application by email and include a link to the online form. Request the applicant to resubmit the application on the current form.</p>
3	<p>Quickly scan through the submitted information. Has the applicant provided valid-looking information, particularly in the text fields?</p> <ul style="list-style-type: none"> • If yes, go to step 4. • If no, make a note of any missing or problematic information and then go to step 4.
4	<p>If the load is wider than 8 metres, has the applicant provided a sufficiently detailed route description?</p> <p>Note: A route description is helpful (especially for local councils) in case the overdimension movement causes damage along the route.</p>

Continued on next page

C2.3 Checking overdimension category and completeness continued

2. Checking completeness (continued)

Step	Action
5	<p>For category 4A or 4B applications, has the applicant:</p> <ul style="list-style-type: none"> – provided risk management measures in the text field under the declaration regarding route and load, and – for a category 4B application, attached an engineering assessment and/or operator statements and a route map (which you will check in detail in section C2.6)? <ul style="list-style-type: none"> • If yes, go to step 6. • If no, make a note of the missing information and then go to step 6.
6	<p>Is any information missing or incorrect?</p> <ul style="list-style-type: none"> • If yes, continue with section <i>C2.9 Attempting to resolve issues with an application</i>. • If no, continue with section <i>C2.4 Conducting operator compliance checks</i>.

C2.4 Conducting operator compliance checks

Why conduct operator compliance checks?

The operator compliance checks assess an operator's compliance with safety related legislation to ensure that issuing a permit to the operator will not pose undue risks to other road users.

The operator compliance checks also confirm that the operator is a valid legal entity and is entitled to hold a permit.

Two aspects

There are Two aspects to the operator compliance checks:

1. **Legal checks** to confirm that the permit applicant is
 - the holder of a valid TSL (if applicable), and
 - a registered legal entity.
 2. **Operator compliance checks** to confirm that the operator has a good safety and compliance record and does not pose a risk to other road users.
-

Follow standard procedures

To conduct operator compliance checks, follow the detailed procedures described in:

- *Chapter A2: Conducting operator compliance checks* in part A of this volume, or
 - the *Process to conduct an operator compliance check* document.
-

Next step

When you have completed the operator compliance checks and if the operator is eligible for a permit, continue with section *C2.5 Processing an overdimension permit application in ODP*.

C2.5 Processing an overdimension permit application in ODP

Three subtasks

Processing an overdimension permit application in the ODP system involves three subtasks:

1. **Entering general permit details** from the application form into the ODP database.
2. **Validating and entering route information** to ensure that the correct route details appear on the permit. You must also confirm the regions that a load travels through so that you can select the correct regional conditions that apply to a permit.
3. **Entering load information:** The correct load description on a permit is important for enforcement purposes.

These subtasks are described in detail below.

1. Entering general permit details

Follow the steps below to enter general information into ODP.


Step	Action
1	In ODP click on File > New Permit . Then open the General tab.
2	Enter the client number in the 'Client No.' field. This will automatically populate the other client details fields if the operator records are in the ODP database (see section C2.2 above).
3	Enter the permit period requested by the applicant. Note: For house moves, restrict the permit period to one month. If the applicant is unable to complete the movement in that time, you can reissue the permit (see section C3.2 <i>Reissuing an overdimension permit</i>).
4	Enter the registration plate numbers for all vehicle units applied for that are used for moving the load. Note: You do not need to enter the plate numbers of pilot vehicles. If necessary, validate registration numbers in LANDATA (for example for personalised number plates).
5	Continue with subtask 2. <i>Validating and entering route information</i> .

Continued on next page

C2.5 Processing an overdimension permit application in ODP continued

2. Validating and entering route information

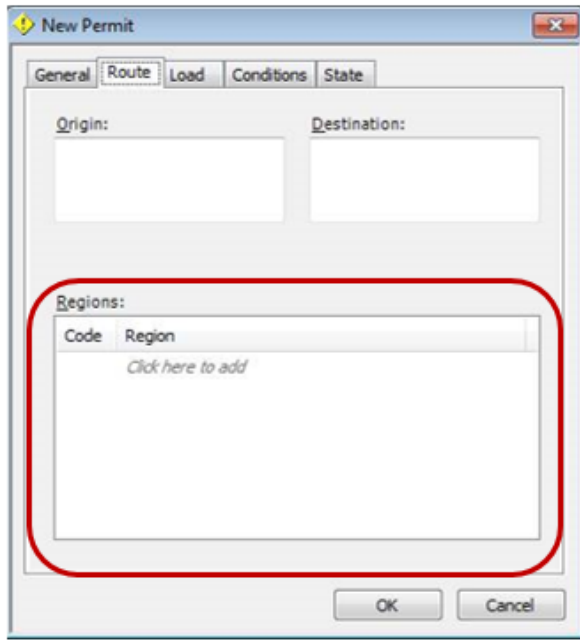
Follow the steps below to validate and enter route information.

Step	Action
1	Open the Route tab in ODP.
2	Refer to the application form. In the 'Permit details' section, note the location details in the 'From' and 'To' fields.
3	In Google Maps (or a similar map tool), search for the origin and destination of the journey. Keep the map open.
4	If the exact start and end points of the journey are unclear, contact the applicant to get precise details.
5	In the Route tab in ODP, enter the confirmed 'From' and 'To' details in the Origin and Destination fields.  <p>Note: Do not use a comma to separate the road name, suburb and town, and do not use the Enter key.</p>
6	On the application form, note the regions the applicant has selected. On the map you opened in step 3, confirm that the applicant has selected all the right regions the load will travel through.

Continued on next page

C2.5 Processing an overdimension permit application in ODP continued

2. Validating and entering route information (continued)

Step	Action
7	<p>Look up the available regions and codes in the ODP Regions and Conditions document in InfoHub, if necessary.</p> <p>Then enter the code and name of the regions the load is travelling through in the 'Regions' field:</p> 
8	Continue with subtask 3. <i>Entering load information.</i>

3. Entering load information

Follow the steps below to enter load details into ODP.

Step	Action
1	Open the Load tab in ODP.
2	<p>From the drop-down list of load types, select the one that best fits the information in the 'Description of vehicle/load' field on the application form.</p> <p>Add more specific information in the Description box, if necessary.</p> <p>Example: For house removals, select 'Building' from the list of load types and add 'House' in the Description box.</p>

Continued on next page

C2.5 Processing an overdimension permit application in ODP continued

3. Entering load information (continued)

Step	Action							
3	<p>If you have not already done so or saved the information you entered for the category check in section C2.3, enter the vehicle dimensions from the application form now in the corresponding fields in the Load tab.</p> <p>When you have entered the dimensions, the system will display the category.</p> <p>Note: Category 5 is category 4B under the VDAM Rule. The ODP system cannot be updated for this change, so if it says category 5, treat it as category 4B.</p>							
4	<p>Refer to the table below to determine your next step:</p> <table border="1"> <thead> <tr> <th>For...</th> <th>Continue with section...</th> </tr> </thead> <tbody> <tr> <td>category 1 or 2, if height exceeds 5m or length exceeds 25m</td> <td rowspan="2"><i>C2.7 Adding permit conditions</i></td> </tr> <tr> <td>category 3 or 4A</td> </tr> <tr> <td>category 5 (that is category 4B)</td> <td><i>C2.6 Checking a category 4B engineering assessment</i></td> </tr> </tbody> </table>	For...	Continue with section...	category 1 or 2, if height exceeds 5m or length exceeds 25m	<i>C2.7 Adding permit conditions</i>	category 3 or 4A	category 5 (that is category 4B)	<i>C2.6 Checking a category 4B engineering assessment</i>
For...	Continue with section...							
category 1 or 2, if height exceeds 5m or length exceeds 25m	<i>C2.7 Adding permit conditions</i>							
category 3 or 4A								
category 5 (that is category 4B)	<i>C2.6 Checking a category 4B engineering assessment</i>							

C2.6 Checking a category 4B engineering assessment

What to check in an engineering assessment

This check is to validate that the engineering assessment that must be submitted with a category 4B application covers all information required by Waka Kotahi.

Note: You are not required to assess the technical correctness of the information, only that the engineering assessment includes all required information.

Familiarise yourself with the detailed requirements

You should familiarise yourself with the detailed requirements for engineering assessments before doing this check. See section *C5.5 Engineering assessment requirements* in volume 1 of this manual at nzta.govt.nz/resources/vehicle-dimension-and-mass-permitting-manual.

Two subtasks

Checking a category 4B engineering assessment involves two subtasks:

4. **Checking against requirements** to confirm that all required information is covered, and
5. **Escalating for technical review**, if necessary. This should only rarely be necessary.

These two subtasks are described in detail below.

1. Checking against requirements

Follow the steps below to check that the engineering assessment covers all required information.

Step	Action						
1	<p>Look up the vehicle dimensions on the application form. Then refer to this table to determine whether the load is type L or type G:</p> <table border="1"> <thead> <tr> <th>Dimension</th> <th>Load type</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> • No wider than 3.1 metres, and • No higher than 4.3 metres </td> <td>L – Long and low</td> </tr> <tr> <td>All loads other than type L</td> <td>G – General</td> </tr> </tbody> </table>	Dimension	Load type	<ul style="list-style-type: none"> • No wider than 3.1 metres, and • No higher than 4.3 metres 	L – Long and low	All loads other than type L	G – General
Dimension	Load type						
<ul style="list-style-type: none"> • No wider than 3.1 metres, and • No higher than 4.3 metres 	L – Long and low						
All loads other than type L	G – General						
2	Open the attachments with the engineering assessment and/or written statements by the operator.						

Continued on next page

C2.6 Checking a category 4B engineering assessment continued

1. Checking against requirements (continued)

Step	Action
3	<p>Was the engineering assessment done by a chartered professional engineer (CPEng)? You can confirm CPEng registration at engineeringnz.org/public-tools/find-engineer.</p> <ul style="list-style-type: none"> • If yes, go to step 4. • If no, go to step 6.
4	<p>Using the <i>Category 4B checklist</i> below, go through the engineering assessment and/or operator statements.</p>
5	<p>Have the correct documents been submitted and do they cover all required information on the checklist?</p> <ul style="list-style-type: none"> • If yes, go to step 7. • If no, go to step 6.
6	<p>Contact the applicant and request the missing information or confirm that the engineering assessment was done by a chartered engineer.</p> <p>When you receive new information, check it against the checklist to confirm that all required information is now covered.</p> <p>If you have not received the missing information within 5 working days, return the application.</p>
7	<p>Do you have any concerns about the safety of the load or vehicle, or any information in the engineering assessment or operator statements?</p> <ul style="list-style-type: none"> • If yes, continue with subtask 2. <i>Escalating for technical review</i>. • If no, continue with section <i>C2.7 Adding permit conditions</i>.

Continued on next page

C2.6 Checking a category 4B engineering assessment continued

Category 4B checklist

1. Verification of load origin, destination and route		
<i>Acceptable document</i>	<i>Required information</i>	<i>Information provided?</i>
Both load type L and G: <input type="checkbox"/> Operator statement	<ul style="list-style-type: none"> • Verification of the origin and destination of the load • Route details • Distance from journey origin to destination 	Yes / No Yes / No Yes / No
2. Verification of maximum load dimensions		
Note: Dimensions must be stated to the nearest 0.1 m.		
<i>Acceptable document</i>	<i>Required information</i>	<i>Information provided?</i>
<input type="checkbox"/> Load type L: Operator statement <input type="checkbox"/> Load type G: Engineering assessment from a chartered engineer (CPEng)	<ul style="list-style-type: none"> • Overall width <p>Note: See section C5.5 <i>Engineering assessment requirements for category 4B loads</i> in volume 1 for width details of buildings.</p> <ul style="list-style-type: none"> • Overall height • Overall length • Reasons for exceeding (and why the load cannot be reduced): <ul style="list-style-type: none"> – length of 50m – height of 6.5m, or – width of 11m 	Yes / No Yes / No Yes / No Yes / No
3. Verification of route suitability		
<i>Acceptable document</i>	<i>Required information</i>	<i>Information provided?</i>
Both load type L and G: <input type="checkbox"/> Engineering assessment from a chartered engineer, OR <input type="checkbox"/> Operator statement	<ul style="list-style-type: none"> • Brief description of how traffic will be managed at choke points • Identification of any permanent structures needing removal • Identification of any sections of critical road geometry where problems are likely to occur and may result in delays to other traffic 	Yes / No Yes / No Yes / No

Continued on next page

C2.6 Checking a category 4B engineering assessment continued

Category 4B checklist (continued)

4. Hauling limitations		
<i>Acceptable document</i>	<i>Required information</i>	<i>Information provided?</i>
Both load type L and G: <input type="checkbox"/> Engineering assessment from a chartered engineer	<ul style="list-style-type: none"> • Maximum haul speed (in km/h) • Maximum allowable wind speed (three-second gust) that the load can be transported in (in km/h) • Maximum allowable tilt angle <p>Load type L:</p> <ul style="list-style-type: none"> • Static roll threshold (SRT) rating for the load 	<p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p>
5. Verification of contingency plan		
<i>Acceptable document</i>	<i>Required information</i>	<i>Information provided?</i>
Both load type L and G: <input type="checkbox"/> Engineering assessment from a chartered engineer, OR <input type="checkbox"/> Operator statement	<ul style="list-style-type: none"> • Evidence that the operator has a contingency plan in place to manage problems such as vehicle breakdown or the load getting stuck. 	<p>Yes / No</p>

C2.6 Checking a category 4B engineering assessment continued

2. Escalating for technical review

Follow the steps below if you need to refer an engineering assessment to a technical specialist.

Step	Action						
1	If you need the contact details of the technical specialist for engineering queries, ask your team leader or manager.						
2	Draft an email to the nominated technical specialist and attach the application form and the engineering assessment. Note any concerns or questions you may have in the email.						
3	Send the email and make a note in your diary to follow up if you have not received a reply within 24 hours.						
4	If asked by the technical specialist, liaise with the applicant to attempt to resolve any issues. For example, the technical specialist may request additional information from the permit applicant, or suggest adjustments to the load or vehicle so that a permit can be issued.						
5	Refer to this table to determine your next step on completion of the technical review: <table border="1" data-bbox="592 1234 1412 1525"> <thead> <tr> <th>If the technical specialist's advice is to...</th> <th>Then continue with...</th> </tr> </thead> <tbody> <tr> <td>issue a permit</td> <td>section <i>C2.7 Adding permit conditions</i></td> </tr> <tr> <td>decline the application</td> <td>section <i>C2.10 Returning or declining an application.</i></td> </tr> </tbody> </table>	If the technical specialist's advice is to...	Then continue with...	issue a permit	section <i>C2.7 Adding permit conditions</i>	decline the application	section <i>C2.10 Returning or declining an application.</i>
If the technical specialist's advice is to...	Then continue with...						
issue a permit	section <i>C2.7 Adding permit conditions</i>						
decline the application	section <i>C2.10 Returning or declining an application.</i>						

C2.7 Adding permit conditions

Why add permit conditions?

Permit conditions vary by region and also depend on the permit category. You can edit conditions, for example to create a temporary condition for major roadworks on a particular route.

Procedure

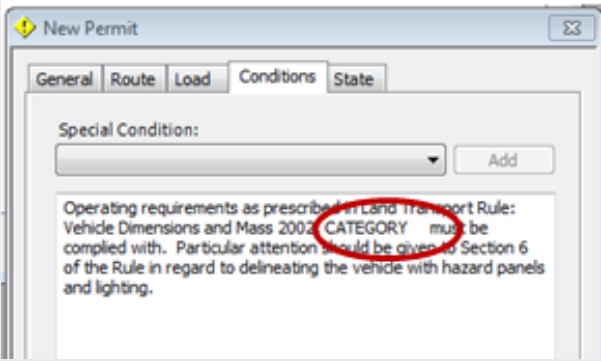
Follow the steps below to add conditions to an overdimension permit.

Step	Action														
1	Open the Conditions tab in ODP.														
2	From the drop-down list of conditions, select the following mandatory conditions that must be selected for ALL overdimension permits: <ul style="list-style-type: none"> – the relevant category number condition, and – regional conditions for the ODP regions the load travels through (for details refer to the ODP Regions and Conditions document in InfoHub). 														
3	Select other conditions as required, for example: <table border="1" data-bbox="592 1043 1410 1727"> <thead> <tr> <th>Condition</th> <th>For...</th> </tr> </thead> <tbody> <tr> <td>Route restriction</td> <td>restricted routes specified in the VDAM Rule (see volume 1, section <i>C2.3 Specific route restrictions for overdimension vehicles</i>)</td> </tr> <tr> <td>Travel time restriction</td> <td>category 3 or 4 (see volume 1, section <i>C3.3 Travel time and zone restrictions</i>)</td> </tr> <tr> <td>Engineer's report</td> <td>category 4B</td> </tr> <tr> <td>Load notification</td> <td>width exceeding 5 metres</td> </tr> <tr> <td>Height conditions</td> <td>height exceeding 5 metres – see section <i>C2.8 Requirements for overheight</i></td> </tr> <tr> <td>Convoy</td> <td>vehicles travelling in convoy</td> </tr> </tbody> </table>	Condition	For...	Route restriction	restricted routes specified in the VDAM Rule (see volume 1, section <i>C2.3 Specific route restrictions for overdimension vehicles</i>)	Travel time restriction	category 3 or 4 (see volume 1, section <i>C3.3 Travel time and zone restrictions</i>)	Engineer's report	category 4B	Load notification	width exceeding 5 metres	Height conditions	height exceeding 5 metres – see section <i>C2.8 Requirements for overheight</i>	Convoy	vehicles travelling in convoy
Condition	For...														
Route restriction	restricted routes specified in the VDAM Rule (see volume 1, section <i>C2.3 Specific route restrictions for overdimension vehicles</i>)														
Travel time restriction	category 3 or 4 (see volume 1, section <i>C3.3 Travel time and zone restrictions</i>)														
Engineer's report	category 4B														
Load notification	width exceeding 5 metres														
Height conditions	height exceeding 5 metres – see section <i>C2.8 Requirements for overheight</i>														
Convoy	vehicles travelling in convoy														

Continued on next page

C2.7 Adding permit conditions continued

Procedure (continued)

Step	Action
4	<p>Except for overheight permits, insert the applicable operating requirements category in the space after 'CATEGORY' (circled in red below).</p>  <p>Note: If you are unsure which operating requirements category applies, refer to the category displayed in the Load tab. Remember that 'category 5' is now category 4B.</p>
5	<p>If a category 4B engineering assessment specifies any conditions, or you have consulted the technical specialist, manually add any other conditions as advised, for example:</p> <p style="padding-left: 40px;">'Must not be transported if the wind is a factor and affects the stability of the load.'</p>
6	<p>When you have selected all relevant permit conditions, continue with section <i>C3.1 Issuing an overdimension permit</i>.</p>

C2.8 Requirements for overheight

Permits for overheight

Vehicles or loads higher than 5 metres require an overdimension permit to operate.

Permits for overheight are processed the same way as other overdimension permits, but they require specific conditions to be added to the permit.

Default category 1

Height is not associated with any of the overdimension categories. If height is the only excess dimension, then the ODP system assigns a default category 1.

Overheight piloting conditions

Add the applicable condition below to the permit, depending on the height.

Height only – Exceeding 5m up to and including 5.5m:

A Class 2 load pilot must be used within the city areas named in 6.20 of the VDAM Rule (www.nzta.govt.nz/resources/rules/vehicle-dimensions-and-mass-2016#s6-20).

The pilot should be placed either at the rear or the front, depending on where the most risk to other traffic is.

Height only – Exceeding 5.5m:

A Class 2 load pilot must accompany the load anywhere in New Zealand. The pilot should be placed either at the rear or the front, depending on where the most risk to other traffic is.

City areas

The city areas specified in the VDAM Rule are:

- Auckland (between Albany and Drury)
 - Christchurch
 - Dunedin
 - Hamilton
 - Hastings
 - Invercargill
 - Napier
 - Nelson
 - New Plymouth
 - Palmerston North
 - Tauranga
-

Continued on next page

C2.8 Requirements for overheight continued

City areas (continued)

- Wanganui
- Wellington (including all areas south of McKay's Crossing on State Highway 1 and Te Marua on State Highway 2), and
- Whangarei.

Legislation reference: VDAM Rule section 6.20.

Local height restrictions may apply

Specific height and other dimension restrictions apply to travel on Auckland and Wellington motorways, toll roads and through the Lyttelton Tunnel.

For details see section *C2.3 Specific route restrictions for overdimension vehicles* in volume 1 of this manual.

VDAM Rule overheight requirements

The table below shows the overheight requirements in the VDAM Rule.

Legislation reference: VDAM Rule schedule 6, part 3.

Height (metres)	Permission required	Other requirements
4.3 to 5.0	<ul style="list-style-type: none"> • Written permission from the owner of an overhead obstruction that the vehicle cannot clear • Written approval from relevant access provider if: <ul style="list-style-type: none"> – the vehicles travels over a level crossing that is not on a state highway, and – the vehicle exceeds the height shown on an electrified railway safe height sign 	For loads higher than 4.8m, you must use a vehicle with a deck height of less than 1.3m above the road.
> 5.0	<p>As above, plus:</p> <ul style="list-style-type: none"> • Overdimension permit from Waka Kotahi, and • Written permission from the owner of overhead wires or cables that the vehicle travels under. 	

C2.9 Attempting to resolve issues with an application

When to attempt to resolve issues

Use your judgment to determine whether an issue can be resolved by contacting the applicant before you return the application. In some cases, the applicant may be able to provide missing information on the telephone, for example a TSL number.

Procedure

If you need to contact an applicant to resolve any issues with an application, such as missing or incorrect information, follow these steps.

Step	Action
1	Contact the applicant by telephone or email and explain the issues.
2	Clarify the requirements and ask the applicant how they wish to proceed. Options include: <ul style="list-style-type: none"> – resubmitting the application – providing missing details over the telephone or by email – providing missing attachments (for example an engineering assessment) – making adjustments to the vehicle or load, or – withdrawing the application.
3	If the applicant provides all required details and attachments or makes the necessary changes to meet permit requirements, continue processing the application.
4	If the applicant decides to withdraw the application or fails to provide missing information within 5 working days, return the application to the applicant – continue with section <i>C2.10 Returning or declining an application</i> .

C2.10 Returning or declining an application

When to return an application

You should return an overdimension permit application when:

- no permit is required (see section *C2.3 Checking overdimension category and completeness*), or
- an application has missing or incorrect information and you have not been able to resolve the issues after contacting the applicant (see section *C2.9 Attempting to resolve issues with an application*).

Returning an application

Follow these steps to return an application.

Step	Action
1	Open the application email and click Forward . Note: By selecting 'Forward' instead of 'Reply', the original attachments to the application email remain attached to your response.
2	Change the subject line to: 'Overdimension permit application – Returned'
3	In the body of the email or letter, state the reason for returning the application. Include a complete list of any missing or incorrect information. If the applicant has used an old application form, include a link to the current online form.
4	Quickly check your email for any typos before clicking Send . Then continue with section <i>C3.3 Record-keeping and filing</i> .

Continued on next page

C2.10 Returning or declining an application continued

When to decline an application

It is very rare for an overdimension permit application to be declined.

An application may be declined if:

- the applicant fails the operator compliance checks, either because the operator is not legally entitled to hold a permit or there are serious safety or compliance concerns about the operator, or
- the application fails to meet the engineering requirements for a category 4B overdimension permit.

In most cases Waka Kotahi will work with the applicant to ensure requirements are met. For example, if an engineering assessment for a category 4B application raises concerns, a Permitting team member or Waka Kotahi technical specialist will first discuss with the operator whether an adjustment can be made to the load, route or vehicle before declining the application.

IMPORTANT: Two different ways to decline an application

There are two different ways to decline an application depending on the reason:

1. **Declining an application because of operator safety concerns:**
This must be escalated to either the Case Manager, Senior Case Officer or to the Manager, Permitting for a decision. It involves notifying the applicant of a proposal to decline before issuing a notice of a decision to decline.

For details see *Chapter A3: Declining a permit application* in part A of this volume.

2. **Declining an application on legal or technical grounds** if the applicant is not legally entitled to hold a permit or the application fails to meet technical requirements.

This is explained in detail below.

Declining an application on legal or technical grounds

Follow these steps to decline an application that fails to meet the legal or technical requirements for an overdimension permit.

Step	Action
1	Using the standard decline email template, draft an email to the applicant.
2	Describe the reasons for the decision to decline the application. If applicable, refer to efforts made to resolve issues.

Continued on next page

C2.10 Returning or declining an application continued

Declining an application on legal or technical grounds
(continued)

Step	Action
3	Attach a PDF of the application documents to the email. Ensure you include your full email signature.
4	Quickly read through the email. When you are satisfied that all details are correct, send the email.
5	Continue with section <i>C3.3 Record-keeping and filing</i> .

Chapter C3: Issuing an overdimension permit, record-keeping and notifications

Overview

About this chapter

This chapter describes how to issue or reissue an overdimension permit, update records and deal with notifications.

In this chapter

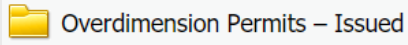
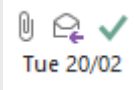
This chapter contains the following sections:

Section	See page
C3.1 Issuing an overdimension permit	C3-2
C3.2 Reissuing an overdimension permit	C3-3
C3.3 Record-keeping and filing	C3-5
C3.4 Dealing with notifications of overdimension movements	C3-6

C3.1 Issuing an overdimension permit

Procedure

Follow the steps below to issue an overdimension permit.

Step	Action
1	In ODP, generate the permit and open it.
2	Check that the permit details are complete and correct. In particular, confirm: <ul style="list-style-type: none"> – the permit period – overdimension category, and – conditions.
3	If any details are missing or incorrect, go back through the ODP tabs and add or correct the relevant details.
4	When you are satisfied that all permit details are correct, click Save & send . ODP will automatically: <ul style="list-style-type: none"> – assign a permit number and generate the permit document – email the permit to the applicant, and – send a copy of the email with the permit attached to the issuer’s individual inbox.
5	Go to your individual inbox and drag and drop the email with the attached permit into the ‘Overdimension Permits – Issued’ folder in InfoHub: 
6	In the OPIA inbox, open the application email and add the permit number into the subject line. Save the change. Go back to the inbox and move the cursor over the application email and click twice on the flag symbol so the flag changes to a tick.  The tick indicates that a permit has been issued and the application email is ready to be filed.
7	Continue with section <i>C3.3 Record-keeping and filing</i> .

C3.2 Reissuing an overdimension permit

When to reissue a permit

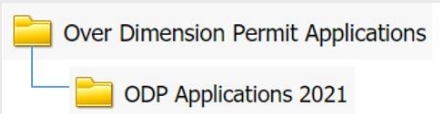
You may need to reissue an overdimension permit if:

- the operator has misplaced or lost the original permit, or
- the permit period has expired and the operator has been unable to complete the movement.

Operators may request a permit to be reissued by telephone or email.

Reissuing a copy of a permit

Follow the steps below to reissue a copy of an existing permit.


Step	Action
1	In InfoHub, search for the permit number in the 'Overdimension Permits - Issued' folder.
2	Open the email and click on Forward .
3	Write a brief cover note referring to the request for a copy of the permit. Insert your email signature, if necessary.
4	Confirm that the original email is attached and then click Send .
5	File a copy of the forwarded email in InfoHub in the corresponding subfolder for the year under the 'Over Dimension Permit Applications' folder, for example: <div style="text-align: center;">  </div> <p>This completes the process for reissuing a copy of a permit.</p>

Continued on next page

C3.2 Reissuing an overdimension permit continued

Reissuing an expired permit

Follow the steps below to reissue a permit from ODP if the original permit has expired and you need to make minor edits to the permit.

Step	Action
1	In ODP, search for the original permit by entering the permit number.
2	Double-click on the search result to open the original permit.
3	Edit any details in ODP that need to be changed, for example the 'Valid Until' date. Then click OK .
4	Select the delivery option 'Email'. Uncheck the 'Fax' and 'Print' options.
5	Check that the permit details are complete and correct, especially the details you changed. If you are satisfied that all permit details are correct, click Save & send .
6	File the copy of the email in your individual email inbox with the attached permit in InfoHub in the 'Issued' folder: <div style="text-align: center;">  Overdimension Permits – Issued </div> This completes the process for reissuing an expired permit.

C3.3 Record-keeping and filing

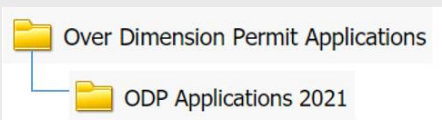
When to file application documents

You must file all documents related to an application in InfoHub when you have:

- completed processing an overdimension permit application and issued a permit, or
- returned or declined an application.

Procedure

Follow the steps below to file application records.

Step	Action
1	Locate the email application you want to file.
2	<p>Ensure the subject line includes the company name, and add the permit number.</p> <p>Example: 'A1 Building Movers Ltd Permit#98062'</p>
3	<p>Confirm that any required documents are attached to the application email. For example, for a category 4B application:</p> <ul style="list-style-type: none"> – an engineering assessment (or operator statement, as applicable), and – a route map.
4	<p>Drag and drop the application email into the corresponding subfolder for the year under the 'Over Dimension Permit Applications' folder in InfoHub, for example:</p> 
5	<p>Also file other documents related to the application in the same folder, such as:</p> <ul style="list-style-type: none"> – for a category 4B application, the completed category 4B checklist, if used – any email correspondence related to the application, or – email notification that the application was declined.

End of process This completes the overdimension permitting process.

C3.4 Dealing with notifications of overdimension movements

Which movements need to be notified?

Overdimension permits have a notification condition if the vehicle or load is wider than 5 metres.

The operator or on-road supervisor must notify the Permitting team by telephone at least 30 minutes before the start of the vehicle movement.

Who deals with notifications?

The Permitting team handles notifications during standard business hours (Monday to Friday 8:00am to 4:45pm).

After-hours notification calls are automatically redirected to Palmerston North City Council.

Procedure

Follow the steps below when you are notified of an overdimension movement.

Step	Action
1	Open a HEAT call ticket (call type ODP, keyword 'load notification').
2	Open the Load Notifications Program.
3	Confirm that the caller is the operator or on-road supervisor. Ask for the following details and record them in the HEAT ticket and the Load Notifications Program: <ul style="list-style-type: none"> - caller's first name and surname - contact phone number, and - load pilot number.
4	Ask for the permit number and enter it in the Load Notifications Program. If the permit does not appear, select the 'Include permits not requiring notification' check box at the bottom of the screen and search again.
5	Click on Notify and enter the estimated travel start and end times using the 24-hour format.
6	Open the Pilot tab and enter the pilot number, then click on Finish .

Continued on next page

C3.4 Dealing with notifications of overdimension movements continued

Procedure (continued)

Step	Action
7	<p>Open the Notifications tab and check the list of notified moves for any other movements in the area that may conflict with the notified movement.</p> <p>Is there a possible conflict?</p> <ul style="list-style-type: none"> • If yes, go to step 8. • If no, advise the on-road supervisor that the route is clear. Then go to step 9.
8	<p>Advise the on-road supervisor of a potential conflict of movements.</p> <p>Give them the details and telephone number of the on-road supervisor looking after the other movement so they can make contact and resolve the conflict.</p>
9	<p>Record all call details in the Load Notifications Program and the HEAT ticket and then save and close both.</p>
10	<p>Share the time and load details of the movement with the relevant traffic operations centre.</p>

End of notification process

This ends the notification process.

Vehicle dimensions and mass permitting manual (volume 2)

Part D

Processing HPMV higher mass permit applications

Current as at 1 August 2022

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.

Waka Kotahi NZ Transport Agency does not accept any responsibility or liability whatsoever, whether in contract, tort, equity or otherwise for any action taken, or reliance placed, as a result of reading any part of this publication or for any error, inadequacy, deficiency, flaw or omission from the information provided in this publication.

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 both volume 1 and volume 2.

Amendment to 2nd edition	Description of main changes in this part	Effective date
Amendment 6, release 7	<p>Local RCA conditions: Clarification about local RCA conditions added to step 5 in the procedure. Local roads with conditions incompatible with Waka Kotahi policy, for example speed limits, must be removed from permit routes. PIOs should advise operators to apply directly to the local RCA for a permit for such roads. See subtask 2. <i>Manually editing permit details</i> in section D4.3.</p> <p>Adjusting permit mass limits: Clarification added that permit mass limits for individual axles must be manually adjusted if they exceed the certified axle rating. Previously, the manual incorrectly stated that individual permit mass limits should never be adjusted. See section D4.4 <i>Checking permit mass limits are within design limits</i>.</p>	1 August 2022
Amendment 6, release 5	<p>Permitting roles and responsibilities: Information updated for new job titles and role changes. See section D1.2 <i>HPMV higher mass permitting roles and responsibilities</i>.</p> <p>Guidelines for assigning a 'lead PIO' or requesting a change to a permitting region have been added. See section D1.5 <i>Initial screening of HPMV permit applications by the Permitting team</i>.</p> <p>Updates to vehicle safety checks:</p> <ul style="list-style-type: none"> • RUC check first: The RUC check, which was previously done against permit weights, has been moved to the start of the PIO checks to save processing time if the gross weight exceeds the maximum RUC weight available. Buying additional RUC on an H type licence is no longer possible. See section D2.2 <i>Before you start: Checking maximum RUC weight</i>. • Roll stability checks no longer done by PIOs: These checks are now done by the central Permitting team and the PIO SRT checks have been removed from this part. Details about the roll stability checks can be found in part A of this volume. • Attributes check sheets: New information has been added about the two types of attributes check sheets that are acceptable with HPMV higher mass permit applications. See section D2.1 <i>About attributes check sheets</i>. • Eligible vehicle types: A comprehensive new table of vehicle types that are eligible for an HPMV permit has been added. It includes diagrams and RUC details for R12T23, R13T23 and B1243 designs, which were not previously covered in the manual. See section D2.7 <i>Eligible vehicle types and RUC details</i>. 	1 June 2022

Continued on next page

Record of amendments in this part continued

Amendment to 2nd edition	Description of main changes in this part	Effective date
Amendment 6 (continued)	<p>Full HPMV routes: The permitting process for full HPMV routes has been standardised. Procedures have been streamlined and updated. See sections:</p> <ul style="list-style-type: none"> • <i>D3.1 Permitting for full HPMV routes</i> and the following sections in chapter D3 • <i>D4.2 Standard permit route descriptions</i> • <i>D4.3 Creating an HPMV higher mass permit</i>, and • <i>D6.3 Processing an application to renew a higher mass permit</i>. <p>Entering application details in OPermit: Notes added that –</p> <ul style="list-style-type: none"> • load descriptions should be generic for HPMV permits • axle weight flexibility options User Defined and No AWF have been phased out and should not be used, even if they still appear in OPermit, and • permit periods may be reduced to any duration if there are operator safety concerns; previously, permit periods were set for 12 or for 24 months. <p>See section <i>D3.2 Entering general application details into OPermit</i>.</p> <p>Permit conditions: Note added that HPMV permits must not be issued with conditions such as speed limits or bridge crossing restrictions. See section <i>D4.3 Creating an HPMV higher mass permit</i>.</p> <p>Manually adjusting permit mass limits: The procedure has been clarified for manually adjusting permit mass limits that exceed a vehicle's certified ratings (or 'design limits'). See section <i>D4.4 Checking permit mass limits are within design limits</i>.</p> <p>Manual check for R12T23s: An additional manual check has been added for R12T23s because OPermit does not correctly calculate the legal mass limits for the rear axle group. This check needs to be done only for permits with general access axle weight flexibility. See section <i>D4.5 Checking permit mass limits for an R12T23 are within legal limits</i>.</p> <p>Updating the permit portal: Subtask added with steps for naming the permit PDF file and for uploading the permit to the permit portal. See section <i>D4.8 Issuing an HPMV higher mass permit</i>, subtask 2.</p> <p>Returning or declining an application: When to return and when to decline a permit application has been clarified. See section <i>D4.9 Returning or declining an HPMV higher mass permit application</i>.</p>	1 June 2022

Continued on next page

Record of amendments in this part continued

Amendment to 2nd edition	Description of main changes in this part	Effective date
Amendment 6 (continued)	<p>Renewals process revised:</p> <ul style="list-style-type: none"> the bridge engineer check has been reinstated for renewal applications with structures that are not on the full HPMV network, and information about acceptable route changes with permit renewal applications has been added. <p>See section <i>D6.1 About renewal applications</i>.</p> <p>Feasibility applications: Obtaining local road approvals has now been added to feasibility studies. Previously, feasibility studies could be done for state highways only. See section <i>D6.4 About feasibility applications</i>. The mass limit tables from the VDAM Rule have been updated for minor changes in the rule (as at 1 May 2021). See <i>Chapter D7: General access and HPMV permit mass limits tables</i>.</p> <p>The mass limit tables from the VDAM Rule have been updated for minor changes in the rule (as at 1 May 2021). See <i>Chapter D7: General access and HPMV permit mass limits tables</i>.</p> <p>Manually checking legal mass limits: The chapter about manually checking compliance with the axle mass limits in the VDAM Rule has been substantially revised. This chapter is for operators, enforcement agents or staff in local RCAs need to check compliance with legal mass limits without access to a permitting system like OPermit. It includes information on critical axle groups and sample axle mass limit tables for use in permits. See <i>Chapter D8: HPMV higher mass permitting resources for manual compliance checks</i>.</p>	1 June 2022

Contents

	See page
Record of amendments in this part.....	D-i
Introduction	D-1
Chapter D1: General information and process overview.....	D1-1
Overview	D1-1
D1.1 Overview diagrams of the HPMV higher mass permitting process	D1-2
D1.2 HPMV higher mass permitting roles and responsibilities	D1-8
D1.3 Guidelines for dealing with permit applicants.....	D1-10
D1.4 OPermit and other permitting systems	D1-12
D1.5 Initial screening of HPMV permit applications by the Permitting team	D1-13
Chapter D2: Checking vehicle safety	D2-1
Overview	D2-1
D2.1 About attributes check sheets	D2-2
D2.2 Before you start: Checking maximum RUC weight.....	D2-3
D2.3 Checking GVM and GCM	D2-5
D2.4 Checking axle set ratings	D2-8
D2.5 Checking towing capacity	D2-10
D2.6 Checking tyre ratings.....	D2-12
D2.7 Eligible vehicle types and RUC details	D2-13
Chapter D3: Analysing routes.....	D3-1
Overview	D3-1
D3.1 Permitting for full HPMV routes.....	D3-2
D3.2 Entering general application details into OPermit.....	D3-3
D3.3 Entering route details into OPermit	D3-5
D3.4 Forwarding multi-region applications.....	D3-7

Continued on next page

Contents continued

	See page
D3.5 Referring the application for bridge analysis	D3-8
D3.6 Attempting to resolve issues	D3-10
D3.7 Amending application details in OPermit	D3-11
Chapter D4: Completing an HPMV higher mass permit or declining an application	D4-1
Overview	D4-1
D4.1 Before you create a permit document	D4-2
D4.2 Standard permit route descriptions	D4-3
D4.3 Creating an HPMV higher mass permit	D4-5
D4.4 Checking permit mass limits are within design limits	D4-7
D4.5 Checking permit mass limits for an R12T23 are within legal limits	D4-11
D4.6 Liaising with local road controlling authorities	D4-13
D4.7 Getting permit champion sign-off	D4-15
D4.8 Issuing an HPMV higher mass permit	D4-16
D4.9 Returning or declining an HPMV higher mass permit application	D4-19
Chapter D5: Permit champion procedures for quality assurance	D5-1
Overview	D5-1
D5.1 Guidelines for permit champions	D5-2
D5.2 How to do a quality assurance check	D5-3
Chapter D6: Processing renewal and feasibility applications	D6-1
Overview	D6-1
D6.1 About renewal applications	D6-2
D6.2 Overview diagrams of processing renewal applications	D6-3
D6.3 Processing an application to renew a higher mass permit	D6-5
D6.4 About feasibility applications	D6-7

Continued on next page

Contents continued

	See page
D6.5 Overview diagrams of processing feasibility applications	D6-8
D6.6 Processing a feasibility application.....	D6-10
Chapter D7: General access and HPMV permit mass limits tables.....	D7-1
Overview	D7-1
D7.1 Table 1: Maximum mass on individual axles	D7-2
D7.2 Table 2: Maximum sum of axle mass on two axles in a tandem axle set	D7-5
D7.3 Table 3: Maximum sum of axle mass on a tri-axle set	D7-8
D7.4 Table 4: Maximum sum of axle mass on a quad-axle set.....	D7-9
D7.5 Table 5: Maximum sum of axle mass on any two or more axles not otherwise described.....	D7-10
D7.6 Table 6: Maximum total mass limits	D7-11
D7.7 Table 7: 45/46t general access mass limits.....	D7-15
Chapter D8: HPMV higher mass permitting resources for manual compliance checks..	D8-1
Overview	D8-1
D8.1 Critical axle groups for HPMVs	D8-2
D8.2 Manually checking compliance with axle mass limits	D8-6
D8.3 Axle weight flexibility tables for use in permits.....	D8-13

Part D: Processing HPMV higher mass permit applications

Introduction

About this part

This part of the *Vehicle dimensions and mass permitting manual* (volume 2) describes how Waka Kotahi NZ Transport Agency processes HPMV higher mass permit applications and issues HPMV higher mass permits. It focuses mainly on the permitting procedures for permit issuing officers in the Waka Kotahi regional offices.

Legal background

Before issuing an HPMV permit, Waka Kotahi (or any other road controlling authority) is required by law to consider:

- the safety of the vehicle
- the safety of road users, and
- the durability of roads and bridges on which the vehicle may operate.

Legislation reference: Land Transport Rule: Vehicle Dimensions and Mass 2016, section 5.2(1).

The processes and procedures described in this part are designed to ensure Waka Kotahi meets these legal obligations when issuing HPMV higher mass permits.

Purpose

The purpose of this part is to be a 'how-to' reference for anyone involved in processing HPMV higher mass permit applications. It is intended to document best practice and make the permitting process transparent to all stakeholders.

Audience

The primary audience for this part is:

- permit issuing officers (PIOs) in the Waka Kotahi regional offices (and regional permitting contractors), and
- Waka Kotahi technical staff and contractors involved in permitting.

Local road controlling authorities, permit applicants and enforcement officers may also be interested in how Waka Kotahi processes HPMV higher mass permit applications.

Chapter D8: HPMV higher mass permitting resources for manual compliance checks includes guidance and templates particularly aimed at staff in local road controlling authorities that issue HPMV higher mass permits without access to a permitting system such as OPermit.

Continued on next page

Introduction continued

Policy in volume 1

This part should be read in conjunction with the policy information in *Part D: HPMV higher mass permits* in volume 1 of this manual.

Permitting staff should take the time to familiarise themselves with the policy in order to:

- advise applicants correctly and refer them to relevant information, and
- understand the reasons for and background to the permitting process and procedures.

Terminology and abbreviations

Specific terminology and abbreviations are used throughout this manual. For definitions and explanations, see *Part I: Definitions and glossary* in volume 1.

In this part

This part contains the following chapters:

Chapter	See page
Chapter D1: General information and process overview	D1-1
Chapter D2: Checking vehicle safety	D2-1
Chapter D3: Analysing routes	D3-1
Chapter D4: Completing an HPMV higher mass permit or declining an application	D4-1
Chapter D5: Permit champion procedures for quality assurance	D5-1
Chapter D6: Processing renewal and feasibility applications	D6-1
Chapter D7: General access and HPMV permit mass limits tables	D7-1
Chapter D8: HPMV higher mass permitting resources for manual compliance checks	D8-1

Chapter D1: General information and process overview

Overview

About this chapter

This chapter gives an overview of the HPMV higher mass permitting process. It includes:

- overview diagrams
- descriptions of permitting roles and responsibilities
- guidelines for dealing with applicants, and
- information about the initial screening of higher mass permit applications done by the Waka Kotahi Permitting team.

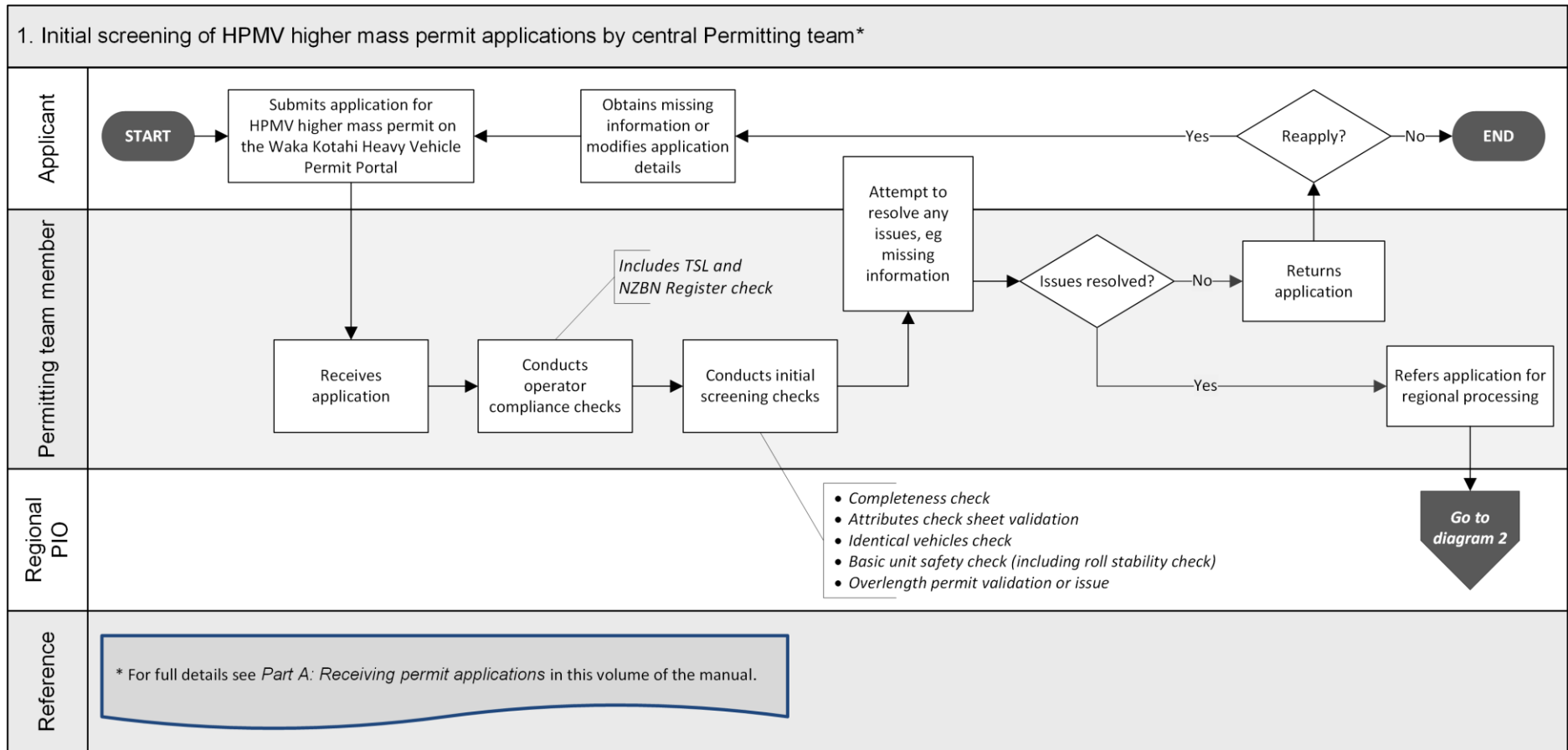
In this chapter

This chapter contains the following sections:

Section	See page
D1.1 Overview diagrams of the HPMV higher mass permitting process	D1-2
D1.2 HPMV higher mass permitting roles and responsibilities	D1-8
D1.3 Guidelines for dealing with permit applicants	D1-10
D1.4 OPermit and other permitting systems	D1-12
D1.5 Initial screening of HPMV permit applications by the Permitting team	D1-13

D1.1 Overview diagrams of the HPMV higher mass permitting process

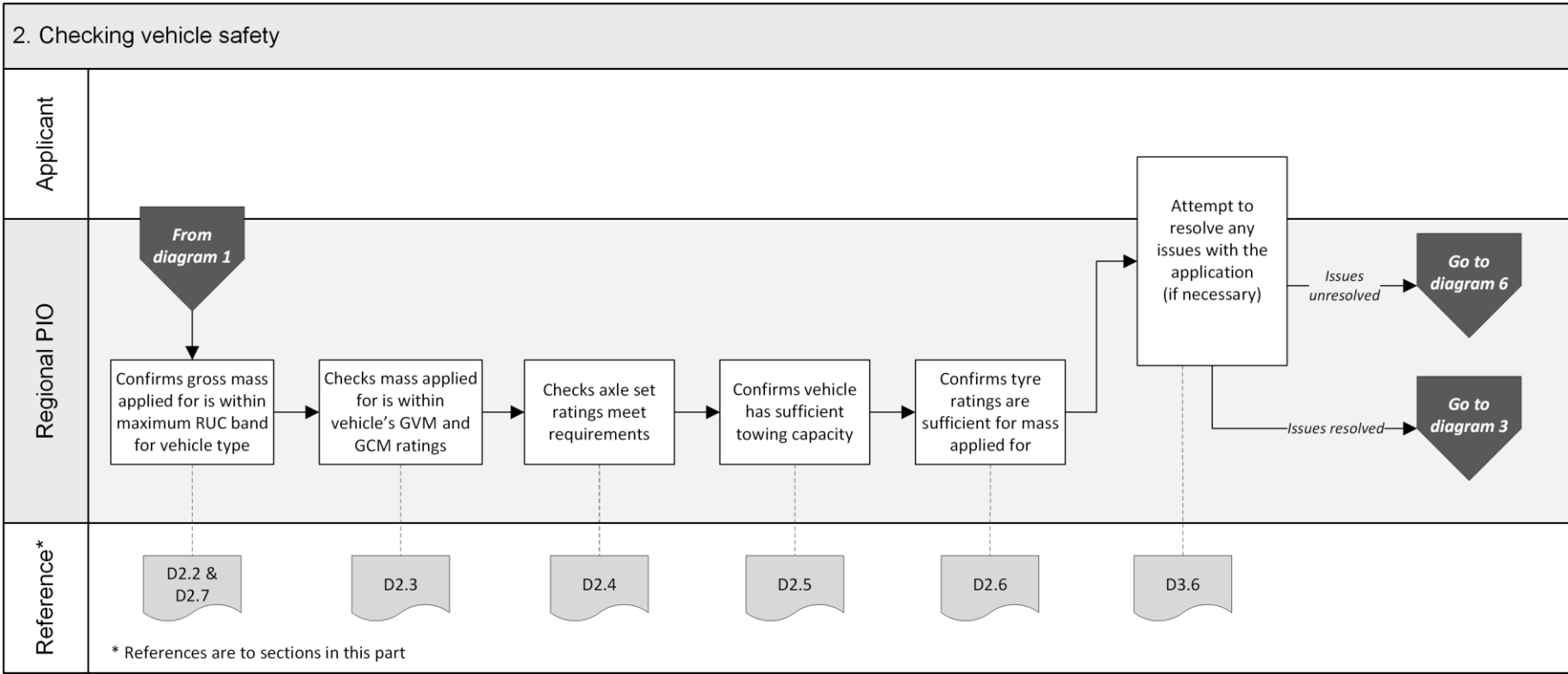
Diagram 1 This diagram gives an overview of the initial screening checks for higher mass permit applications. These initial checks are done by the central Waka Kotahi Permitting team.



Continued on next page

D1.1 Overview diagrams of the HPMV higher mass permitting process continued

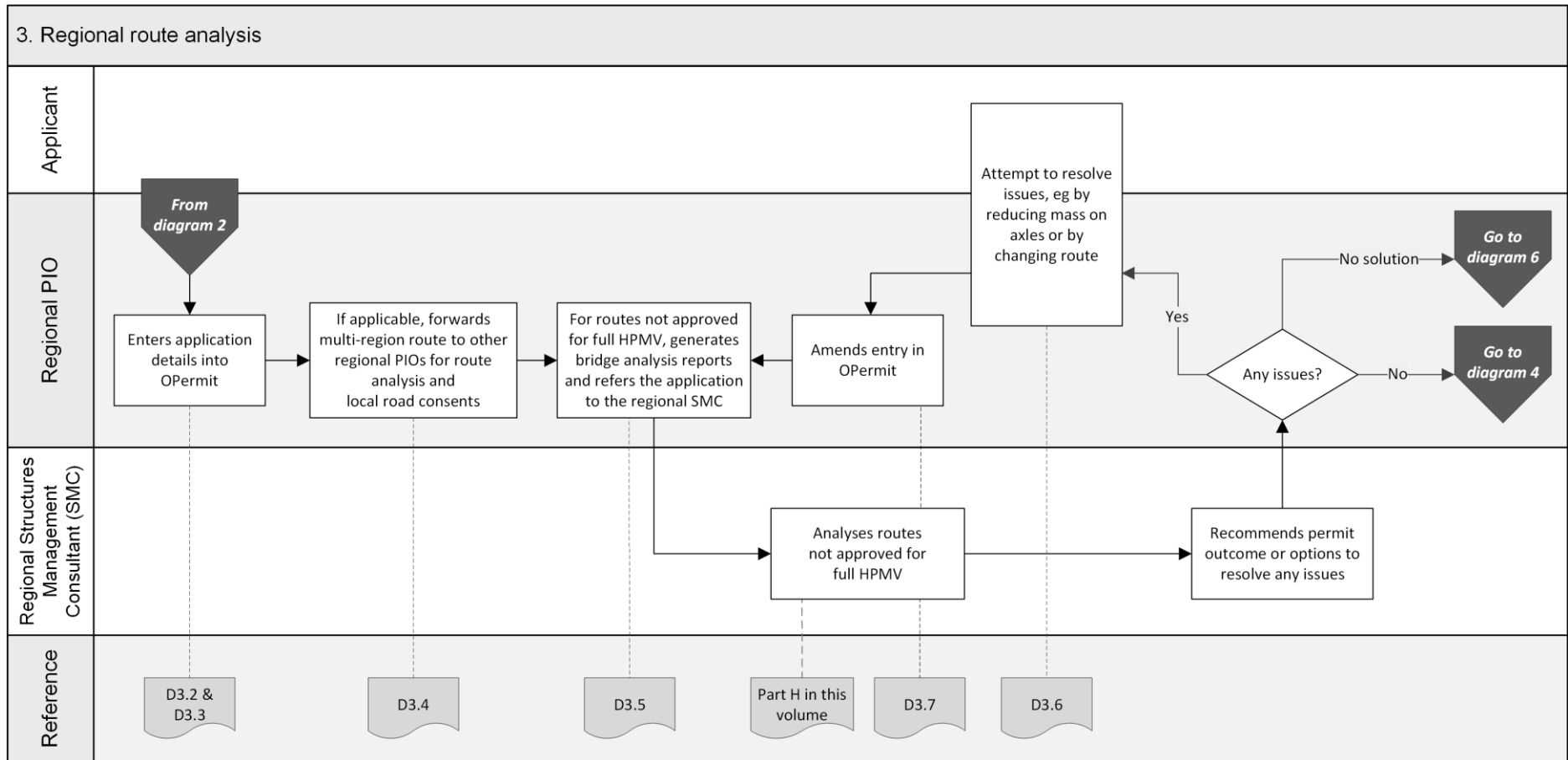
Diagram 2 This diagram illustrates the vehicle safety checks done by a regional PIO.



Continued on next page

D1.1 Overview diagrams of the HPMV higher mass permitting process continued

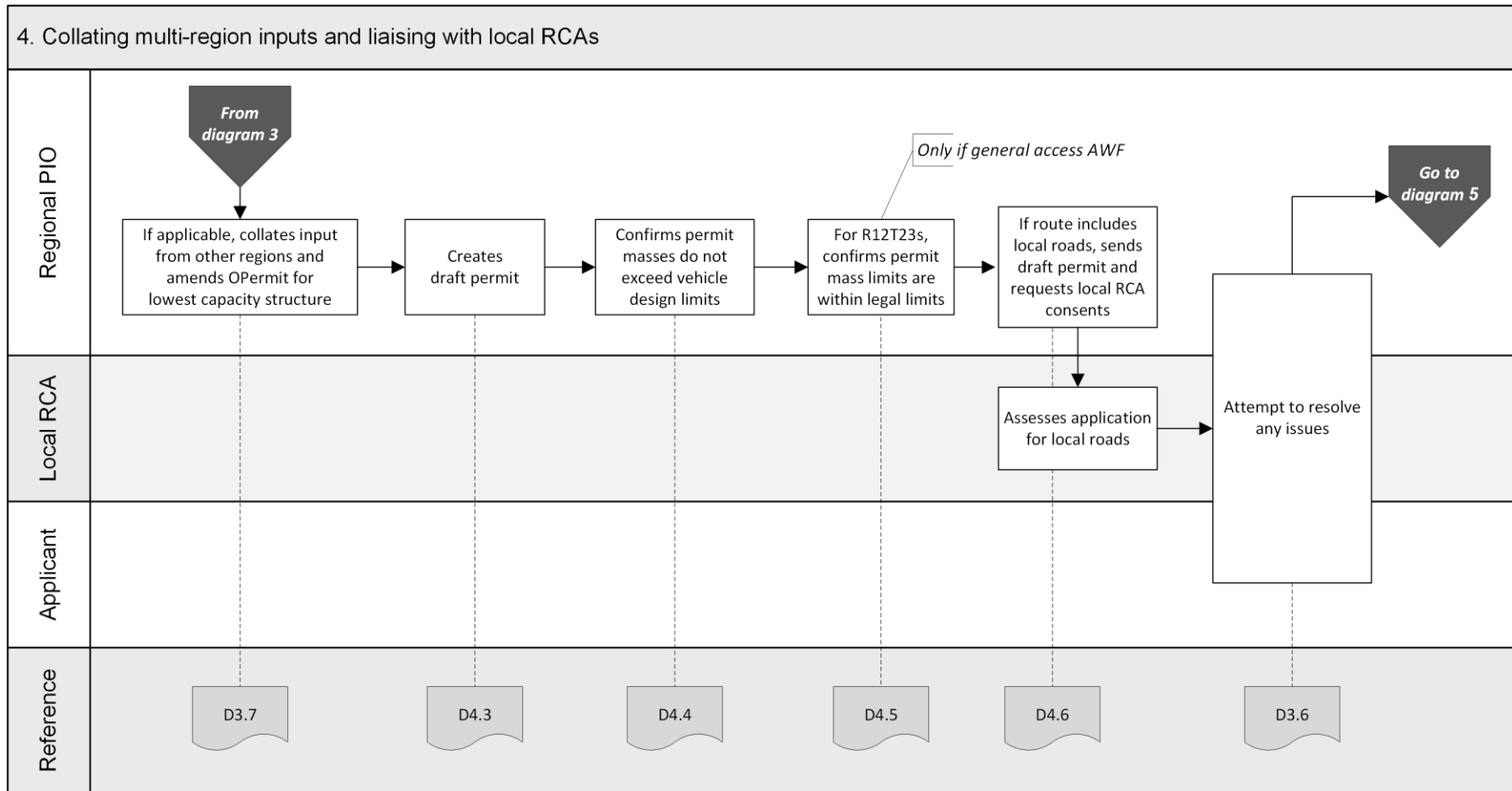
Diagram 3 This diagram illustrates how regional PIOs analyse routes for HPMV higher mass permit applications.



Continued on next page

D1.1 Overview diagrams of the HPMV higher mass permitting process continued

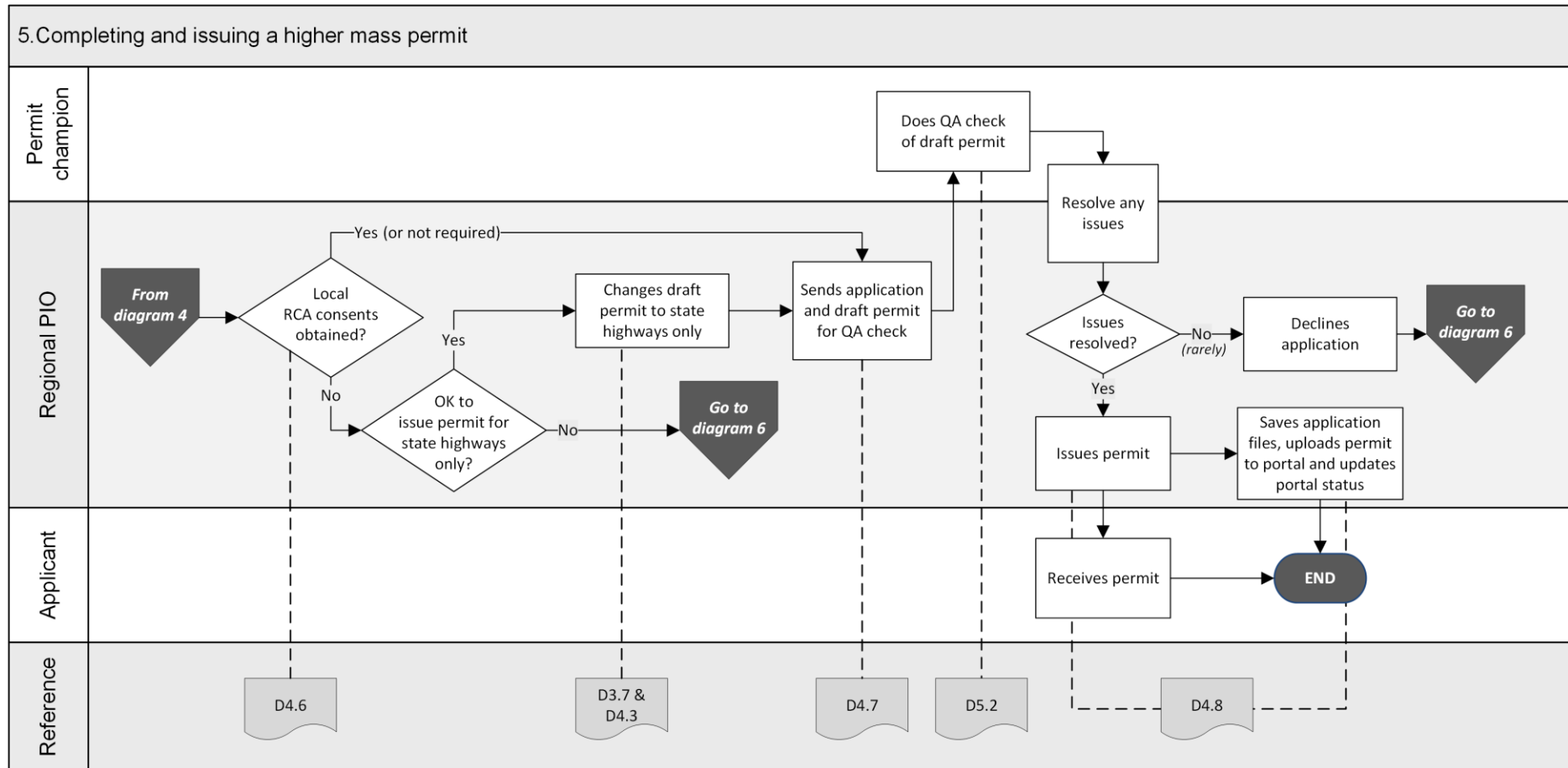
Diagram 4 This diagram illustrates how regional PIOs collate multi-region inputs (if applicable) and liaise with local RCAs.



Continued on next page

D1.1 Overview diagrams of the HPMV higher mass permitting process continued

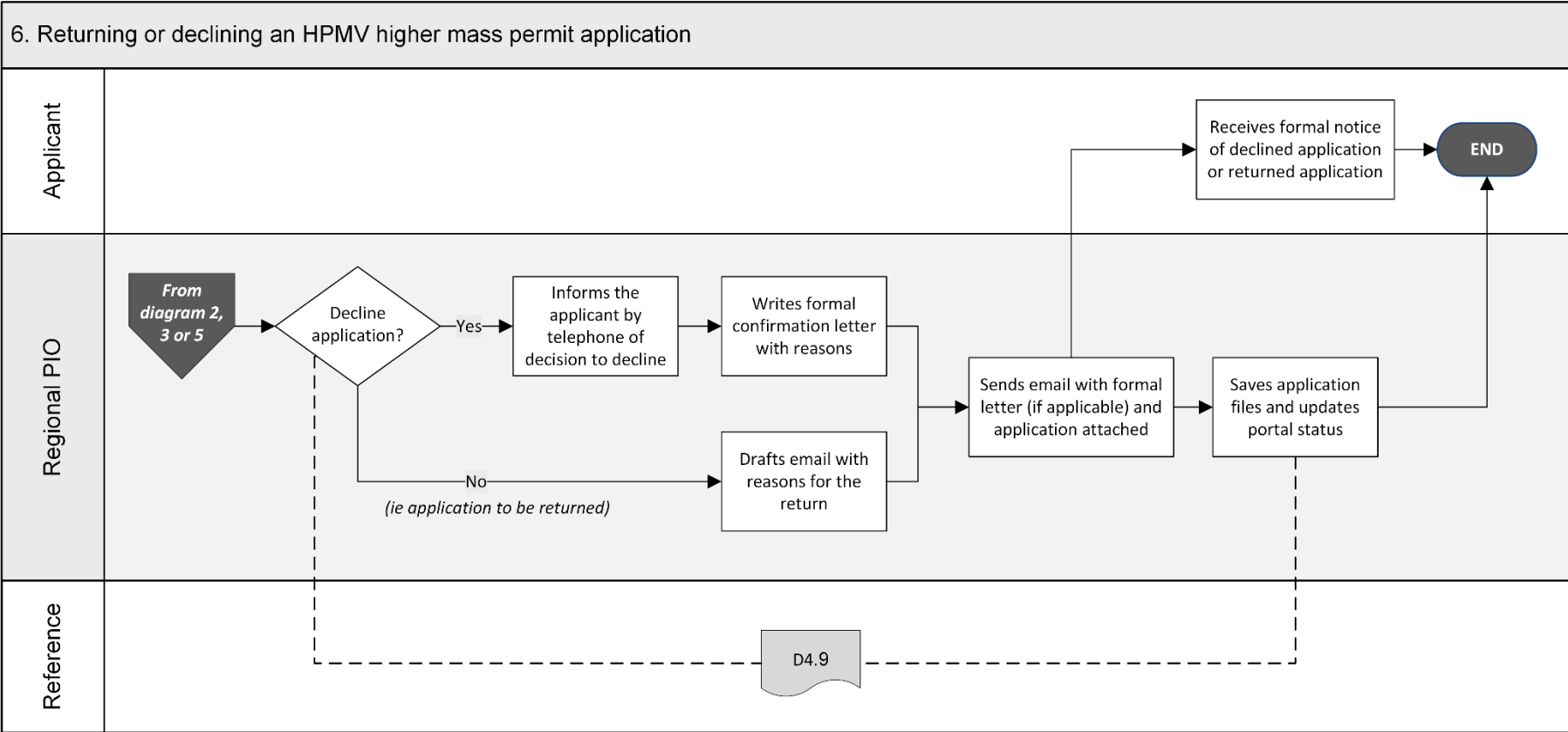
Diagram 5 This diagram shows the tasks involved in completing and issuing an HPMV higher mass permit.



Continued on next page

D1.1 Overview diagrams of the HPMV higher mass permitting process continued

Diagram 6 This diagram illustrates the process for declining an HPMV higher mass permit application.



D1.2 HPMV higher mass permitting roles and responsibilities

Who is involved?

The table below summarises the roles and responsibilities involved in processing HPMV higher mass permit applications.

Role	Responsibilities
Central Permitting team member	<ul style="list-style-type: none"> • Receives HPMV permit applications • Conducts operator compliance checks and determines permit period, or escalates compliance check to manager • Does initial screening checks for basic eligibility and completeness • Conducts basic vehicle safety checks, including roll stability check of trailers • Contacts the applicant for any missing or incorrect information • Returns incomplete or inaccurate applications • Issues an HPMV overlength permit or validates an existing overlength permit, if required • Refers the application to the relevant regional PIO for detailed vehicle safety checks and route analysis
Manager Permitting, Case Manager or Senior Case Officer	<ul style="list-style-type: none"> • Investigates escalated operator compliance checks and makes a final decision about permit eligibility and the permit term • Notifies operators of a proposal to decline an application due to safety concerns • Issues formal notice of declined application due to safety concerns
Regional permit issuing officer ('regional PIO')	<ul style="list-style-type: none"> • Conducts detailed vehicle safety checks • Liaises with other regional PIOs for multi-region applications, if applicable • Processes routes not approved for full HPMV in OPermit and refers the OPermit reports for such routes to the regional structures management consultant (SMC) • Liaises with local road controlling authorities and obtains consents for the use of local roads • Works with the applicant to resolve any issues with the application (for example by altering the route or adjusting weights), and • Issues a higher mass permit, or returns or declines the application

Continued on next page

D1.2 HPMV higher mass permitting roles and responsibilities continued

Who is involved? (continued)

Role	Responsibilities
Regional structures management consultant (SMC)	<ul style="list-style-type: none"> Assesses capacity of bridges and structures on routes that are not approved for full HPMV Recommends whether to approve or decline the application, or Suggests changes so that a permit can be issued
Permit champion	Reviews applications and draft permits for compliance with permitting policies and legislation

Role of local road controlling authorities

Under the VDAM Rule, local road controlling authorities (RCAs) are responsible for issuing HPMV higher mass permits for the use of local roads under their control.

However, Waka Kotahi may issue HPMV higher mass permits for both state highways and local roads if the local RCAs involved consent in writing to the inclusion of the local roads in the permits.

Some local RCAs have entirely delegated the issuing of permits for local roads to Waka Kotahi.

Regional PIOs need to find out what the specific arrangements are in their region to determine how best to liaise with local RCAs.

Legislation reference: VDAM Rule section 5.3.

D1.3 Guidelines for dealing with permit applicants

Balanced approach

Waka Kotahi policy is to assist permit applicants as much as possible so that permits can be issued. You are expected to work with applicants in a proactive and helpful manner and try to resolve any issues with an application in consultation with the applicant.

At the same time, consideration of the safety of other road users and the durability of infrastructure must remain paramount. You must return or decline an application if issues cannot be resolved.

Turnaround time

The target turnaround time for processing HPMV higher mass permit applications is 20 days from receipt of an application in the permit portal to when the permit is issued, provided there are no operator compliance issues that need to be investigated.

Actual processing time may be less, or it may take longer due to factors outside the control of Waka Kotahi. For example, applications that need consents from multiple local road controlling authorities may take longer to process.

PIOs should process permit applications within the overall 20-day turnaround target unless delays are caused by external factors beyond their control. Workload or capacity issues should be escalated to team leads or managers as soon as possible.

Gather issues with an application

As you conduct the checks described in this part, you may find that a single application has multiple issues that would make it ineligible for a permit.

As a general guideline, take notes of any issues as you come across them until you have completed all checks, or a set of checks, to avoid having to contact an applicant several times.

The types of issues you need to follow up with an applicant include:

- the mass applied for (either gross mass or axle masses) exceeds the vehicle's design limits
 - the mass applied for exceeds legal limits, or
 - the mass applied for exceeds the capacity of bridges on the desired route.
-

When to contact the applicant

Be guided by your experience to determine when best to contact an applicant to resolve issues. Balance the objective to minimise the number of times that you need to contact an applicant against notifying the applicant quickly if they need to address major issues that would otherwise result in the application being declined.

Continued on next page

D1.3 Guidelines for dealing with permit applicants

continued

Email or telephone?

Use your judgment to determine whether to contact an applicant by telephone or whether to email them.

As a guideline, email is more appropriate if there are multiple or major issues with an application. Minor issues and straightforward queries may be resolved more quickly by telephone.

Keep records in the permit portal

Make sure you keep a record of any communication you have with an applicant. Record the date and the outcome of any correspondence or conversations using the comments feature in the permit portal.

Keeping good records is essential in case an operator appeals against a reduced permit period or a decision to decline a permit.

D1.4 OPermit and other permitting systems

Training and user guides

The procedures described in this part require access to and familiarity with the systems and applications used for permitting. But this manual does not include detailed instructions for using these applications.

If you are unfamiliar with any of the permitting systems and applications, talk to your manager, ask for training or consult existing user guides.

The permit portal

The Permit Issuing and Management System (referred to as the ‘permit portal’) is the central database and management tool for HPMV permit applications.

The Waka Kotahi online Heavy Vehicle Permit Portal (at hpmvpermits.nzta.govt.nz) is the customer-facing part of the permit portal. It allows applicants to register their company and vehicles, submit permit applications and track the progress of their applications.

All applications and documents submitted in the portal are captured and stored in the portal database.

Permitting staff use the workflow and administration interface of the portal to access submitted applications and documents. This is also where the status of applications gets updated throughout the permitting process.

OPermit

OPermit is a database of information about operators, vehicles and routes. It includes data about bridges and other road infrastructure that is used to assess their load-bearing capacity.

OPermit is also a workflow tool for regional PIOs to:

- enter and store permit application details
 - check the suitability of routes not approved for full HPMV for the masses applied for
 - check compliance with legal mass limits, and
 - generate the permit document.
-

D1.5 Initial screening of HPMV permit applications by the Permitting team

Why screen applications?

Newly received permit applications must first be screened by Permitting team members in the Waka Kotahi Palmerston North office before being referred for regional processing. This is important because the Permitting team ensures that:

- the operator compliance checks are done (this is a legal requirement)
- an application is complete and meets basic requirements before it is referred for regional processing, and
- for applications received in PDF form, the application is entered and captured in the permit portal database for reporting purposes and to enable the operator to renew the permit in the portal.

Applications received in regional offices

If an applicant submits an HPMV permit application directly to a regional office, the regional PIO must first forward the application to the Permitting team (email hpmvinfo@nzta.govt.nz) before doing any processing.

The Permitting team will refer the application back for regional processing once they have completed the operator compliance checks and the initial screening checks.

Initial screening checks

The initial screening checks done by the Permitting team are as follows.

Check	To confirm that ...
Legal eligibility checks	the applicant: <ul style="list-style-type: none"> • has a valid TSL number, and • is a valid legal entity entitled to hold a permit.
Operator compliance checks	the operator does not pose an undue safety risk if issued with a permit.
Basic eligibility and completeness checks	<ul style="list-style-type: none"> • the application is eligible for an HPMV higher mass permit, and • all required information and attachments are provided with the application.
Identical vehicles check	trailers in multi-registration applications are identical and meet the requirements for being on a single permit.

Continued on next page

D1.5 Initial screening of HPMV permit applications by the Permitting team continued

Initial screening checks (continued)

Check	To confirm that ...
Valid attributes check sheets	the attributes check sheets meet Waka Kotahi requirements and are for the vehicles on the application.
Basic unit safety check	the mass applied for is within the vehicle's certified design limits for gross vehicle mass (GVM) and gross combination mass (GCM). Note: Regional PIOs do a more detailed version of this check because of its importance.
Roll stability check	the vehicle meets roll stability requirements.
Overlength permit	the vehicle has an existing overlength permit, or is issued with an overlength permit, if required.

For full details of the initial screening checks, see *Part A: Receiving permit applications* in this volume of the manual.

Assigning a 'lead region'

Permitting team members also check (and sometimes change) the region selected on a permit application form. The region determines which regional office the application will be referred to for further processing.

The guidelines for assigning a 'lead region' for a permit application are as follows:

If the applicant has applied for...	then the lead region is...
the 'Same route'	the region that issued the previous permit with the route to be mirrored.
a 'New route'	where the route starts or where the operator depot is located.
a renewal	the region that issued the permit to be renewed.

Continued on next page

D1.5 Initial screening of HPMV permit applications by the Permitting team continued

Assigning a 'lead region' (continued)

Assigning a lead region is not always clear-cut. If you feel that a permit application has been incorrectly assigned to your region, email hpmvinfo@nzta.govt.nz and ask for the application to be assigned to a different region.

You can also ask the Permitting team to reassign applications to share the workload, or to change the portal settings so that PIOs can see applications for multiple regions.

Chapter D2: Checking vehicle safety

Overview

About this chapter

This chapter describes the vehicle safety checks regional PIOs must do when processing an HPMV higher mass permit application.

The purpose of the checks described in this chapter is to confirm that a vehicle can safely operate within its design limits under a higher mass permit. This is a legal requirement under the VDAM Rule, which specifies that road controlling authorities (RCAs) must consider, among other factors, the safety of vehicles before issuing a permit to exceed mass limits.

Legislation reference: VDAM Rule section 5.2(1).

Additional vehicle check against permit masses

Modern HPMVs are designed to carry heavy loads and, in most cases, checking the masses applied for against certified vehicle ratings is sufficient to establish vehicle safety.

However, permit masses are generally **higher** than application masses because of axle weight flexibility. PIOs must therefore do a quick additional vehicle check against permit masses at the end of the permitting process after the draft permit has been created with the permit masses. This check is described in section *D4.4 Checking permit mass limits are within design limits*.

In this chapter

This chapter contains the following sections:

Section	See page
D2.1 About attributes check sheets	D2-2
D2.2 Before you start: Checking maximum RUC weight	D2-3
D2.3 Checking GVM and GCM	D2-5
D2.4 Checking axle set ratings	D2-8
D2.5 Checking towing capacity	D2-10
D2.6 Checking tyre ratings	D2-12
D2.7 Eligible vehicle types and RUC details	D2-13

D2.1 About attributes check sheets

What are attributes check sheets?

Most of the vehicle safety checks described in this chapter involve PIOs checking information on attributes check sheets to confirm that the vehicle units on a permit application can safely carry the load applied for.

Permit applicants must submit vehicle attributes check sheets with all HPMV permit applications. The attributes check sheets must be completed and signed by a Waka Kotahi approved heavy vehicle specialist certifier.

When completing an attributes check sheet, certifiers assess whether a vehicle is technically capable of carrying a heavier load within its certifications or manufacturer's design limits for vehicle 'attributes' such as gross vehicle mass, axle mass, brake capacity and tyre ratings.

Certifiers' responsibilities

The certifier signing an attributes check sheet is responsible for ensuring that all required information is included and correct.

Certifiers must also ensure that they use the current and correct attributes check sheet template issued by Waka Kotahi.

Certifiers are allowed to add their logo or branding but must not otherwise change the contents of the form.

Two types of attributes check sheet

There are two types of attributes check sheets:

- a 'High Productivity Motor Vehicle/ISO Permit Attributes Check Sheet', which must be completed for **each unit** of a vehicle combination on a permit application, and
- a '50MAX High Productivity Combination Motor Vehicle Attributes Check Sheet', which covers all vehicle units in a **combination**.

Waka Kotahi accepts both types of attributes check sheet with HPMV higher mass permit applications. A mix of the two different types of attributes check sheets for different vehicle units is also acceptable provided that, together, the attributes check sheets cover all the required information for all vehicle units applied for.

More information

For more information about attributes check sheets see:

- section *A4.1 About attributes check sheets and route descriptions* in part A of this volume
 - section *D2.4 Vehicle attributes check* in volume 1 of this manual, or
 - Technical bulletins 9 and 11 on the Waka Kotahi vehicle inspection portal at vehicleinspection.nzta.govt.nz/virms/hvsc/tb with the approved attributes check sheets for downloading.
-

D2.2 Before you start: Checking maximum RUC weight

Why do this check?

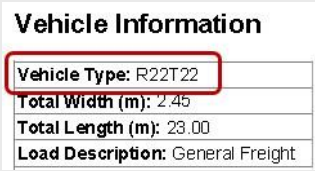
The purpose of this check is to ensure that the total mass applied for does not exceed the maximum road user charges (RUC) weight available for the vehicle combination. It is intended to prevent a permit being issued with a gross mass for which the operator is unable to pay sufficient RUC.

IMPORTANT: PIOs are not required to confirm that an applicant has **paid** sufficient RUC for operating under the permit they have applied for, only that sufficient RUC is available for the gross mass on the permit.

Procedure

Follow the steps below to confirm that the gross mass on the permit does not exceed the maximum RUC weight available for the vehicle combination.

Note: You should do this check at the start of processing a permit application because you may need to return the application if the total mass applied for exceeds the maximum RUC weight.

Step	Action								
1	Look up the vehicle type on the application form. <div style="text-align: center; margin-top: 10px;">  <p>Vehicle Information</p> <table border="1"> <tr> <td>Vehicle Type:</td> <td>R22T22</td> </tr> <tr> <td>Total Width (m):</td> <td>2.45</td> </tr> <tr> <td>Total Length (m):</td> <td>23.00</td> </tr> <tr> <td>Load Description:</td> <td>General Freight</td> </tr> </table> </div>	Vehicle Type:	R22T22	Total Width (m):	2.45	Total Length (m):	23.00	Load Description:	General Freight
Vehicle Type:	R22T22								
Total Width (m):	2.45								
Total Length (m):	23.00								
Load Description:	General Freight								
2	In section <i>D2.7 Eligible vehicle types and RUC details</i> , look up the maximum RUC weight for the relevant vehicle type in the table.								
3	Is the maximum RUC weight for the vehicle type shown in section D2.7 equal to or greater than the total mass applied for? <ul style="list-style-type: none"> • If yes, the application meets RUC requirements. Continue with the next section <i>D2.3 Checking GVM and GCM</i>. • If no, go to step 4. 								
4	Contact the applicant and advise them that the total mass applied for exceeds the H type RUC weight available for their vehicle. <p>Ask the applicant whether they want to:</p> <ul style="list-style-type: none"> – reduce the masses applied for, or – have the application returned to them. 								

Continued on next page

D2.2 Before you start: Checking maximum RUC weight continued

Procedure (continued)

Step	Action
5	<p>Does the applicant want to reduce the masses applied for in line with the maximum RUC weight?</p> <ul style="list-style-type: none"> • If yes, go to step 6. • If no, go to step 7.
6	<p>In consultation with the applicant, adjust the application masses so that the total mass applied for is within the maximum RUC weight for the combination.</p> <p>Send an email to the applicant to confirm the new application masses.</p> <p>Then continue with the next section <i>D2.3 Checking GVM and GCM</i>.</p>
7	<p>Return the application with a cover note explaining the reason – see section <i>D4.9 Returning or declining an HPMV higher mass permit</i> application.</p>

D2.3 Checking GVM and GCM

Why do this check?

The purpose of this check is to confirm that the total mass applied for is within the vehicle's certified safety ratings for gross vehicle mass (GVM) and, for towing vehicles, gross combination mass (GCM).

Note: This check is more detailed than the initial screening check done by the Permitting team. It is critically important and the foundation for the other vehicle safety checks that follow.

Two subtasks

This check involves two subtasks:

1. **Checking the gross vehicle mass (GVM) rating** for all vehicle units, and
2. **Checking the gross combination mass (GCM) rating** for towing vehicles.

These two subtasks are described in detail below.

1. Checking the GVM rating

Follow the steps below to confirm that the total unit mass applied for is within the vehicle unit's certified safety rating.

Step	Action
1	Refer to the 'HIGHER MASS HPMV Permit' section on the attributes check sheet and note the gross vehicle mass (GVM) for the unit.
2	<p>On the application form, look up the total unit mass for the unit.</p> <p>Tip: If the applicant has not entered the total unit mass, add up the individual axle masses for the unit to calculate the total.</p> <p>Is the total unit mass for the unit less than or equal to the GVM on the attributes check sheet?</p> <ul style="list-style-type: none"> • If yes, the total mass applied for is within the unit's safety rating. Go to step 3. • If no, make a note of the issue and then go to step 3.
3	Repeat steps 1 and 2 for each vehicle unit on the application form.
4	When you have checked the GVM for all vehicle units, continue with subtask 2. <i>Checking the GCM rating.</i>

Continued on next page

D2.3 Checking GVM and GCM continued

2. Checking the GCM rating

Follow the steps below to confirm that the gross combination mass (GCM) of any towing unit on the application form is within the certified rating on the attributes check sheet.

Note: Towing units are the prime mover and, if the vehicle combination is a B-train, the trailer towing another trailer.

Step	Action
1	On the application form, refer to the GCM of the prime mover.
2	<p>On the corresponding attributes check sheet, look up the GCM rating for the prime mover.</p> <p>Is the GCM on the application form less than or equal to the GCM rating on the attributes check sheet?</p> <ul style="list-style-type: none"> • If yes, go to step 3. • If no, make a note of the issue and then go to step 3.
3	<p>On the application form, look up the total mass applied for the entire vehicle combination.</p> <p>Is the total mass applied for less than or equal to the GCM rating of the prime mover?</p> <ul style="list-style-type: none"> • If yes, the prime mover meets safety requirements. Go to step 4 if the vehicle is a B-train or to step 6 for all other vehicle types. • If no, make a note of the issue and then go to step 4 if the vehicle is a B-train, or to step 6 for all other vehicle types.
<i>B-trains only</i>	
4	<p>If the vehicle combination is a B-train, validate the GCM on the application form for the trailer towing another trailer against the corresponding attributes check sheet.</p> <p>Make a note if there is a discrepancy.</p>

Continued on next page

D2.3 Checking GVM and GCM continued

2. Checking the GCM rating (continued)

Step	Action
5	<p>Add up the total application masses for the two trailers and compare the sum to the GCM on the attributes check sheet of the trailer towing the second trailer.</p> <p>Is the sum of the mass applied for on the two trailers less than or equal to the GCM rating of the towing trailer?</p> <ul style="list-style-type: none"> • If yes, the towing trailer meets safety requirements. Go to step 6. • If no, make a note of the issue and then go to step 6.
6	<p>Have you noted any issues with the either the GVM or GCM ratings of any vehicle units?</p> <ul style="list-style-type: none"> • If yes, continue with section <i>D3.6 Attempting to resolve issues</i>. • If no, continue with section <i>D2.4 Checking axle set ratings</i>.

D2.4 Checking axle set ratings

Why do this check?

The purpose of this check is to confirm that the **axle set** masses applied for are within the certified ratings on the attributes check sheet.

Procedure

Follow the steps below to confirm that the certified axle set ratings are sufficient for the mass applied for.

Step	Action
1	On the application form, note the vehicle type (for example R22T22).
2	Refer to the table on the application with the axle details for each unit. Based on the axle configuration for the vehicle type, add up the total mass for each unit for the: <ul style="list-style-type: none"> – front axle set (except for semi-trailers), and – rear axle set. Make a note of the sums.
3	On the attributes check sheet for each unit, note the ratings for: <ul style="list-style-type: none"> – Maximum Front Axle Goup Mass, and – Maximim Rear Axle Group Mass. Examples:

HPMV/ISO Permit attributes check sheet:

Maximum Front Axle Group Mass (or rating at kingpin)	16 000kg	Maximum Rear Axle Group Mass	18 000kg
--	----------	------------------------------	----------

50MAX combination attributes check sheet:

Vehicle 1 , 5 th wheel/Draw Beam rating	34,000 kg	MTM braked	34,000 kg	Max Frt Axle Crp Mass	11,000 kg	Max Rr Axle group mass	21,000 kg
Vehicle 2 , Draw Bar/King Pin Mount Rating	34,000 kg	5 th Wheel rating	N/A kg	MTM Braked	N/A kg	FA Crp/King pin rating	16,000 kg
Max rear axle group Mass	19,500 kg	Vehicle 3, King Pin Mount Rating	N/A kg	Max rear axle Group Mass	N/A kg		

3	<p>Are the front and rear axle set masses on the application form (the sums from step 2) less than or equal to the ratings on the attributes check sheet?</p> <ul style="list-style-type: none"> • If yes, the axle set masses applied for are within the unit's safety ratings. Go to step 4. • If no, make a note of any issues and then go to step 4.
---	---

Continued on next page

D2.4 Checking axle set ratings continued

Procedure
(continued)

Step	Action
4	When you have checked the axle set ratings for all vehicle units, continue with section <i>D2.5 Checking towing capacity</i> .

D2.5 Checking towing capacity

Two subtasks Checking a vehicle's towing capacity consists of two subtasks to confirm that the mass applied for is within the vehicle's certified safety ratings:

1. **Checking the draw bar or draw beam**, and
2. **Checking maximum towed mass (MTM) braked** (if provided).

These two subtasks are described in detail below.

1. Checking draw bar or draw beam

Follow the steps below to confirm that the vehicle's draw bar or draw beam ratings meet safety requirements.

Step	Action							
1	<p>For each towing unit in the vehicle combination, add up the total unit mass of any towed units from the application form. Make a note of the sums.</p> <p>Examples:</p> <ul style="list-style-type: none"> • For the prime mover, add up the total unit mass of all towed trailers. • For a trailer towing another trailer (in a B-train), note the total unit mass of the towed trailer. 							
2	<p>Refer to the design limits section on the attributes check sheet.</p> <table border="1" data-bbox="592 1256 1407 1615"> <thead> <tr> <th>If the certifier has...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>circled 'Draw Bar' or 'Draw Beam'</td> <td>go to step 3.</td> </tr> <tr> <td>circled 'King Pin' or '5th Wheel Mount'</td> <td rowspan="2">continue with subtask 2. <i>Checking MTM braked.</i></td> </tr> <tr> <td>not provided any tow coupling rating</td> </tr> </tbody> </table> <p>Note: The only tow coupling you need to check is the draw bar/draw beam rating if provided. Complex technical components such as 5th wheels are covered by other aspects of the compliance process and do not need to be checked for permitting. If the certifier has provided no tow coupling ratings at all on the attributes check sheet, then the GVM and GCM checks are sufficient.</p>	If the certifier has...	Then...	circled 'Draw Bar' or 'Draw Beam'	go to step 3.	circled 'King Pin' or '5th Wheel Mount'	continue with subtask 2. <i>Checking MTM braked.</i>	not provided any tow coupling rating
If the certifier has...	Then...							
circled 'Draw Bar' or 'Draw Beam'	go to step 3.							
circled 'King Pin' or '5th Wheel Mount'	continue with subtask 2. <i>Checking MTM braked.</i>							
not provided any tow coupling rating								

Continued on next page

D2.5 Checking towing capacity continued

1. Checking draw bar or draw beam (continued)

Step	Action
3	<p>On the attributes check sheet, is the rating for the draw bar or draw beam (whichever applies) equal to or higher than the total unit mass of any towed units (the sums from step 1)?</p> <ul style="list-style-type: none"> • If yes, the tow coupling meets safety requirements. Continue with subtask 2. <i>Checking MTM braked.</i> • If no, make a note of the issue and then continue with subtask 2.

2. Checking MTM braked

Follow the steps below to confirm that the maximum towed mass (MTM) braked meets safety requirements.

Step	Action
1	<p>On the attributes check sheet, refer to the 'Maximum Towed Mass Braked' (or 'MTM Braked') field.</p> <p>Has the certifier provided a rating?</p> <ul style="list-style-type: none"> • If yes, go to step 2. • If no, continue with section <i>D2.6 Checking tyre ratings.</i> <p>Note: You need to check the MTM braked rating only if the certifier has provided it on the attributes check sheet.</p>
2	<p>Is the MTM braked rating on the attributes check sheet equal to or higher than the total unit mass of any towed units (the sums you calculated in subtask 1, step 1)?</p> <ul style="list-style-type: none"> • If yes, the vehicle's MTM braked capacity meets safety requirements. Continue with section <i>D2.6 Checking tyre ratings.</i> • If no, make a note of the insufficient MTM braked rating and then continue with section D2.6.

D2.6 Checking tyre ratings

Information on tyres For this check you need to calculate the load capacity of the vehicle's tyres based on the number of tyres in the vehicle's axles.

If you are unsure of the number of tyres in an axle or axle set, look up the entry for 'Axle types' in *Part I: Definitions and glossary* in volume 1 of this manual and refer to the illustrations.

Procedure Follow the steps below to confirm that the tyre ratings are sufficient for the mass applied for.

Step	Action
1	On the attributes check sheet, refer to the 'Tyre Size and Rating' values for the front axle set and the rear axle set.
2	Based on the number of tyres in each axle set, add up: <ul style="list-style-type: none"> – the individual tyre ratings for the front axle set, and – the individual tyre ratings for the rear axle set. <p>Make a note of the sums.</p> <p>Note: Sometimes certifiers have done this calculation and entered a combined rating for the axle sets on the attributes check sheet.</p>
3	Are the total tyre ratings you calculated in step 2 for the front and rear axle sets equal to or higher than the corresponding axle set masses applied for on the application form? <ul style="list-style-type: none"> • If yes, the tyre ratings meet requirements. Go to step 4. • If no, make a note of any issues and then go to step 4.
4	Repeat steps 1–3 for each vehicle unit applied for.
5	When you have checked the tyre ratings for all vehicle units on the application form, continue with <i>Chapter D3: Analysing routes</i> .

D2.7 Eligible vehicle types and RUC details

HPMV vehicle designs

The table below shows vehicle combinations that are eligible for HPMV higher mass permits and their RUC details.





RUC weight limits for H type vehicles

The maximum RUC weight limits in the table are for H type distance licences for HPMV combinations that operate under a permit.

Legislation references:

- Road User Charges Regulations 2012, and
- Road User Charges (Rates) Regulations 2015.







Note: In addition to the rates specified in the regulations, Waka Kotahi as the RUC collector may assess vehicles for special rates under section 90A of the Road User Charges Act 2012.

Type	Diagram	Maximum length	OL permit if...	Type H vehicle RUC #	Maximum RUC weight
<i>Rigid combinations (truck and full trailer)</i>					
R12T22 7 axles	 RUC type 6 + 43 6x4 prime mover and 4-axle full trailer	23m	>20m	H74	53,000kg
R12T23 8 axles	 RUC type 6 + 951 6x4 prime mover and 5-axle full trailer	23m	>20m	H76	53,000kg
R22T22 8 axles	 RUC type 14 + 43 8x4 prime mover and 4-axle full trailer	23m	>20m	H83	58,000kg
R13T23 9 axles	 RUC type 14 + 951 8x4 prime mover and 5-axle full trailer	23m	>20m	H63	62,000kg

Continued on next page

D2.7 Eligible vehicle types and RUC details continued


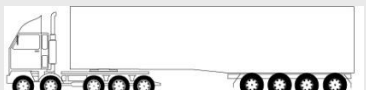


HPMV vehicle designs (continued)

Type	Diagram	Maximum length	OL permit if...	Type H vehicle RUC #	Maximum RUC weight
Rigid combinations (truck and full trailer) continued					
R22T23 9 axles	 RUC type 14 + 951 8x4 prime mover and 5-axle full trailer	23m	>20m	H63	62,000kg
R23T22 9 axles	 RUC type 19 + 43 10x4 prime mover and 4-axle full trailer	23m	>20m	H93	58,000kg
R23T23 10 axles	 RUC type 19 + 951 10x4 prime mover and 5-axle full trailer	23m	>20m	H38	63,000kg ¹ (but see Note below)
Articulated vehicles (truck and semi-trailer)					
A124 7 axles	 RUC type 6 + 43 6x4 prime mover and quad-axle semi-trailer Note: This design is eligible if there is only one steering axle in the quad set.	19.45m	>19m	H74	53,000kg
A223 7 axles	 RUC type 14 + 33 8x4 prime mover and tri-axle semi-trailer	19.45m	>19m	H77	48,000kg
A134 8 axles	 RUC type 14 + 43 8x4 prime mover and quad-axle semi-trailer Note: This design is eligible if there is only one steering axle in the quad set.	19.45m	>19m	H83	58,000kg

Continued on next page

D2.7 Eligible vehicle types and RUC details continued

HPMV vehicle designs (continued)

Type	Diagram	Maximum length	OL permit if...	Type H vehicle RUC #	Maximum RUC weight
Articulated vehicles (truck and semi-trailer) continued					
A224 8 axles	 <p>RUC type 14 + 43</p> <p>8x4 prime mover and quad-axle semi-trailer</p> <p>Note: This design is eligible if there is only one steering axle in the quad set.</p>	19.45m	>19m	H83	58,000kg
A234 9 axles	 <p>RUC type 19 + 43</p> <p>10x4 prime mover and quad-axle semi-trailer</p> <p>Note: This design is eligible if there is only one steering axle in the quad set.</p>	19.45m	>19m	H93	58,000kg
B-trains (truck and two semi-trailers)					
B1222 7 axles	 <p>RUC type 6 + 929 + 29</p> <p>6x4 prime mover and 4-axle B-train</p>	23m	>20m	H79	52,000kg
B1232 8 axles	 <p>RUC type 6 + 939 + 29</p> <p>6x4 prime mover and 5-axle B-train</p>	23m	>20m	H85	53,000kg

Continued on next page

D2.7 Eligible vehicle types and RUC details continued

HPMV vehicle designs (continued)

Type	Diagram	Maximum length	OL permit if...	Type H vehicle RUC #	Maximum RUC weight
<i>B-trains (truck and two semi-trailers) continued</i>					
B1233 9 axles	 RUC type 6 + 939 + 33 6x4 prime mover and 6-axle B-train	23m	>20m	H99	58,000kg
B2223 9 axles	 RUC type 14 + 929 + 33 8x4 prime mover and 5-axle B-train	23m	>20m	H32	58,000kg
B2232 9 axles	 RUC type 14 + 939 + 29 8x4 prime mover and 5-axle B-train	23m	>20m	H35	58,000kg
B2233 10 axles	 RUC type 14 + 939 + 33 8x4 prime mover and 6-axle B-train	23m	>20m	H13	63,000kg ¹ (but see Note below)
B1243 10 axles	 RUC type 6 + 43 + 33 6x4 prime mover and 7-axle B-train	23m	>20m	H15	60,000

Note:

1. The maximum weight available under an HPMV higher mass permit is 62,000kg unless the vehicle has been granted a non pro-forma overlength permit to exceed 23 metres in length. A non pro-forma overlength permit is only rarely approved in exceptional cases for highly constrained routes.

Chapter D3: Analysing routes

Overview

About this chapter

HPMV higher mass permits specify the routes on which the vehicle is permitted to travel.

This chapter describes how to process state highways for an HPMV higher mass permit in OPermit.

How to deal with local roads applied for is described in section *D4.6 Liaising with local road controlling authorities*.

OPermit

Most procedures in this chapter require use of and familiarity with OPermit, but they do not give detailed instructions on how to use the system. If you need help with using OPermit, please ask for training.

In this chapter

This chapter contains the following sections:

Section	See page
D3.1 Permitting for full HPMV routes	D3-2
D3.2 Entering general application details into OPermit	D3-3
D3.3 Entering route details into OPermit	D3-5
D3.4 Forwarding multi-region applications	D3-7
D3.5 Referring the application for bridge analysis	D3-8
D3.6 Attempting to resolve issues	D3-10
D3.7 Amending application details in OPermit	D3-11

D3.1 Permitting for full HPMV routes

What is ‘full HPMV’?

‘Full HPMV’ refers to the maximum mass limits that are specified in the VDAM Rule and available under a permit.

Approved full HPMV routes

Waka Kotahi has approved most state highways as ‘full HPMV routes’, that is as routes where bridges and culverts can support the maximum HPMV permit mass limits.

The state highways and key local heavy vehicle bypasses and link roads approved for full HPMV are published on the Waka Kotahi website at nzta.govt.nz/commercial-driving/high-productivity/full-hpmv-network-map/.

Definitive reference: PDFs

The definitive reference for permitting are the PDF lists of approved full HPMV routes for the North Island and the South Island published on the Waka Kotahi website.

At this stage, the full HPMV network map is for guidance only.

Streamlined permitting process

A streamlined permitting process applies to full HPMV routes. Full HPMV routes do not require:

- OPermit structural analysis
 - referral to regional structures management consultants (SMCs or bridge engineers) for analysis, or
 - inputs from PIOs in other regions.
-

‘Additional’ routes need structural analysis

State highways applied for that are not approved for full HPMV are often referred to as ‘additional’ routes. They require full structural analysis and, if they go through multiple permitting regions, approval from the other regions.

D3.2 Entering general application details into OPermit

When to enter data into OPermit Entering general application details is the first part of processing a permit application in OPermit.

Prerequisite You must have completed the vehicle safety checks described in chapter D2 before entering general application details into OPermit.

Procedure Follow the steps below to enter general application details into OPermit.

Step	Action
1	Before you log on to OPermit, check in the permit portal whether the applicant is subject to a reduced permit period because of operator safety concerns. If a reduced permit period applies, note the duration.
2	In OPermit, check whether the applicant company is already in the system. <ul style="list-style-type: none"> • If yes, check the applicant's details on the application form against the records in OPermit and make any necessary changes. • If no, set up the applicant in OPermit using the Add New Company function.
3	Enter application details such as permit type and dates. IMPORTANT: Ensure the 'Permit To' date matches the permit period in the portal that you looked up in step 1.
4	Search for the vehicle registration numbers to find out whether the vehicle units already exist in the system. <ul style="list-style-type: none"> • If yes, check the details. If any details differ from the application, contact the applicant to establish the correct details before making any changes in OPermit. • If no, set up the vehicle units using the Add New Vehicle function.

Continued on next page

D3.2 Entering general application details into OPermit continued

Procedure (continued)

Step	Action
5	<p>Enter the vehicle details from the application form into the relevant OPermit fields.</p> <p>Note: In the 'Load Description' field, it is generally best to enter a generic description (for example 'General Freight' or 'Bulk Liquid') even if the applicant has provided specific details. Although the load description is not an enforceable permit condition, a generic description gives the operator more flexibility. In future, this will be managed through more limited options on the application form.</p>
6	<p>Enter the axle weight flexibility (AWF) and axle details from the application form into the relevant OPermit fields.</p> <p>Note: If the applicant has applied for general access AWF, select 'Class 1' in OPermit. 'Class 1' is old terminology for general access that has not been updated in OPermit. Also, be aware that HPMV permits are no longer issued for 'User Defined' or 'No AWF', although these options are still shown in OPermit.</p>

D3.3 Entering route details into OPermit

Streamlined route processing

You only need to process 'additional' routes applied for in OPermit, that is only state highways (and local roads, if applicable) that are not approved for full HPMV. Such routes are 'additional' to the full HPMV routes, to which applicants have as-of-right access under a higher mass permit.

The details of such additional routes must be entered into OPermit, and you must generate bridge analysis reports for these routes for referral to the regional structures management consultant (SMC).

Two subtasks

Entering route details into OPermit involves either one or the other of these two subtasks:

1. **Processing additional routes applied for** if the applicant has requested routes in addition to full HPMV routes.
2. **Using a pre-defined full HPMV route** if the route applied for is **entirely** on the full HPMV network.

These two subtasks are described in detail below.

1. Processing additional routes applied for

Follow the steps below if the applicant has applied for routes that are not approved for full HPMV.

Note: Please ensure that you only process routes in OPermit that are not approved for full HPMV. If in doubt, refer to the PDF lists of approved full HPMV routes at nzta.govt.nz/commercial-driving/high-productivity/full-hpmv-network-map/.

Step	Action
1	In OPermit, select the appropriate region and check whether the additional routes requested are in a pre-defined route. <ul style="list-style-type: none"> • If yes, select the pre-defined route. • If no, set up the route using the Add New Route function.
2	If necessary, copy and edit the pre-defined OPermit route for any differences with the route applied for.
3	Do the routes applied for go through other permitting regions? <ul style="list-style-type: none"> • If yes, continue with section <i>D3.4 Forwarding multi-region applications</i>. • If no, continue with section <i>D3.5 Referring the application for bridge analysis</i>.

Continued on next page

D3.3 Entering route details into OPermit continued

2. Using a pre-defined full HPMV route

Follow the steps below if the route applied for is **entirely** on the full HPMV network.

Step	Action
1	<p>In OPermit, find and select the pre-defined 'dummy' full HPMV route that is commonly used in your region.</p> <p>Note: OPermit requires a route to be selected for processing an application, but the data from the dummy route is not needed in the permit document and will be deleted (this is explained in section D4.3).</p>
2	<p>On the Route Details page, quickly check the route description or route comment to confirm you have selected a full HPMV pre-defined route.</p>
3	<p>Continue processing the application, but skip:</p> <ul style="list-style-type: none"> - generating bridge analysis reports, and - referring the application to the SMC for analysis.
4	<p>When you are ready to generate the permit, continue with section <i>D4.3 Creating an HPMV higher mass permit</i> in the next chapter.</p>

D3.4 Forwarding multi-region applications

How are multi-region applications processed?

Additional state highways on a permit application that are not approved for full HPMV must be analysed for route suitability by the structures management consultant (SMC or bridge engineer) in each permitting region they go through.

The different PIOs in the regions involved also liaise with local RCAs in their region to obtain local road consents, if required.

The mass limits on the permit are determined by the lowest capacity structure on the overall route.

Who manages multi-region applications?

Generally, the PIO in the region where the route starts is the 'lead PIO' and liaises with the other regional PIOs involved and issues the final permit. For more details see *Assigning a 'lead region'* in section D1.5.

Note: In some regions, particularly in the South Island, PIOs may deal with multi-region routes without forwarding them to other regional offices, provided this practice is approved by all the regional SMCs involved.

Procedure

Follow the steps below to forward an application with additional routes for route analysis in the other regions involved.

Step	Action
1	On the application form (or in the attached route description), identify the different regions involved for any routes not approved for full HPMV.
2	Forward the application and all attached documents to the PIOs in the regions involved.
3	In your cover email, advise the other PIOs of the application number in OPermit.
4	Make a note in your diary to follow up if you have not had a reply within 5 working days. Note: Regional processing may take longer than 5 days due to factors beyond a PIO's control. However, it is good practice to communicate regularly with the other PIOs about progress.
5	While you wait for the route analysis from other regions to be completed, continue processing the application for your region – see section <i>D3.5 Referring the application for bridge analysis</i> .

D3.5 Referring the application for bridge analysis

When to refer applications for bridge analysis

All HPMV higher mass permit applications that include additional routes that are not approved for full HPMV must be referred to the regional structures management consultant (SMC) for detailed analysis. This applies even when the bridge analysis reports in OPermit indicate that the additional routes are unrestricted for the masses applied for.

Please ensure that you do not refer routes approved for full HPMV to the SMC for analysis. If in doubt, check the PDF lists of approved full HPMV routes for the North Island and the South Island published on the Waka Kotahi website at nzta.govt.nz/commercial-driving/high-productivity/full-hpmv-network-map/.

Role of the SMC

The role of the regional SMC is to:

- provide specialist structural analysis of the application
- advise the PIO whether the route is suitable or whether the application should be declined due to bridge constraints, or
- recommend options for the PIO to discuss with the applicant so that the application may be approved, namely:
 - changing the route, or
 - adjusting weights.

Procedure

Follow the steps below to refer the application to the regional SMC.

Note: Only do this for applications with additional routes that are not approved for full HPMV.

Step	Action
1	<p>In OPermit, generate the following bridge analysis reports:</p> <ul style="list-style-type: none"> • Summary Report • Element Comparison Report, and • Detail Report. <p>Note: Not all SMCs use all the above reports. Be guided by what is common practice in your region.</p>
2	Attach the reports and the application to an email and send it to the SMC in your region.
3	In the permit portal, change the status of the application to indicate that it is with the regional SMC.

Continued on next page

D3.5 Referring the application for bridge analysis

continued

Next step

When the regional SMC has reported back to you, refer to the table below to determine your next step.

If the SMC advises that...	Then...
the route passes for the vehicle configuration	continue with <i>Chapter D4: Completing an HPMV higher mass permit or declining an application.</i>
the route fails for the vehicle configuration (this will only rarely be the case)	decline the permit application – see section <i>D4.9 Returning or declining an HPMV higher mass permit application.</i>
Application details (route or mass) need to change to enable a permit to be issued	<p>contact the applicant and discuss the options – see section <i>D3.6 Attempting to resolve issues.</i></p> <p>If the applicant agrees to changing application details, continue with section <i>D3.7 Amending application details in OPermit.</i></p>

D3.6 Attempting to resolve issues

Balanced approach

Use your judgment and experience to decide when best to contact an applicant if there are issues with an application.

The aim is to find a resolution in consultation with the applicant so that a permit can be issued. At the same time, consideration of the safety of other road users and the durability of infrastructure must remain paramount. You must decline an application if you cannot resolve issues.

Procedure

Follow the steps below to attempt to resolve any issues.

Step	Action							
1	Refer to your notes where you recorded the issues, or open the relevant page in OPermit.							
2	Contact the applicant by telephone or email and explain the issues.							
3	<p>If appropriate, discuss options with the applicant to resolve the issues. Options include:</p> <ul style="list-style-type: none"> – changing the route – reducing the total gross mass and/or individual axle masses, or – not proceeding with the application. <p>Note: If the route is capable of supporting a higher mass HPMV but at a lower total mass and/or lower axle masses than applied for, the regional SMC should recommend the total mass or axle masses that would enable the vehicle to obtain a permit.</p>							
4	<p>Refer to the table below to determine your next step.</p> <table border="1"> <thead> <tr> <th>If the applicant agrees to...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>change the route</td> <td rowspan="2">continue with section <i>D3.7 Amending application details in OPermit.</i></td> </tr> <tr> <td>Adjust the mass</td> </tr> <tr> <td>not proceed with the application (or the issues cannot be resolved)</td> <td>return or decline the application – see section <i>D4.9 Returning or declining an HPMV higher mass permit application.</i></td> </tr> </tbody> </table>	If the applicant agrees to...	Then...	change the route	continue with section <i>D3.7 Amending application details in OPermit.</i>	Adjust the mass	not proceed with the application (or the issues cannot be resolved)	return or decline the application – see section <i>D4.9 Returning or declining an HPMV higher mass permit application.</i>
If the applicant agrees to...	Then...							
change the route	continue with section <i>D3.7 Amending application details in OPermit.</i>							
Adjust the mass								
not proceed with the application (or the issues cannot be resolved)	return or decline the application – see section <i>D4.9 Returning or declining an HPMV higher mass permit application.</i>							

D3.7 Amending application details in OPermit

When to amend details in OPermit

You may need to amend details in OPermit to:

- test whether the adjustments discussed with the applicant and the regional SMC will allow a permit to be issued
- accommodate the lowest capacity structure on a multi-region route
- adjust mass limits to be within the certified ratings for the vehicle, or
- obtain consents for the use of local roads from a local RCA.

Adjustments may take multiple iterations.

Note: Changes to routes or masses will only be necessary if the application includes additional routes that are not approved for full HPMV.

Procedure

Follow the steps below to amend application details in OPermit.

Step	Action
1	In OPermit, access the application you want to amend.
2	Change mass and/or details of additional routes, as required.
3	If applicable, generate new bridge analysis reports, ie: <ul style="list-style-type: none"> – Summary Report (if required by the SMC) – Element Comparison Report, and – Detail Report.
4	Send the new reports to the SMC in your region with the subject line 'Revised reports for permit application No [<i>insert number</i>]'
5	Repeat steps 1–4 until the SMC advises you to either issue a permit or decline the application (this will rarely be the case). Then continue with <i>Chapter D4: Completing an HPMV higher mass permit or declining an application</i> .

Chapter D4: Completing an HPMV higher mass permit or declining an application

Overview

About this chapter

This chapter describes how to create and issue an HPMV higher mass permit, or how to return or decline an application.

Sample permit forms for local RCAs

Local road controlling authorities (RCAs) that issue their own HPMV higher mass permits can find sample VDAM permit forms on the Waka Kotahi website at nzta.govt.nz/assets/Commercial-Driving/docs/VDAM-Permit-Samples-RCA.pdf.

In this chapter

This chapter contains the following sections:

Section	See page
D4.1 Before you create a permit document	D4-2
D4.2 Standard permit route descriptions	D4-3
D4.3 Creating an HPMV higher mass permit	D4-5
D4.4 Checking permit mass limits are within design limits	D4-7
D4.5 Checking permit mass limits for an R12T23 are within legal limits	D4-11
D4.6 Liaising with local road controlling authorities	D4-13
D4.7 Getting permit champion sign-off	D4-15
D4.8 Issuing an HPMV higher mass permit	D4-16
D4.9 Returning or declining an HPMV higher mass permit application	D4-19

D4.1 Before you create a permit document

Introduction HPMV higher mass permits are generated in OPermit but require some manual adjustments, which are explained in the following sections.

**IMPORTANT:
No permits
with VINs** All vehicle units on a permit must be identified by their registration number. You must not issue a higher mass permit with vehicle identification numbers (VINs) instead of registration numbers.

The VDAM Rule makes provision for identifying identical trailers on a permit by type ('bulk permitting'). Waka Kotahi is developing criteria for bulk permitting but, for the time being, continues to require permits to be issued with registration numbers for each vehicle unit covered by the permit.

Unregistered vehicles Applications for unregistered vehicles are treated as feasibility studies. For details see section *D6.4 About feasibility applications*.

Prerequisites You must have done the following before creating a permit:

- completed all vehicle safety checks
- analysed routes that are not approved for full HPMV and obtained approval from the SMC for such routes
- resolved any issues with the application, and
- if applicable, collated inputs from other regions for local road consents or approvals for state highways that are not on the full HPMV network.

D4.2 Standard permit route descriptions

Introduction OPermit generates standard headings and text for route descriptions on HPMV higher mass permit documents.

This section describes what PIOs may and may not change in HPMV permit route descriptions.

**IMPORTANT:
Do not change
the link** OPermit generates a standard route description for HPMV higher mass permits that includes a link to the PDF lists of approved full HPMV routes on the Waka Kotahi website (see *Standard text* below).

This link is a ‘reference to an external source’ that can form part of a route description under the VDAM Rule.

To ensure the reference is legally enforceable, you must include the link to the website and the accompanying text in the permit exactly as generated by OPermit.

Legislation reference: VDAM Rule schedule 4.

Continued on next page

D4.2 Standard permit route descriptions continued

Standard text Below is the standard text and link for HPMV higher mass permit route descriptions.

The text *in red* explains what you may change or need to modify.

ROUTE AND SPECIAL INSTRUCTIONS

This permit applies only to the route or routes set out below (if any).

1. APPROVED FULL HPMV ROUTES

Travel is permitted on the Approved Full HPMV Routes published at: <https://www.nzta.govt.nz/commercial-driving/high-productivity/full-hpmv-network-map/>.

The PDF lists of approved routes for the North Island or the South Island are the definitive reference.

Note: The PDF lists are updated from time to time. Permit holders must use the latest revision together with this permit at all times.

[You may copy and paste the South Island tables of approved state highways and heavy vehicle bypasses here if you wish]

2. ADDITIONAL STATE HIGHWAYS COVERED BY THIS PERMIT

Travel is also permitted under this permit on the following state highways.

[Insert the state highway table from OPermit (or the format preferred in your region) here if the applicant has applied for state highways that are not approved for full HPMV.

[If not required, remove this heading and renumber the next heading below.]

3. LOCAL AUTHORITY ROADS COVERED BY THIS PERMIT

Travel is also permitted under this permit on the following local authority roads.

[Insert local road details by local RCA]

Waikato & Bay of Plenty region *[North Island permits only]*

Travel is permitted on the roads listed in the "Waikato-Bay of Plenty Local Authority Approved HPMV Routes addendum".

The addendum is attached to this permit. Permit holders will be emailed updates and must use the latest revision together with this permit at all times.

D4.3 Creating an HPMV higher mass permit

Two subtasks Creating an HPMV higher mass permit involves the following two subtasks:

1. **Generating the permit document in OPermit, and**
2. **Manually editing permit details.**

These subtasks are described in detail below.

1. Generating the permit document in OPermit

Follow the steps below to generate the permit document in OPermit.

Step	Action
1	In OPermit, access the application you want to create the permit for from the Pending Applications list.
2	Click the tick box below the Messages and Errors panel to confirm that all messages and errors have been investigated. If applicable, enter details of how any errors were resolved in the Comments box.
3	Enter and confirm the fees information required for this permit.
4	On the Instructions page, click Issue . Save the document to the appropriate file location in your system before opening it. Note: To retain the formatting, do not open the document directly from OPermit. Save it first before you open it in Microsoft Word.
5	Continue with subtask 2. <i>Manually editing permit details.</i>

Continued on next page

D4.3 Creating an HPMV higher mass permit continued

2. Manually editing permit details

Follow the steps below to manually edit permit details.

Also see section *D4.2 Standard permit route descriptions*.

Step	Action
1	Open the permit document in Microsoft Word.
2	Under 'ROUTE AND SPECIAL INSTRUCTIONS', either: <ul style="list-style-type: none"> • move the route table to underneath the second heading (additional state highways), or • delete the table if not required or not used in your region, or if you have used a pre-defined 'dummy' full HPMV route.
3	Under the heading '1. APPROVED FULL HPMV ROUTES', leave the text or link exactly as generated by OPermit. IMPORTANT: Do not change the wording or the link. Any changes may affect the enforceability of the permit route description.
4	If the applicant has not requested additional state highways that are not on the full HPMV network, delete the second heading and renumber the third heading accordingly.
5	Under the third heading, insert local roads applied for. Use separate subheadings for each local authority and insert any local RCA conditions. Note: Without exception, do not include RCA conditions if they are incompatible with Waka Kotahi policy, for example speed restrictions or bridge crossing conditions. Remove affected local roads from the permit document and advise the applicant to apply directly to the local RCA for a permit for these roads.
6	Delete everything past the Fees table, ie: <ul style="list-style-type: none"> – Special Conditions: Bridge Engineering Supervision, and – Bridge Engineering Supervision Requirements.
7	Adjust the formatting of the document as necessary and then save the file.
8	Continue with section <i>D4.4 Checking permit mass limits are within design limits</i> .

D4.4 Checking permit mass limits are within design limits

Why do this check?

Permits must not be issued with mass limits that exceed a vehicle's design limits (that is the certified ratings on the attributes check sheet).

In some cases, permit masses exceed a vehicle's design limits because permit masses are generally higher than application masses to allow for axle weight flexibility (AWF).

If permit masses exceed design limits, you need to manually adjust the permit mass limits as described in this section.

Legislation reference: VDAM Rule section 5.2(3).

Important rules

The following rules apply to manual adjustments of permit masses:

- You must not adjust an individual axle mass limit unless the permit mass limit exceeds the certified rating for the individual axle.
- Permits must be issued for either general access (formerly 'Class 1') or HPMV AWF. Do not mix general access or HPMV mass limits on one permit other than what is allowed under the AWF policy. For details see section *D2.1 Axle weight flexibility* in volume 1.
- Never issue a permit if **any** of the certified vehicle ratings are exceeded, including for components such as the draw bar/draw beam or tyres.

Procedure

Follow the steps below to confirm that the mass limits on the permit do not exceed the vehicle's design limits.

For an illustration, see *Example of manual permit mass adjustments* below.

Step	Action
1	<p>On page 1 of the permit, refer to the mass limits table.</p> <p>For each vehicle unit you are checking, note the following mass limits:</p> <ul style="list-style-type: none"> – axle set mass limits (front and rear), and – axle combination mass limit (total mass limit for the unit). <p>Remember: The definition of 'axle set' includes an individual axle – see <i>Part 1: Definitions and glossary</i> in volume 1.</p>

Continued on next page

D4.4 Checking permit mass limits are within design limits continued

Procedure (continued)

Step	Action
2	<p>On the attributes check sheet for the unit, confirm that the following certified ratings are equal to or greater than the permit mass limits you noted in step 1:</p> <ul style="list-style-type: none"> – gross vehicle mass (GVM) for the unit – front and rear axle set ratings (referred to as axle ‘groups’ on the attributes check sheet) – tyre ratings, and – draw beam/draw bar and, if provided, MTM braked.
3	<p>Are all applicable ratings on the attributes check sheet equal to or greater than the permit mass limits?</p> <ul style="list-style-type: none"> • If yes, continue with section <i>D4.6 Liaising with local road controlling authorities</i> or, if the vehicle is an R12T23, with section D4.5. • If no, go to step 4.
4	<p>Manually reduce the relevant mass limit on the permit document to be equal to the applicable certified rating on the attributes check sheet.</p> <p>For an illustration, see <i>Example of manual permit mass adjustments</i> below.</p>
5	<p>When you have done this check for each vehicle unit on the application and made any necessary adjustments to the permit document, continue with section <i>D4.6 Liaising with local road controlling authorities</i>.</p>

Continued on next page

D4.4 Checking permit mass limits are within design limits continued

Example of manual permit mass adjustments

The screenshots below show the mass limits on a sample permit document and the applicable certified ratings on the attributes check sheet for the trailer.

Permit mass limits

	Prime mover				Trailer				
VAI: 1.01									
Axle number	1	2	3	4	5	6	7	8	9
Axle type*	S	S	T	T	T	T	T	T	T
Individual Axle Mass Limit (kg)	5500	5500	8800	8800	8800	8800	7000	7000	7000
Axle Set Mass Limit (kg)	11000		16000		15000		19000		
Axle Combination Mass Limit (1-4) (kg)	27000								
Axle Combination Mass Limit (2-4) (kg)	21500								
Axle Combination Mass Limit (3-6) (kg)					31000				
Axle Combination Mass Limit (3-9) (kg)					44000				
Axle Combination Mass Limit (5-9) (kg)					35000				
Spacing from previous axle (m)	0.00	1.94	3.36	1.35	5.38	1.24	4.86	1.24	1.27
Tyre Size	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard

* S=Single tyred axle, T=Twinned axle, 4=Four tyred oscillating axle, 8=Eight tyred oscillating axle, 12=Twelve tyred oscillating axle, 16=Sixteen tyred oscillating axle. The tyre sizes shall be as indicated above.

Ratings from the trailer's attributes check sheet

Compare the highlighted permit mass limits for the trailer above with the certified ratings on the trailer's attributes check sheet:

HIGHER MASS HPMV/ISO Permit: Please complete the design limit (from the certification documents) in kg.			
Gross Vehicle Mass	32,000kg	Gross Combination Mass	N/A
Maximum braked mass (brake code mass or GVM if to Schedule 5 or Standard Compliant)			
Draw Bar Rating	32,000kg	Maximum Towed Mass Braked	32,000kg
Total Load Anchorage to NZS5444 or Log Bolster ratings to the Bolster Attachment Code - LIMITED GROSS RATING			
Maximum Front Axle Group Mass (or rating at kingpin)	16,000kg	Maximum Rear Axle Group Mass	18,000kg
Tyre Size and Rating	Front Axle Set	Rear Axle Set	30,900kg

Continued on next page

D4.4 Checking permit mass limits are within design limits continued

Example of manual permit mass adjustments (continued)

In the above example, the permit mass limits exceed the certified ratings on the attributes check sheet as follows:

	Permit mass limit	Certified rating on attributes check sheet
Rear axle set	19,000kg	18,000kg
Full trailer (axles 5-9)	35,000kg	GVM, Draw Bar and MTM braked: 32,000kg

Manual adjustments

This means that you must make **two** manual adjustments to the permit:

1. Reduce the permit mass on the trailer's rear axle set from 19,000kg to 18,000kg, and
2. Reduce the permit mass for the full trailer (axles 5-9) from 35,000kg to 32,000kg:

Trailer				
5	6	7	8	9
T	T	T	T	T
8800	8800	7000	7000	7000
15000		19000 18,000kg		
31000				
44000				
				35000 32,000kg

More information

For more information about axle weight flexibility and the difference between application masses and permit masses, see section *D3.6 Determining axle weight flexibility type, total mass and individual axle masses* in volume 1 of this manual.

D4.5 Checking permit mass limits for an R12T23 are within legal limits

When you need to do this check

You need to manually confirm that the permit mass limits for the trailer do not exceed the legal limit if the permit is for:

- an R12T23 vehicle combination, AND
- for general access axle weight flexibility (AWF).

A simple manual check is necessary because OPermit does not always correctly calculate the general access mass limits for the 4 to 8 axle group (the trailer) for an R12T23 combination with general access AWF.

This error only occurs with R12T23 combinations on general access AWF, so you do **not** need to do this check if the permit is for HPMV AWF or any other vehicle combination.

Procedure

Follow the steps below to confirm that the permit mass limits for an R12T23 on general access AWF are within the legal limit.

Also see the *Example* on the next page.

Step	Action
1	On page 1 of the permit, refer to the mass limits table. Note the axle combination mass limit for the 4–8 group (the trailer).
2	In the row 'Spacing from previous axle', add up the axle spacings for axles 5–8 (that is the wheelbase for the trailer). Make a note of the sum.
3	Look up the VDAM Rule general access mass limit for the trailer's wheelbase in: <ul style="list-style-type: none"> – section <i>D7.6 Table 6: Maximum total mass limits (General access)</i>, or – the VDAM Rule schedule 3, part 2, table 2.1.
3	Is the permit mass limit for the 4–8 axle group less than or equal to the legal mass limit in the VDAM Rule for the wheelbase you calculated in step 2? <ul style="list-style-type: none"> • If yes, the permit mass limit is within the legal limit. Continue with section <i>D4.6 Liaising with local road controlling authorities</i>. • If no, manually change the mass limit for the 4–8 axle group to the legal limit. Then continue with section <i>D4.6 Liaising with local road controlling authorities</i>.

Continued on next page

D4.5 Checking permit mass limits for an R12T23 are within legal limits continued

Example

In the example below:

- The permit mass limit for the axle combination 4-8 (the trailer) is 29,000kg.
- The trailer's wheelbase is $1.31\text{ m} + 2.70\text{ m} + 1.25\text{ m} + 1.25\text{ m} = 6.51\text{ m}$.

	Prime mover			Trailer				
Axle number	1	2	3	4	5	6	7	8
Axle type	S	T	T	T	T	T	T	T
Individual Axle Mass Limit (kg)	7200	8200	8200	8200	8200	7000	7000	7000
Axle Set Mass Limit (kg)			15000		15000			18000
Axle Combination Mass Limit (1-3) (kg)			25000					
Axle Combination Mass Limit (2-5) (kg)					30000			
Axle Combination Mass Limit (2-6) (kg)						40000		
Axle Combination Mass Limit (4-8) (kg)								29000 28000
Spacing from previous axle (m)	0.00	3.90	1.35	5.80	1.31	2.70	1.25	1.25
Tyre Size	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard

= 6.51m

VDAM Rule general access mass limit

The general access mass limit in the VDAM Rule for a wheelbase of 6.51 metres is 28,000kg.

GENERAL ACCESS	
Distance from the centre of the first to the centre of the last axle	Mass limit (kg)
5.4m but less than 5.8m	26,000
5.8m but less than 6.4m	27,000
6.4m but less than 7.0m	28,000
7.0m but less than 7.6m	29,000
7.6m but less than 8.2m	30,000

Manual change required

You must manually change the permit mass limit for the 4-8 axle group from 29,000kg to the legal limit of 28,000kg.

D4.6 Liaising with local road controlling authorities

Regional differences

The relationships and arrangements between Waka Kotahi and local road controlling authorities (RCAs) vary from region to region.

While some local RCAs issue HPMV higher mass permits for local roads independently from Waka Kotahi, others consent to the inclusion of local roads in permits issued by Waka Kotahi. Some local RCAs have delegated their permitting issuing authority entirely to Waka Kotahi.

Role of PIOs

How PIOs liaise with a local RCA depends on the specific arrangements in their region. In general, PIOs are expected to foster good relationships and assist local RCAs with permitting as much as possible.

Pre-approved routes or routes under MOU?

Some local RCAs have pre-approved routes suitable for HPMV mass limits. These pre-approved routes are documented in letters, local road addendums or on the website of some RCAs.

PIOs can generally include pre-approved routes in permits without permit-specific consent from the local RCA. However, some local RCAs also have reporting or other requirements in relation to pre-approved routes, so you need to familiarise yourself with the specific arrangements in your region.

Pre-approved routes are different from routes covered by a memorandum of understanding (MOU) between Waka Kotahi and a local RCA. An MOU is a formal contract under which Waka Kotahi issues permits for local roads on behalf of a local RCA.

Procedure

If applicable in your region, follow the steps below to liaise with local RCAs and get their consent for including local roads on the permit.

Step	Action
1	If a route includes local roads that are not pre-approved, write an email to the local RCA and request their written consent to the inclusion of these local roads in the permit.
2	Attach the draft permit to your email, and any other documents required by the local RCA. Note: Local RCA requirements vary from region to region. You need to find out what the standard requirements are in your region.
3	Send the email to each of the local RCAs affected by the proposed route.

Continued on next page

D4.6 Liaising with local road controlling authorities

continued

Procedure (continued)

Step	Action
4	<p>If a local RCA raises concerns about or objects to the use of a local road, attempt to find a resolution in consultation with the applicant and the local RCA.</p> <p>This may involve changing application details (route or weights) and rerunning the application through OPermit – see section <i>D3.7 Amending application details in OPermit</i>.</p>
5	<p>Has each local RCA involved given written consent to the use of the local roads under its control?</p> <p>Note: An email confirming consent is sufficient.</p> <ul style="list-style-type: none"> • If yes, continue with section <i>D4.7 Getting permit champion sign-off</i>. • If no, go to step 6.
6	<p>Is it feasible to issue the permit without the local roads for which consent has been denied?</p> <ul style="list-style-type: none"> • If yes, amend the route details on the draft permit. Then continue with section <i>D4.7 Getting permit champion sign-off</i>. • If no, advise the applicant to apply directly to the local RCAs for a permit. Continue with section <i>D4.9 Returning or declining an HPMV higher mass permit application</i>.

D4.7 Getting permit champion sign-off

- Role of permit champion** Permit champions are experienced PIOs or Waka Kotahi technical staff. Their role is to:
- review a draft permit and relevant documents for compliance with permitting policies and legal requirements
 - raise and resolve any concerns with the PIO, and
 - sign off on the permit before it is issued.

Procedure Follow the steps below to get sign-off from the permit champion.

Step	Action
1	<p>Send an email to the permit champion for your region with the following attachments:</p> <ul style="list-style-type: none"> <input type="checkbox"/> permit application <input type="checkbox"/> draft permit, and <input type="checkbox"/> attributes check sheets. <p>Also, if applicable:</p> <ul style="list-style-type: none"> <input type="checkbox"/> overlength permit or overlength permit number <input type="checkbox"/> regional SMC's approval, and <input type="checkbox"/> consents from local RCAs to the use of local roads.
2	In the permit portal, change the status of the application to PIO to Champion .
3	If the permit champion raises any concerns, take the necessary action to resolve the issues. Ask the permit champion or SMC for advice, if necessary.
4	<p>Resubmit the permit to the permit champion until you receive sign-off.</p> <p>Then continue with issuing the permit – see section <i>D4.8 Issuing an HPMV higher mass permit</i>. Even if the permit is issued by the permit champion, ensure that the admin tasks described in section D4.8 are completed.</p>
5	If the issues cannot be resolved to the permit champion's satisfaction, decline the application – see section <i>D4.9 Returning or declining an HPMV higher mass permit application</i> .

D4.8 Issuing an HPMV higher mass permit

Two subtasks Issuing an HPMV higher mass permit involves two subtasks:

6. Issuing the permit to the applicant

7. Updating the permit portal.

These two subtasks are described in detail below.

1. Issuing the permit to the applicant

Follow the steps below to issue a higher mass permit to the applicant.

Step	Action
1	Open the permit document in Microsoft Word and add your signature and the date, if you have not already done so.
2	Save the permit document as a PDF file.
3	Using the standard email template in your region, draft an email to the applicant and attach the PDF file of the permit. IMPORTANT: Only permits issued as PDFs are valid legal documents.
4	Save any email correspondence or file notes related to the permit in the application folder. Then continue with subtask 2. <i>Updating the permit portal.</i>

2. Updating the permit portal

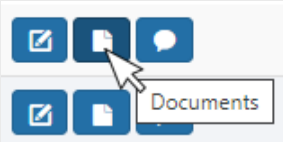
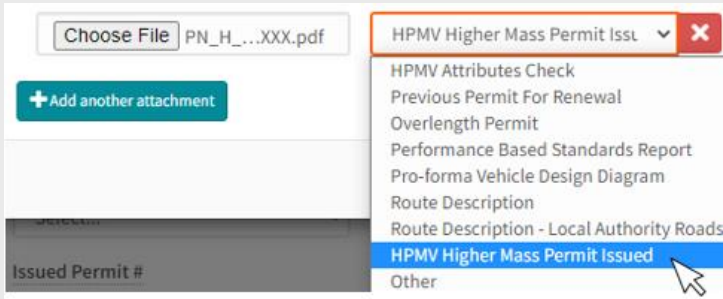

Follow the steps below to upload the permit document and update the application details in the permit portal.

Step	Action
1	Check the name of the PDF file of the permit. Ensure you have included the permit number and operator name. Rename the file to include these details if necessary. Example: PN-H-21-1234 Good Trucking Co.pdf You may include other details in the file name if you wish.
2	In the permit portal, click on Manage Applications .

Continued on next page

D4.8 Issuing an HPMV higher mass permit continued

2. Updating the permit portal (continued)

Step	Action
3	In the list of applications, find the application for which you have issued the permit and click on the Documents icon on the right: 
4	Click on Add another attachment and then Choose File .
5	Select the PDF file of the permit document you want to upload and click on Open . Then select HPMV Higher Mass Permit Issued from the drop-down list: 
6	In the list of applications, click on the status of the application: 
	The 'Update Application' pop-up appears.

Continued on next page

D4.8 Issuing an HPMV higher mass permit continued

2. Updating the permit portal (continued)

Step	Action
7	<p>In the 'Update Application' pop-up:</p> <ul style="list-style-type: none"><input type="checkbox"/> change the status of the application to Issued<input type="checkbox"/> record the permit number, and<input type="checkbox"/> enter the total mass approved. <div data-bbox="632 600 1369 887" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"><p style="text-align: center; background-color: #0056b3; color: white; padding: 5px;">UPDATE APPLICATION</p><p>Status <input style="width: 100px;" type="text" value="Issued"/> <input type="button" value="v"/></p><p>Permit Number <input style="width: 100px;" type="text"/></p><p>Total Mass Approved For <input style="width: 100px;" type="text"/></p></div> <p>Then click on Save changes.</p>

End of process This completes the processing of an HPMV higher mass permit application.

D4.9 Returning or declining an HPMV higher mass permit application

Return or decline an application?

If an HPMV permit application has issues that cannot be resolved and a permit cannot be issued, regional PIOs can either return or decline the application.

Follow these guidelines to decide whether to return or decline an application:

- **Return:** During the initial screening checks, a permit application may be returned if it fails to meet basic requirements such as ineligible vehicle type or no permit required.

Regional PIOs should return an application if the applicant decides not to proceed because issues cannot be resolved or they change their mind about applying for a permit. PIOs need to save records of all communications with the applicant and of efforts made to resolve issues.

- **Decline:** PIOs must decline an application if there are serious issues that cannot be resolved in consultation with the applicant. Serious issues are, for example, if the masses applied for exceed:
 - legal limits
 - the vehicle's certified ratings and the weight cannot be reduced, or
 - the capacity of a structure critical to the route applied for and the applicant is unwilling or unable to change the route or reduce weights.

In practice, regional PIOs rarely decline a permit application. It is more common that applications are returned.

IMPORTANT: Keep records

Applicants can appeal to the District Court against a decision to decline a permit application. PIOs must therefore ensure that they:

- follow standard procedures
- keep comprehensive records (including of efforts to resolve issues), and
- document reasons for a decision to decline.

Legislation reference: Land Transport Act 1998 section 106.

Continued on next page

D4.9 Returning or declining an HPMV higher mass permit application continued

Two subtasks Go to the subtask below that applies to what you want to do:

1. **Returning a permit application, or**
2. **Declining an application.**

These two subtasks are described in detail below.

1. Returning a permit application

Follow the steps below to return an HPMV higher mass permit application.

Step	Action
1	Draft an email advising the applicant that you are returning the permit application. Include the reasons for returning the application and refer to efforts made to resolve any issues.
2	Attach the original permit application and all attachments, then send the email to the applicant.
3	Save any remaining documents and any correspondence with the applicant in the application folder.
4	In the permit portal, add a comment with the reasons for the return. Then update the application status to Returned .

2. Declining an application

Follow the steps below to decline an HPMV higher mass permit application.

Step	Action
1	Telephone the applicant and advise them verbally that their permit application has been declined.
2	Write a formal letter to confirm in writing that the application has been declined. Include the reasons why the application has been declined. Refer to the efforts made to resolve issues. Sign the letter and include your job title, then save it as a PDF file.

Continued on next page

D4.9 Returning or declining an HPMV higher mass permit application continued

2. Declining an application

(continued)

Step	Action
3	Draft an email and attach: <ul style="list-style-type: none">– the PDF version of the formal letter, and– the original permit application and all attachments. Send the email to the applicant.
4	Save any remaining documents and emails related to the application in the application folder.
5	In the permit portal, add a comment with the reasons for the decline. Then update the application status to Declined .

End of process This completes the processing of an HPMV higher mass permit application for returned or declined applications.

Chapter D5: Permit champion procedures for quality assurance

Overview

About this chapter

This chapter describes how to do a quality assurance (QA) check and sign off draft HPMV higher mass permits.

Audience

The audience for this chapter is senior PIOs, Waka Kotahi technical staff or anyone who acts as a permit champion to conduct QA checks and sign off permits.

In this chapter

This chapter contains the following sections:

Section	See page
D5.1 Guidelines for permit champions	D5-2
D5.2 How to do a quality assurance check	D5-3

D5.1 Guidelines for permit champions

Role of permit champion The role of a permit champion is to review draft HPMV higher mass permits and relevant documents and:

- ensure compliance with the VDAM Rule and Waka Kotahi permitting policy, process and procedures
- advise and upskill PIOs, and
- sign off on permits before they are issued.

Reference information Reference sources for permit champions are:

- *Part D: HPMV higher mass permits* in volume 1 of this manual (policy)
- *Part D: Processing HPMV higher pass permit applications* in volume 2 (the permitting process and procedures described in this part), and
- the most recent consolidated version of the VDAM Rule (legislative basis).

Permit champions are expected to be familiar with these reference sources.

Turnaround time Permit champion checks should be done as quickly as possible. The outside limit to complete a QA check and sign off a permit is three working days.

Access to the permit portal Permit champions need to have access to and familiarity with the Permit Issuing and Management System (the permit portal).

D5.2 How to do a quality assurance check

Procedure

Follow the steps below to do a QA check of a draft HPMV higher mass permit. Make notes of any discrepancies or issues as you do the checks described.

Step	Action
1	<p>Confirm that you have received or have access to the following documents, as applicable:</p> <ul style="list-style-type: none"> <input type="checkbox"/> permit application <input type="checkbox"/> HPMV attributes check sheets <input type="checkbox"/> draft permit <input type="checkbox"/> overlength permit or permit number <input type="checkbox"/> regional SMC's approval (in writing), and <input type="checkbox"/> local RCA approvals (in writing). <p>If anything is missing, request the missing information from the PIO.</p>
2	<p>Check the application, the permit and associated documents for the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> all required information provided <input type="checkbox"/> axle weight flexibility option indicated <input type="checkbox"/> unrealistic numbers ('sanity check'), and <input type="checkbox"/> overlength permit held (or issued) if vehicle is overlength. <p>Note anything suspicious.</p>
3	<p>In the permit portal, check the comments for a note that a reduced permit period applies because of operator safety concerns.</p> <p>Confirm that the permit has the correct permit period.</p>
4	<p>Refer to the attributes check sheets and compare each vehicle unit's certified mass ratings to the permit mass limits on page 1 of the permit.</p> <p>Confirm that the permit mass limits do not exceed any certified ratings on the attributes check sheet.</p>
5	<p>Refer to the RCA and SMC approvals. If there are any declined bridges or local roads, confirm that declined roads or affected portions of highways have been removed from the route description on the permit.</p>

Continued on next page

D5.2 How to do a quality assurance check continued

Procedure (continued)

Step	Action
6	<p>Check the draft permit for:</p> <ul style="list-style-type: none"> <input type="checkbox"/> correct template used <input type="checkbox"/> all details correct (especially dates, route, masses) <input type="checkbox"/> critical and additional HPMV permit conditions, and <input type="checkbox"/> bridge supervision pages deleted.
7	<p>Is the draft permit acceptable and ready to be issued?</p> <ul style="list-style-type: none"> • If yes, go to step 8. • If no, go to step 9.
8	<p>Depending on the arrangements in your region, issue the permit to the applicant in accordance with section <i>D4.8 Issuing an HPMV higher mass permit</i>.</p> <p>Alternatively, send an email to the PIO confirming that the permit can be issued. Include the vehicle registration numbers and permit number in the subject line. Then go to step 10.</p>
9	<p>If the draft permit is unacceptable, email the PIO detailing the areas of non-compliance, eg:</p> <ul style="list-style-type: none"> – vehicle non-compliant – masses to correct – wrong permit period, or – incorrect template used. <p>Request a revised draft permit and repeat checks as necessary.</p> <p>If there are serious issues that cannot be resolved, advise the PIO to decline the application.</p>
10	<p>Save any emails or notes you have made, such as:</p> <ul style="list-style-type: none"> <input type="checkbox"/> QA checks completed <input type="checkbox"/> calculations of axle mass limits (for example a manual calculation for R12T23 with general access AWF) <input type="checkbox"/> any areas of concern, or <input type="checkbox"/> advice to the PIO (request for changes, or permit approved or declined).

End of permit champion process

This completes the process of checking and signing off on HPMV higher mass permits.

Chapter D6: Processing renewal and feasibility applications

Overview

About this chapter

This chapter describes how to process applications for:

- renewals of HPMV higher mass permits, and
 - feasibility studies.
-

In this chapter

This chapter contains the following sections:

Section	See page
D6.1 About renewal applications	D6-2
D6.2 Overview diagrams of processing renewal applications	D6-3
D6.3 Processing an application to renew a higher mass permit	D6-5
D6.4 About feasibility applications	D6-7
D6.5 Overview diagrams of processing feasibility applications	D6-8
D6.6 Processing a feasibility application	D6-10

D6.1 About renewal applications

When permits can be renewed

Operators can renew an HPMV higher mass permit if they applied for the original permit in the permit portal **and** they:

- are using the same vehicle combination specified in the original permit
- have made no modifications to the vehicle units since the original permit was issued
- continue to operate with the same total mass, individual axle masses and axle spacings
- originally applied for either general access (formerly Class 1) or HPMV axle weight flexibility (AWF) and there is no change to the AWF option.

If any of the above details has changed, operators must submit a new permit application.

Minor changes to the route are acceptable – see below for details.

Acceptable route changes

Permits can be renewed with different local roads because new local RCA approvals are required for renewals anyway.

Changes to state highways are also acceptable if any new state highways requested are approved for full HPMV.

However, if applicants want additional state highways that are not approved for full HPMV, they must submit a new application.

No more renewals for user defined AWF

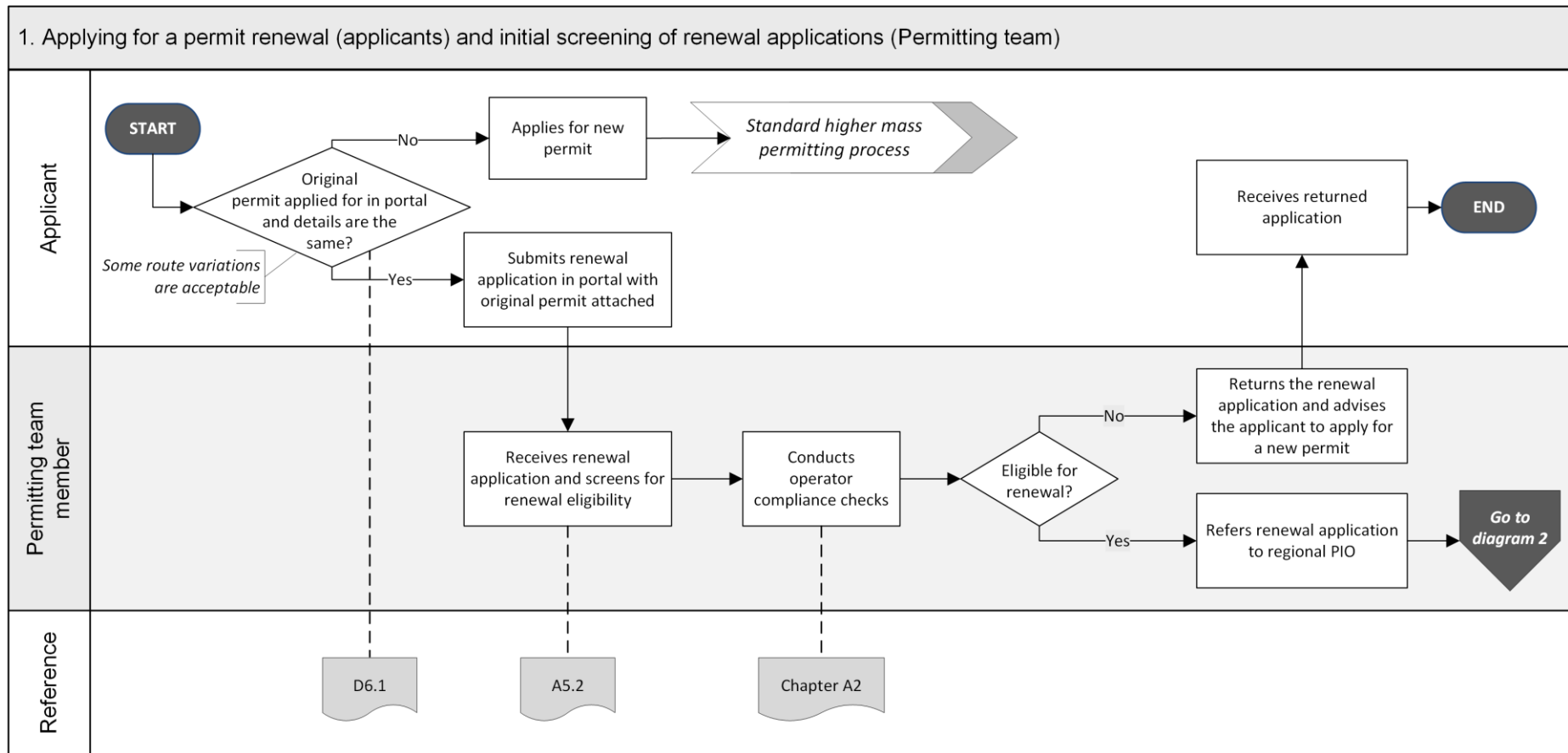
Permits with 'User Defined' or 'No AWF' can no longer be renewed because these axle weight flexibility options have been phased out. Applicants need to apply for a new permit with either general access or HPMV AWF.

No vehicle safety checks

The process for renewing a permit is largely the same as for a new permit application. However, PIOs do not need to do the vehicle safety checks because the vehicles will be the same as for the original application.

D6.2 Overview diagrams of processing renewal applications

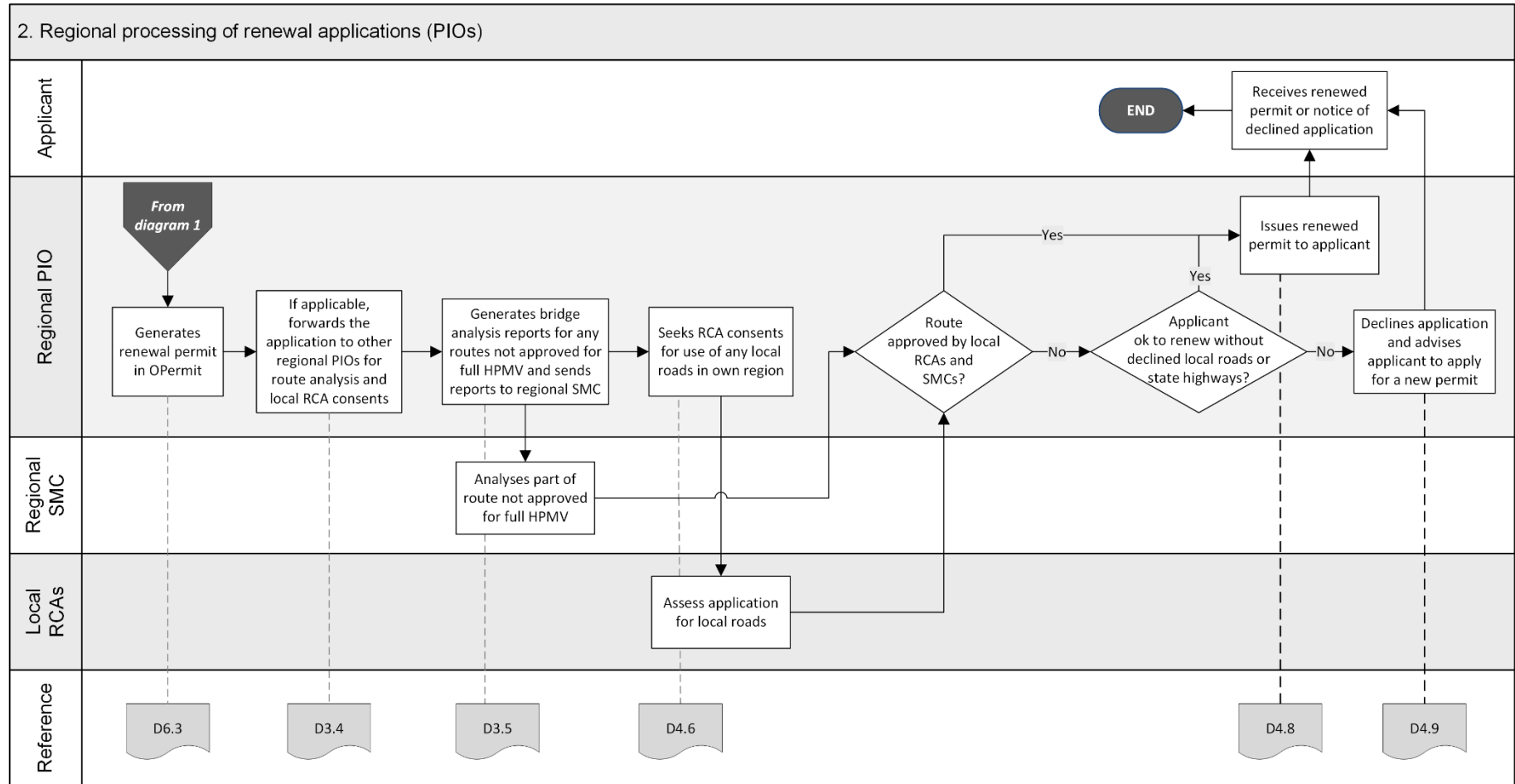
Diagram 1 This diagram illustrates how applicants apply to renew an HPMV higher mass permit on the permit portal, and how the Permitting team receive and screen renewal applications for eligibility and operator safety.



Continued on next page

D6.2 Overview diagrams of processing renewal applications continued

Diagram 2 This diagram illustrates the processing tasks for a regional PIO to renew an HPMV higher mass permit.



D6.3 Processing an application to renew a higher mass permit

Only portal applications accepted

Waka Kotahi only accepts renewal applications submitted in the permit portal.

If you receive a renewal application directly in a regional office, you **must return it** to the applicant and advise them of the requirements for renewal applications (see section *D6.1 About renewal applications*).

Initial screening and operator compliance checks

On receipt of a renewal application, the Permitting team:

- compare the renewal application and the original permit details to confirm that the application qualifies as a renewal, and
- conduct operator compliance checks to confirm legal eligibility and operator safety.

For full details see section *A5.2 Initial screening of higher mass permit renewal applications* in part A of this volume.

Check file notes and records

If you notice discrepancies between the renewal application and the original permit, check any correspondence or file notes for changes that were agreed to when the original permit was issued.

If you cannot find a reason for the discrepancies in the records, use your judgment to decide whether to contact the applicant to try to resolve the issues or whether to return the application.

Procedure

Follow the steps below to process a renewal application.

Step	Action	In accordance with section...
1	<p>Has the applicant requested additional state highways that are not approved for full HPMV?</p> <ul style="list-style-type: none"> • If yes, the application cannot be processed as a renewal. Go to step 8. • If no, go to step 2. 	D6.1
2	<p>In the permit portal, check the comments for a note that a reduced permit period applies because of operator safety concerns.</p> <p>Make a note of the applicable period.</p>	

Continued on next page

D6.3 Processing an application to renew a higher mass permit continued

Procedure (continued)

Step	Action	In accordance with section...
3	In OPermit, search for the permit to be renewed and copy it. Change the dates in line with the permit period specified in the portal, and make any other changes necessary. For example, you may need to re-enter the load description or the route.	
4	If applicable, forward a multi-region renewal application together with the original permit to the other regional PIOs for SMC (bridge engineer) analysis and local RCA consents.	D3.4
5	If applicable, generate bridge analysis reports for the parts of the route not approved for full HPMV and refer the application to the SMC in your region for analysis.	D3.5
6	Obtain local road consents for any local roads in your region. Send both the new draft permit and the original permit to the local RCAs when you request their consents.	D4.6
7	Have you obtained all required SMC approvals and local road consents (including from other regions)? <ul style="list-style-type: none"> • If yes, issue the renewed permit. • If no, go to step 8. 	D4.8
8	Contact the applicant and ask if they want to renew the permit without the additional highways that are not on the full HPMV network, or without the declined local roads. <ul style="list-style-type: none"> • If yes, issue the renewed permit. • If no, return the application and advise the applicant to apply for a new permit. Continue with section <i>D4.9 Returning or declining an HPMV higher mass permit application</i>. 	D4.8

End of process This ends the process for renewing a higher mass permit.

D6.4 About feasibility applications

Why do feasibility studies?

Transport operators and vehicle manufacturers may apply for a feasibility study if they want to find out the maximum loads they may carry on certain vehicles or routes.

They may also apply for a feasibility study if they have an unregistered vehicle.

Feasibility application requirements

To apply for a feasibility study, operators must complete the regular HPMV higher mass permit application form and select the 'Feasibility' option.

Applicants must provide the same details as for a regular permit application except for:

- vehicle registration numbers (unregistered vehicles are acceptable), and
- attributes check sheets (they are not required).

Not a legal permit

Although the output of a feasibility study is a document that looks similar to a permit, a feasibility study document cannot be used as a legal permit or a formal document.

A feasibility study document has a watermark 'Feasibility Study Only'.

Overview of processing feasibility applications

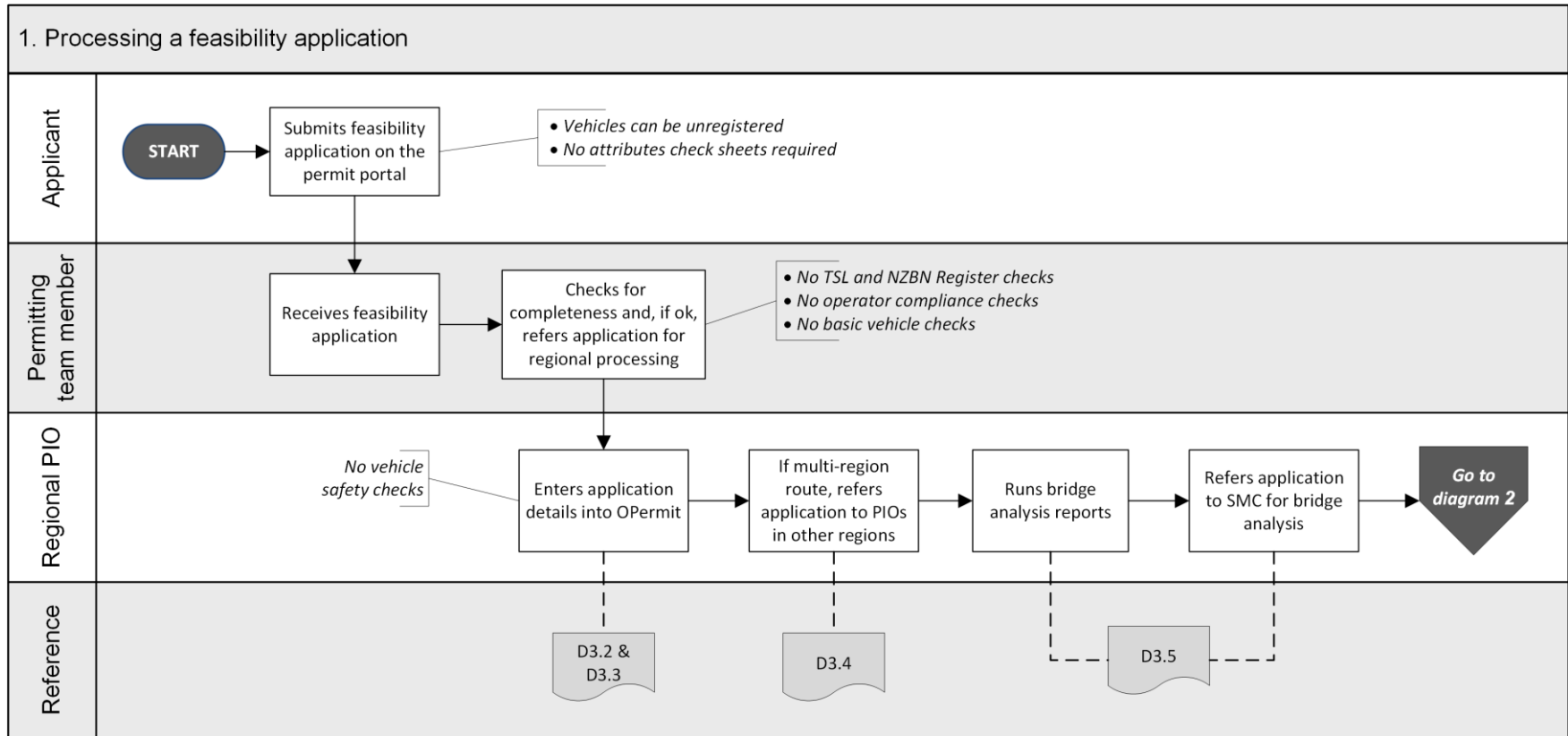
The workflow for processing feasibility applications is a streamlined version of the full permitting process, as summarised in the table below.

Initial screening (Permitting team)	Regional processing (Regional PIOs)
<p>Do:</p> <ul style="list-style-type: none"> • Completeness check <p>Do not do:</p> <ul style="list-style-type: none"> • TSL and NZBN Register checks • Operator compliance checks • Basic vehicle checks 	<p>Do:</p> <ul style="list-style-type: none"> • Enter application details in OPermit and run structural analysis for any routes not approved for full HPMV • Forward applications with multi-region routes to other regions (if applicable) • Refer applications for SMC analysis of any routes not approved for full HPMV • Obtain local road consents <p>Do not do:</p> <ul style="list-style-type: none"> • Vehicle safety checks • Attempt to resolve any issues

For details see the following sections.

D6.5 Overview diagrams of processing feasibility applications

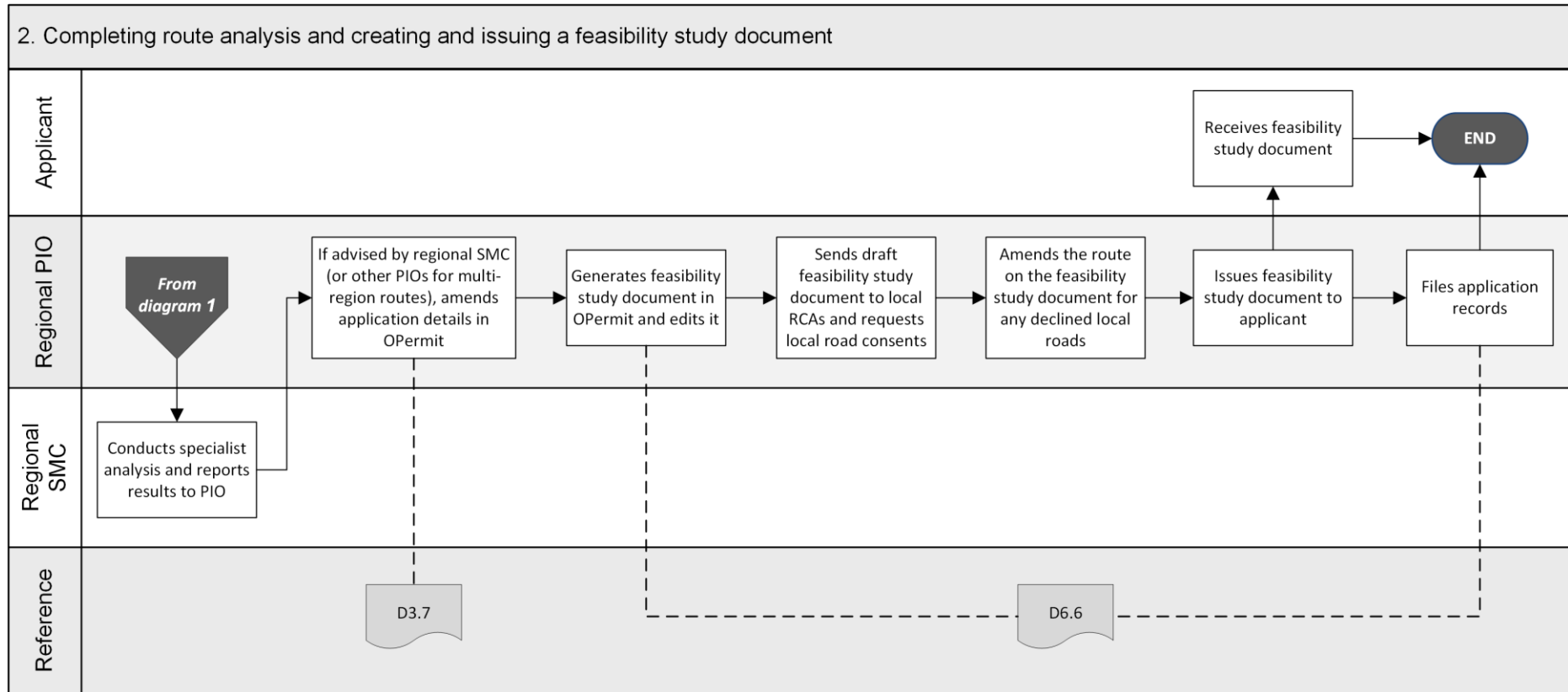
Diagram 1 This diagram illustrates the first set of tasks involved in processing a feasibility application.



Continued on next page

D6.5 Overview diagrams of processing feasibility applications continued

Diagram 2 This diagram illustrates the final tasks of processing a higher mass feasibility application.



D6.6 Processing a feasibility application

Four subtasks Conducting a feasibility study involves three subtasks:

1. **Processing a feasibility application**
2. **Creating a feasibility study document**
3. **Obtaining local road consents, and**
4. **Issuing a feasibility study document.**

These subtasks are described in detail below.

1. Processing a feasibility application

Follow the steps below to process a feasibility application.

Step	Action	In accordance with section...
1	Enter the feasibility application details in OPermit. Ensure you tick the Feasibility Study tick box on the Applications Details page.	D3.2 and D3.3
2	If the application masses exceed policy limits, reduce them until they pass the checks in OPermit.	D3.7
3	If you need inputs from other regions for local road consents or state highways that are not approved for full HPMV, forward the feasibility application to the PIOs in the other regions involved.	D3.4
4	For any state highways in your region that are not approved for full HPMV, generate the structural analysis reports in OPermit and refer the reports together with the application to the regional SMC.	D3.5
5	When you have collated any responses from other PIOs and the SMC, amend application details in OPermit if required. For example, you may need to lower gross mass to accommodate the weakest structure on the route, or change the route.	D3.7
6	Continue with subtask 2. <i>Creating a feasibility study document.</i>	

Continued on next page

D6.6 Processing a feasibility application continued

2. Creating a feasibility study document

Follow the steps below to create a feasibility study document.

Step	Action																																																																																	
1	<p>Generate a feasibility study document in OPermit.</p> <p>Save the document and open it in MS Word and open it.</p>																																																																																	
2	<p>Make the following changes to the document:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Emphasise 'FEASIBILITY STUDY ONLY - NOT FOR USE AS A PERMIT' in a prominent position on page 1. <input type="checkbox"/> Delete the words 'is hereby authorised to use'. <input type="checkbox"/> Remove the permit period dates and leave the space blank. <p>Example:</p> <p>Example:</p> <p>NZ TRANSPORT AGENCY WAKA KOTAHI</p> <p>Permit No.: XY/H/17/0123</p> <p>Permit for High Productivity Motor Vehicle</p> <p>UNDER Land Transport Rule: Vehicle Dimensions and Mass 2016 AAA Transport Ltd PO Box 102938, Hauraki</p> <p>Writer, Fax: 09 999 0097. Phone: 09 999 0091</p> <p>FEASIBILITY STUDY ONLY - Not for use as a permit</p> <p>is hereby authorised to use (vehicle description): High Productivity Motor Vehicle (HPMV AWF) Registered N^o(s): ABC123, XYZ087 for High Productivity Motor Vehicle trip(s) between: Leave dates blank For the transport of: General Bulk On Route: Oteha Valley Rd Albany, SH 1 north to Woodcocks Rd, Warkworth and return</p> <p>Conditions</p> <p style="text-align: center;">Axle weight flexibility: HPMV</p> <table border="1"> <thead> <tr> <th>Axle number</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> <th>6</th> <th>7</th> <th>8</th> </tr> </thead> <tbody> <tr> <td>Axle type*</td> <td>S</td> <td>T</td> <td>T</td> <td>T</td> <td>T</td> <td>T</td> <td>T</td> <td>T</td> </tr> <tr> <td>Individual Axle Mass Limit (kg)</td> <td>5500</td> <td>5500</td> <td>8800</td> <td>8800</td> <td>8800</td> <td>8800</td> <td>8800</td> <td>8800</td> </tr> <tr> <td>Axle Set Mass Limit (kg)</td> <td colspan="2">11,000</td> <td colspan="2">16,000</td> <td colspan="2">16,000</td> <td colspan="2">16,000</td> </tr> <tr> <td>Axle Combination Mass Limit (kg)</td> <td colspan="4">28,000 over axles 1 – 4 (prime mover)</td> <td colspan="4">28,000 over axles 5 – 8 (trailer)</td> </tr> <tr> <td>Axle Combination Mass Limit (kg)</td> <td colspan="2"></td> <td colspan="4">29,000 over axles 3 – 6</td> <td colspan="2"></td> </tr> <tr> <td>Axle Combination Mass Limit (kg)</td> <td colspan="2"></td> <td colspan="6">42,000 over axles 3 – 8</td> </tr> <tr> <td>Spacing from previous axle (m)</td> <td>0.00</td> <td>1.90</td> <td>3.57</td> <td>1.32</td> <td>4.90</td> <td>1.30</td> <td>4.10</td> <td>1.30</td> </tr> <tr> <td>Tyre Size</td> <td>Standard</td> <td>Standard</td> <td>Standard</td> <td>Standard</td> <td>Standard</td> <td>Standard</td> <td>Standard</td> <td>Standard</td> </tr> </tbody> </table> <p>* S=Single tyred axle, T=Twin tyred axle, SL=Single Large Tyred Axle, M=Single Mega Tyred Axle</p> <p>The total mass on any individual axle, axle set or combination of axles must not exceed the sum of the mass limits shown for those axles in the table above.</p> <p>Critical Conditions</p> <ol style="list-style-type: none"> The gross mass of the vehicle with the load must not exceed 56,000 Kilograms. 	Axle number	1	2	3	4	5	6	7	8	Axle type*	S	T	T	T	T	T	T	T	Individual Axle Mass Limit (kg)	5500	5500	8800	8800	8800	8800	8800	8800	Axle Set Mass Limit (kg)	11,000		16,000		16,000		16,000		Axle Combination Mass Limit (kg)	28,000 over axles 1 – 4 (prime mover)				28,000 over axles 5 – 8 (trailer)				Axle Combination Mass Limit (kg)			29,000 over axles 3 – 6						Axle Combination Mass Limit (kg)			42,000 over axles 3 – 8						Spacing from previous axle (m)	0.00	1.90	3.57	1.32	4.90	1.30	4.10	1.30	Tyre Size	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard
Axle number	1	2	3	4	5	6	7	8																																																																										
Axle type*	S	T	T	T	T	T	T	T																																																																										
Individual Axle Mass Limit (kg)	5500	5500	8800	8800	8800	8800	8800	8800																																																																										
Axle Set Mass Limit (kg)	11,000		16,000		16,000		16,000																																																																											
Axle Combination Mass Limit (kg)	28,000 over axles 1 – 4 (prime mover)				28,000 over axles 5 – 8 (trailer)																																																																													
Axle Combination Mass Limit (kg)			29,000 over axles 3 – 6																																																																															
Axle Combination Mass Limit (kg)			42,000 over axles 3 – 8																																																																															
Spacing from previous axle (m)	0.00	1.90	3.57	1.32	4.90	1.30	4.10	1.30																																																																										
Tyre Size	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard																																																																										

Continued on next page

D6.6 Processing a feasibility application continued

2. Creating a feasibility study document (continued)

Step	Action
3	When you have completed the draft feasibility study document, continue with subtask 3. <i>Obtaining local road consents.</i>

3. Obtaining local road consents

Follow the steps below to obtain consents from local RCAs in your region for any the local roads requested on the feasibility application that are not pre-approved.

Step	Action
1	Write an email to the local RCAs involved and request their written consent to the inclusion of local roads requested in the feasibility application.
2	Attach the draft feasibility study document to the email and send it to each of the local RCAs.
3	When you have received written replies from all the local RCAs, remove any local roads that are not approved from the feasibility study document. Note: You do not need to discuss changing the route with the applicant if not all local roads are approved.
4	When you have made all necessary changes to the feasibility study document, continue with subtask 4. <i>Issuing a feasibility study document.</i>

4. Issuing a feasibility study document


Follow the steps below to issue a feasibility study document.

Step	Action
1	Remove the typed PIO name and date of signature from the feasibility study document, if applicable, and do not add your signature. This is an additional measure to ensure that the document cannot be mistaken for a permit.
2	When you are satisfied that all details in the feasibility study document are correct, save it as a PDF file.

Continued on next page

D6.6 Processing a feasibility application continued

4. Issuing a feasibility study document (continued)

Step	Action
3	Draft an email to the applicant. Emphasise in your email that the feasibility study document is not a legal permit .
4	Attach the PDF file of the feasibility study document to the email and send it to the applicant.
5	<p>Upload the feasibility study document to the permit portal and update the status of the application.</p> <p>In the 'Update Application' pop-up:</p> <ul style="list-style-type: none"> <input type="checkbox"/> change the status of the application to Issued <input type="checkbox"/> in the Permit Number field, record the feasibility number, and <input type="checkbox"/> enter the total mass on the feasibility study document. 
6	Save all application documents in the application folder.

End of process This completes the processing of a feasibility application.

Chapter D7: General access and HPMV permit mass limits tables

Overview

About this chapter

The tables in this chapter show the general access and the HPMV permit mass limits that are specified in the VDAM Rule.

Comparative table format

The general access and HPMV permit mass limits for individual axles, axle sets and axle groups are shown side by side in this chapter for easy comparison of the different limits as well as the different axle and tyre type specifications.

However, general access and HPMV permit mass limits are not a one-for-one match. There are some differences in axle and tyre type specifications, and some specifications and mass limits that apply to general access do not have an equivalent HPMV specification and mass limit, and vice versa.

IMPORTANT: You must pay close attention to the different axle and tyre type specifications that apply to the different mass limits.

In this chapter

This chapter contains the following sections:

Section	See page
D7.1 Table 1: Maximum mass on individual axles	D7-2
D7.2 Table 2: Maximum sum of axle mass on two axles in a tandem axle set	D7-5
D7.3 Table 3: Maximum sum of axle mass on a tri-axle set	D7-8
D7.4 Table 4: Maximum sum of axle mass on a quad-axle set	D7-9
D7.5 Table 5: Maximum sum of axle mass on any two or more axles not otherwise described	D7-10
D7.6 Table 6: Maximum total mass limits	D7-11
D7.7 Table 7: 45/46t general access mass limits	D7-15

D7.1 Table 1: Maximum mass on individual axles

Table 1 This table shows the maximum general access and HPMV permit mass limits on individual axles according to tyre type. A set of two axles less than 1 metre from the centre of the first to the centre of the last axle is counted as one axle.
Legislation reference: VDAM Rule schedule 3, part 1, table 1.1B (general access limits), and part 3, table 3.1 (HPMV limits).

GENERAL ACCESS		HPMV	
Type of axle	Mass limit	Type of axle	Mass limit
<i>Single standard tyres</i>	<i>kg</i>	<i>Single standard tyres</i>	<i>kg</i>
In a twin-steer axle set, or in a tandem axle set with a single large-tyred axle	5500	In a twin-steer axle set, or in a tandem axle set with a twin or single large-tyred axle	5500
In a tandem axle set with a twin-tyred axle:			
• in a passenger service vehicle	5800		
• in any other vehicle	5500		
In any other axle set	6000	In any other axle set	6000
<i>Single large-tyred</i>	<i>kg</i>	<i>Single large-tyred</i>	<i>kg</i>
In a twin-steer axle set or a quad-axle set	5500	In a twin-steer axle set	5500
		In a quad-axle set	6000
In a tandem set with a single large-tyred axle or a single standard-tyred axle or in a tri-axle set	6600	In a tandem axle set with two single large-tyred axles or in a tandem axle set with a single standard-tyred axle or in a tri-axle set	6600
In any other axle set	7200	In any other axle set	7200

Continued on next page

D7.1 Table 1: Maximum mass on individual axles continued

Table 1 (continued)

GENERAL ACCESS		HPMV	
Type of axle	Mass limit	Type of axle	Mass limit
<i>Single mega-tyred</i>		<i>Single mega-tyred</i>	
In a twin-steer axle set	5500	In a twin-steer axle set	5500
In a single-steer axle set	7200	In a single-steer axle set	7200
In a quad-axle set	6000	In a quad-axle set	6000
In a tri-axle set	7000	In a tri-axle set	7000
In any other axle set	7600	In any other axle set	7600
<i>Twin-tyred</i>		<i>Twin-tyred</i>	
In a quad-axle set	6000	In a quad-axle set	6000
In a tri-axle set	7000	In a tri-axle set	7000
In a tandem axle set with a single standard-tyred axle:			
• in a passenger service vehicle	8700		
• in any other vehicle	8200		
In any other axle set:			
• in a public transport service bus	9000		
• in any other vehicle	8200	In any other axle set	8800

Continued on next page

D7.1 Table 1: Maximum mass on individual axles continued

Table 1 (continued)

GENERAL ACCESS		HPMV	
Type of axle	Mass limit	Type of axle	Mass limit
<i>Oscillating axle</i>	<i>kg</i>	<i>Oscillating axle</i>	
In any axle set	9500	In any axle set	9500

D7.2 Table 2: Maximum sum of axle mass on two axles in a tandem axle set

Table 2

The tables below show the maximum general access and HPMV permit sums of axle mass on two axles in a tandem axle set.

A tandem axle set consists of two axles that are at least 1 metre but no more than 2 metres from the centre of the first to the centre of the last axle.

The 2-metre maximum does not apply to twin-steer axle sets.

Legislation reference: VDAM Rule schedule 3, part 1, table 1.2 (general access limits), and part 3, table 3.2 (HPMV limits).

GENERAL ACCESS		HPMV	
Type of axles	Mass limit (kg)	Type of axles	Mass limit (kg)
Two single standard-tyred axles	11,000	Two single standard-tyred axles	11,000
<i>Two single large-tyred axles</i>		<i>Two single large-tyred axles</i>	
In a twin-steer axle set	11,000	In a twin-steer axle set	11,000
Not in a twin-steer axle set	13,000	Not in a twin-steer axle set	13,000
<i>Two single mega-tyred axles</i>		<i>Two single mega-tyred axles</i>	
In a twin-steer axle set	11,000	In a twin-steer axle set	11,000
Not in a twin-steer axle set	14,000	Not in a twin-steer axle set	14,000

Continued on next page

D7.2 Table 2: Maximum sum of axle mass on two axles in a tandem axle set continued

Table 2 (continued)

GENERAL ACCESS		HPMV	
Type of axles	Mass limit	Type of axles	Mass limit
<i>Two twin-tyred axles</i>		<i>Two twin-tyred axles</i>	
Spaced less than 1.3m from the first axle to the last axle	14,500	Spaced less than 1.3m from the first axle to the last axle	15,000
Spaced 1.3m or more but less than 1.8m from the first axle to the last axle	15,000	Spaced 1.3m or more from the first axle to the last axle	16,000
Spaced 1.8m or more from the first axle to the last axle	15,500		
<i>Twin-tyred axle</i>		<i>Twin-tyred axle</i>	
For a passenger service vehicle:			
• with a single standard-tyred axle and load share of 60/40	14,500		
• with a single large-tyred axle or single mega-tyred axle and load share between 60/40 and 55/45	14,500		
For any other vehicle:			
• with a single large-tyred axle or single mega-tyred axle and load share of 60/40	13,600	With a single large-tyred axle or a single mega-tyred axle and load share of 60/40	13,600
• with a single large-tyred axle or a single mega-tyred axle and load share of 55/45	14,500	With a single large-tyred axle or a single mega-tyred axle and load share of 55/45	14,500

Continued on next page

D7.2 Table 2: Maximum sum of axle mass on two axles in a tandem axle set continued

Table 2 (continued)

GENERAL ACCESS		HPMV	
Type of axles	Mass limit	Type of axles	Mass limit
<i>Single standard-tyred axle</i>	<i>kg</i>	<i>Single standard-tyred axle</i>	<i>kg</i>
With an oscillating axle	13,000	With an oscillating axle	13,000
With a single large-tyred axle or a twin-tyred axle or a single mega-tyred axle	12,000	With a single large-tyred or a single mega-tyred axle	12,000
		With a twin-tyred axle	13,300
<i>Other combinations</i>	<i>kg</i>	<i>Two oscillating axles</i>	<i>kg</i>
Two oscillating axles	15,000	Spaced less than 1.3m from the first axle to the last axle	15,000
		Spaced 1.3m or more from the first axle to the last axle	16,000

D7.3 Table 3: Maximum sum of axle mass on a tri-axle set

Table 3 This table shows the maximum general access and HPMV permit sum of axle mass on a tri-axle set.

A tri-axle set consists of three axles where:

- the axles are spaced at least 2 metres (or 1.8 metres in the case of a single standard-tyred axle) but no more than 3 metres from the centre of the first to the centre of the last axle, and
- all axles contain an equal number of tyres.

Legislation reference: VDAM Rule schedule 3, part 1, table 1.3 (general access limits), and part 3, table 3.3 (HPMV limits).

GENERAL ACCESS		HPMV	
Type of axles	Mass limit	Type of axles	Mass limit
<i>Three oscillating axles, three twin-tyred axles, three single large-tyred axles, or three single mega-tyred axles</i>	<i>kg</i>	<i>Three oscillating axles, three twin-tyred axles, three single large-tyred axles, or three single mega-tyred axles</i>	<i>kg</i>
Spaced 2m or more but less than 2.4m from the first axle to the last axle	16,000	Spaced 2m or more but less than 2.4m from the first axle to the last axle	16,000
Spaced 2.4m or more but less than 2.5m from the first axle to the last axle	17,500	Spaced 2.4m or more but less than 2.5m from the first axle to the last axle	18,000
Spaced 2.5m or more from the first axle to the last axle	18,000	Spaced 2.5m or more from the first axle to the last axle	19,000
<i>Three single standard-tyred axles</i>	<i>kg</i>		
Spaced 1.8m or more and less than 3m from the first axle to the last axle	8200		

D7.4 Table 4: Maximum sum of axle mass on a quad-axle set

Table 4

This table shows the maximum general access and HPMV permit sum of axle mass on a quad-axle set.

A quad-axle set consists of four axles where:

- the axles are spaced at least 3.75 metres and no more than 4 metres from the centre of the first to the centre of the last axle
- all axles contain an equal number of tyres, and
- none of the axles is a single standard-tyred axle.

Legislation reference: VDAM Rule schedule 3, part 1, table 1.4 (general access limits), and part 3, table 3.4 (HPMV limits).

GENERAL ACCESS		HPMV	
Type of axles	Mass limit	Type of axles	Mass limit
<i>Quad-axle set with...</i>	<i>kg</i>	<i>Quad-axle set with...</i>	<i>kg</i>
Four twin-tyred axles	20,000	Twin-tyred axles	22,000
Four single large-tyred axles		Single large-tyred axles	
Four single mega-tyred axles		Single mega-tyred axles	
	Oscillating axles with at least one steering axle		

D7.5 Table 5: Maximum sum of axle mass on any two or more axles not otherwise described

Table 5

This table shows the maximum general access and HPMV permit sum of mass on any two or more axles that together do not constitute a single tandem axle set, a single tri-axle set or a single quad-axle set, where the distance from the centre of the first axle to the centre of the last axle is 1.0 metre or more but less than 1.8 metres (including maximum gross mass).

Legislation reference: VDAM Rule schedule 3, part 1, table 1.5 (general access limits), and part 3, table 3.5 (HPMV limits).

GENERAL ACCESS		HPMV	
Type of axles	Mass limit (kg)	Type of axles	Mass limit (kg)
Two single standard-tyred axles	11,000	Two single standard-tyred axles	11,000
Two single large-tyred axles	12,000	Two single large-tyred axles	12,000
		Two single mega-tyred axles	13,000
A single standard-tyred axle with a single large-tyred axle, single mega-tyred axle or a twin-tyred axle	12,000	A single standard-tyred axle with a single large-tyred axle or a twin-tyred axle or a single mega-tyred axle	12,000
Any other two or more axles	14,500	Any other two or more axles	14,500

D7.6 Table 6: Maximum total mass limits

Table 6

This table shows the maximum sum of mass allowed for general access and under an HPMV higher mass permit on any two or more axles that together do not constitute a single tandem axle set, single tri-axle set or single quad-axle set, where the distance from the centre of the first axle to the centre of the last axle is 1.8 metres or more (including maximum gross mass).

Legislation reference: VDAM Rule schedule 3, part 2, table 2.1 (general access limits) and part 4 (HPMV limits).

GENERAL ACCESS		HPMV	
Distance from the centre of the first to the centre of the last axle	Mass limit (kg)	Distance from the centre of the first to the centre of the last axle	Mass limit (kg)
1.8m but less than 2.5m	15,500	1.8m but less than 2.0m	15,500
		2.0m but less than 2.5m	16,000
2.5m but less than 3.0m	17,500	2.5m but less than 3.0m	17,500
3.0m but less than 3.3m	19,000	3.0m but less than 3.3m	19,000
3.3m but less than 3.6m	20,000	3.3m but less than 3.6m	20,000
3.6m but less than 4.0m	21,000	3.6m but less than 4.0m	21,000
4.0m but less than 4.4m	22,000	4.0m but less than 4.4m	22,000
4.4m but less than 4.7m	23,000	4.4m but less than 4.5m	23,000
		4.5m but less than 4.7m	23,500
4.7m but less than 5.1m	24,000	4.7m but less than 5.0m	24,000
5.1m but less than 5.4m	25,000	5.0m but less than 5.4m	25,000

Continued on next page

D7.6 Table 6: Maximum total mass limits continued

Table 6 (continued)

GENERAL ACCESS		HPMV	
Distance from the centre of the first to the centre of the last axle	Mass limit (kg)	Distance from the centre of the first to the centre of the last axle	Mass limit (kg)
5.4m but less than 5.8m	26,000	5.4m but less than 5.5m	26,000
		5.5m but less than 5.8m	26,500
5.8m but less than 6.4m	27,000	5.8m but less than 6.0m	27,000
6.4m but less than 7.0m	28,000	6.0m but less than 6.5m	28,000
7.0m but less than 7.6m	29,000	6.5m but less than 7.0m	29,500
7.6m but less than 8.2m	30,000		
8.2m but less than 8.8m	31,000	7.0m but less than 7.5m	31,000
8.8m but less than 9.4m	32,000	7.5m but less than 8.0m	32,500
9.4m but less than 10.0m	33,000		
10.0m but less than 10.8m	34,000	8.0m but less than 8.5m	34,000
10.8m but less than 11.6m	35,000	8.5m but less than 9.0m	35,000
11.6m but less than 12.0m	36,000	9.0m but less than 9.5m	36,000
12.0m but less than 12.5m	37,000	9.5m but less than 10.0m	37,000
12.5m but less than 13.2m	38,000	10.0m but less than 10.5m	38,000
13.2m but less than 14.0m	39,000	10.5m but less than 11.0m	39,000

Continued on next page

D7.6 Table 6: Maximum total mass limits continued

Table 6 (continued)

GENERAL ACCESS		HPMV	
Distance from the centre of the first to the centre of the last axle	Mass limit (kg)	Distance from the centre of the first to the centre of the last axle	Mass limit (kg)
14.0m but less than 14.8m	40,000	11.0m but less than 11.5m	40,000
14.8m but less than 15.2m	41,000	11.5m but less than 12.0m	41,000
15.2m but less than 15.6m	42,000	12.0m but less than 12.5m	42,000
15.6m but less than 16.0m	43,000	12.5m but less than 13.0m	43,000
16.0m or more	44,000	13.0m but less than 13.5m	44,000
<p>Note: For 45/46t general access mass limits for heavy motor vehicles with at least 7 or 8 axles and a minimum wheelbase, see section <i>D7.7 Table 7: 45/46t general access mass limits</i>.</p>		13.5m but less than 14.0m	45,000
		14.0m but less than 14.5m	46,000
		14.5m but less than 15.0m	47,000
		15.0m but less than 15.5m	48,000
		15.5m but less than 16.0m	49,000
		16.0m but less than 16.5m	50,000
		16.5m but less than 17.0m	51,000
		17.0m but less than 17.5m	52,000
		17.5m but less than 18.0m	53,000

Continued on next page

D7.6 Table 6: Maximum total mass limits continued

Table 6 (continued)

GENERAL ACCESS		HPMV	
Distance from the centre of the first to the centre of the last axle	Mass limit (kg)	Distance from the centre of the first to the centre of the last axle	Mass limit (kg)
N/A		18.0m but less than 18.5m	54,000
		18.5m but less than 19.0m	55,000
		19.0m but less than 19.5m	56,000
		19.5m but less than 20.0m	57,000
		20.0m but less than 20.5m	58,000
		20.5m but less than 21.0m	59,000
		21.0m but less than 21.5m	60,000
		21.5m but less than 22.0m	61,000
		22.0m or more ¹	62,000 or more ¹

Note:

1. For distances of more than 22 metres, the maximum allowed mass for a vehicle combination above 62,000kg increases by 1000kg for each 0.5 metre in distance. However, such permit masses would only be available to a vehicle with a non pro-forma overlength permit, which is only granted in exceptional circumstances.

D7.7 Table 7: 45/46t general access mass limits

General access limits table 7

This table shows the maximum general access gross mass limits for heavy motor vehicles with at least seven axles and a minimum wheelbase of 16.8 metres.

Legislation reference: VDAM Rule schedule 3, part 2, table 2.2.

Axle requirements	Mass limit (kg)
<i>Distance from the centre of the first axle to the centre of the last axle:</i>	
16.8m or more, and a minimum of 7 axles	45,000
17.4m or more, and a minimum of 8 axles	46,000

Chapter D8: HPMV higher mass permitting resources for manual compliance checks

Overview

About this chapter

This chapter contains reference material for processing HPMV higher mass permit applications without a permitting tool like the Waka Kotahi OPermit system. The information provides guidance for manually checking compliance with legal mass limits and templates for use in permits.

Audience

The audience for this chapter is anyone involved in permitting who may need to manually check mass compliance for an HPMV higher mass permit, for example:

- staff in local road controlling authorities (RCAs) who issue higher mass permits without access to the Waka Kotahi permitting system OPermit
- transport operators, and
- enforcement agents.

Sample permit forms for local RCAs

Sample VDAM permit forms can be found on the Waka Kotahi website at nzta.govt.nz/assets/Commercial-Driving/docs/VDAM-Permit-Samples-RCA.pdf.

In this chapter

This chapter contains the following sections:

Section	See page
D8.1 Critical axle groups for HPMVs	D8-2
D8.2 Manually checking compliance with axle mass limits	D8-6
D8.3 Axle weight flexibility tables for use in permits	D8-13

D8.1 Critical axle groups for HPMVs

Definition of axle 'group'

Axle groups are any two or more axles that together do not constitute a single tandem axle set, single tri-axle set, or single quad-axle set, where the distance from the centre of the first axle to the centre of the last axle is 1.8 metres or more.

VDAM Rule total mass limits apply

Axle groups are subject to the total mass limits in the VDAM Rule schedule 3, part 2 and part 4, which are reproduced above in section *D7.6 Table 6: Maximum total mass limits*.

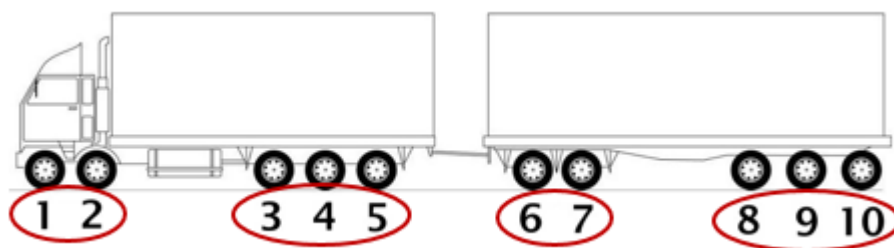
Total mass limits depend on the distance between the first and the last axle and are therefore also referred to as 'distance mass limits'.

What are 'critical' axle groups?

'Critical axle groups' are the key axle groups in a vehicle combination for checking compliance with the VDAM Rule total mass limits for an HPMV higher mass permit.

Example

This vehicle combination (an R23T23) has 10 axles numbered from the front and grouped into four sets:



The following critical axle groups should be checked for compliance with the total mass limits in the VDAM Rule:

- 1 to 5 (Truck)
- 3 to 7 (Central five)
- 3 to 10 (Back eight)
- 6 to 10 (Trailer)
- 1 to 10 (Whole combination)

The critical axle groups for other vehicle designs are listed in the table on the following pages.

The total mass limits check is described in section *D8.2 Manually checking compliance with axle mass limits*, subtask 3. *Checking total mass limits*.

Continued on the next page

D8.1 Critical axle groups for HPMVs continued

Table

The table below shows the critical axle groups for vehicles eligible for HPMV permits.

For diagrams of the different vehicle types, see section *D2.7 Eligible vehicle types and RUC details*.

Vehicle	Critical axle groups (counted from front of vehicle)
R12T22 (7 axles)	1 to 3 (Truck) 2 to 5 (Central four) 2 to 7 (Back six) 4 to 7 (Trailer) 1 to 7 (Whole combination)
R12T23 (8 axles)	1 to 3 (Truck) 2 to 5 (Central four) 2 to 8 (Back seven) 4 to 8 (Trailer) 1 to 8 (Whole combination)
R22T22 (8 axles)	1 to 4 (Truck) 3 to 6 (Central four) 3 to 8 (Back six) 5 to 8 (Trailer) 1 to 8 (Whole combination)
R13T23 (9 axles)	1 to 4 (Truck) 2 to 6 (Central five) 2 to 9 (Back eight) 5 to 9 (Trailer) 1 to 9 (Whole combination)
R22T23 (9 axles)	1 to 4 (Truck) 3 to 6 (Central four) 3 to 9 (Back seven) 5 to 9 (Trailer) 1 to 9 (Whole combination)
R23T22 (9 axles)	1 to 5 (Truck) 3 to 7 (Central five) 3 to 9 (Back seven) 6 to 9 (Trailer) 1 to 9 (Whole combination)

Continued on next page

D8.1 Critical axle groups for HPMVs continued

Table (continued)

Vehicle	Critical axle groups (counted from front of vehicle)
R23T23 (10 axles)	1 to 5 (Truck) 3 to 7 (Central five) 3 to 10 (Back eight) 6 to 10 (Trailer) 1 to 10 (Whole combination)
A124 (7 axles)	1 to 3 (Truck) 2 to 7 (Back six) 1 to 7 (Whole combination)
A223 (7 axles)	1 to 4 (Truck) 3 to 7 (Back five) 1 to 7 (Whole combination)
A134 (8 axles)	1 to 4 (Truck) 2 to 8 (Back seven) 1 to 8 (Whole combination)
A224 (8 axles)	1 to 4 (Truck) 3 to 8 (Back six) 1 to 8 (Whole combination)
A234 (9 axles)	1 to 5 (Truck) 3 to 9 (Back seven) 1 to 9 (Whole combination)
B1222 (7 axles)	1 to 3 (Truck) 2 to 5 (Central four) 2 to 7 (Back six) 4 to 7 (Trailers) 1 to 7 (Whole combination)
B1232 (8 axles)	1 to 3 (Truck) 2 to 6 (Central five) 2 to 8 (Back seven) 4 to 8 (Trailers) 1 to 8 (Whole combination)

Continued on next page

D8.1 Critical axle groups for HPMVs continued

Table (continued)

Vehicle	Critical axle groups (counted from front of vehicle)
B1233 (9 axles)	1 to 3 (Truck) 2 to 6 (Central five) 2 to 9 (Back eight) 4 to 9 (Trailers) 1 to 9 (Whole combination)
B2223 (9 axles)	1 to 4 (Truck) 3 to 6 (Central four) 3 to 9 (Back seven) 5 to 9 (Trailers) 1 to 9 (Whole combination)
B2232 (9 axles)	1 to 4 (Truck) 3 to 7 (Central five) 3 to 9 (Back seven) 5 to 9 (Trailers) 1 to 9 (Whole combination)
B2233 (10 axles)	1 to 4 (Truck) 3 to 7 (Central five) 3 to 10 (Back eight) 5 to 10 (Trailers) 1 to 10 (Whole combination)
B1243 (10 axles)	1 to 3 (Truck) 2 to 7 (Central six) 2 to 10 (Back nine) 4 to 10 (Trailers) 1 to 10 (Whole combination)

D8.2 Manually checking compliance with axle mass limits

Introduction

This section describes how to manually check whether the axle masses on an HPMV higher mass permit application are within the legal limits prescribed in the VDAM Rule.

If you are a Waka Kotahi PIO or contractor, this check is automatically done by OPermit.

Which mass limits apply?

The table below gives an overview of which prescribed mass limits in the VDAM Rule apply depending on the axle weight flexibility (AWF) option applied for.

AWF option	Applies to...	Applicable limits in the VDAM Rule...	Or see section...
General access	<ul style="list-style-type: none"> Individual axles Axle sets 	schedule 3, part 1	D7.1 to D7.5 (General access limits)
	<ul style="list-style-type: none"> Pairs of axle sets 	schedule 3, part 2	<i>D7.6 Table 6: Maximum total mass limits (General access limits)</i>
	<ul style="list-style-type: none"> Groups of 3 or more axle sets 	schedule 3, part 4	<i>D7.6 Table 6: Maximum total mass limits (HPMV limits)</i>
HPMV	<ul style="list-style-type: none"> Individual axles Axle sets 	schedule 3, part 3	D7.1 to D7.5 (HPMV limits)
	<ul style="list-style-type: none"> Groups of 2 or more axle sets 	schedule 3, part 4	<i>D7.6 Table 6: Maximum total mass limits (HPMV limits)</i>

Note: HPMV mass limits apply to all groups of three or more axle sets, regardless of the AWF option applied for.

For more information and examples, see section *D3.6 Determining axle weight flexibility type, total mass and individual axle masses* in volume 1 of this manual.

Continued on next page

D8.2 Manually checking compliance with axle mass limits continued

Three subtasks

Checking axle mass limits involves the following three subtasks:

1. **Checking individual axle mass limits**
2. **Checking axle set mass limits**, and
3. **Checking total mass** limits (also sometimes referred to as axle distance mass limits or group mass limits).

These three subtasks are explained in detail below.

1. Checking individual axle mass limits

Follow the steps below to check individual axle mass limits.

Legislation reference: VDAM Rule schedule 3.

Step	Action									
1	Note the axle weight flexibility (AWF) option selected on the application form (either 'General Access' or 'HPMV').									
2	Refer to the unit information on the application form and note: <ul style="list-style-type: none"> – each individual axle type (single standard-tyred, single large-tyred, etc), and – the type of axle set the individual axle is in (twin-steer, tandem, quad-axle, etc). 									
3	Refer to this table to look up the applicable legal mass limit: <table border="1" style="margin: 10px auto; width: 80%;"> <thead> <tr> <th>If the AWF option is...</th> <th>Then refer to the VDAM Rule...</th> <th>Or in this manual...</th> </tr> </thead> <tbody> <tr> <td>General access</td> <td>schedule 3, part 1, table 1.1B</td> <td><i>D7.1 Table 1: Maximum mass on individual axles (General access limits)</i></td> </tr> <tr> <td>HPMV</td> <td>schedule 3, part 3, table 3.1</td> <td><i>D7.1 Table 1: Maximum mass on individual axles (HPMV limits)</i></td> </tr> </tbody> </table> <p>Confirm that the mass applied for on each individual axle is less than or equal to the legal limit.</p>	If the AWF option is...	Then refer to the VDAM Rule...	Or in this manual...	General access	schedule 3, part 1, table 1.1B	<i>D7.1 Table 1: Maximum mass on individual axles (General access limits)</i>	HPMV	schedule 3, part 3, table 3.1	<i>D7.1 Table 1: Maximum mass on individual axles (HPMV limits)</i>
If the AWF option is...	Then refer to the VDAM Rule...	Or in this manual...								
General access	schedule 3, part 1, table 1.1B	<i>D7.1 Table 1: Maximum mass on individual axles (General access limits)</i>								
HPMV	schedule 3, part 3, table 3.1	<i>D7.1 Table 1: Maximum mass on individual axles (HPMV limits)</i>								

Continued on next page

D8.2 Manually checking compliance with axle mass limits continued

1. Checking individual axle mass limits (continued)

Step	Action
4	<p>Are the individual axle masses applied for within the legal limits?</p> <ul style="list-style-type: none"> • If yes, go to step 5. • If no, contact the applicant and ask whether the mass can be adjusted to within the legal limit. If no adjustment can be made, decline the application.
5	Repeat steps 1 to 4 for each vehicle unit applied for.
6	When you have checked all units, continue with subtask 2. <i>Checking axle set mass limits.</i>

2. Checking axle set mass limits

Follow the steps below to check axle set mass limits.

Legal reference: VDAM Rule schedule 3.

Step	Action									
1	Refer to the unit information on the application form.									
2	<p>Note the axle set types on the unit (tandem, tri-axle or quad-axle set).</p> <p>Add up the total mass for each axle set and make a note of the sums.</p>									
3	<p>Refer to this table to look up the applicable legal mass limit for each axle set:</p> <table border="1"> <thead> <tr> <th>If the AWF option is...</th> <th>Then refer to the VDAM Rule...</th> <th>Or in this manual...</th> </tr> </thead> <tbody> <tr> <td>General access</td> <td>schedule 3, part 1, tables 1.2 to 1.5</td> <td>D7.2 to D7.5 (General access limits)</td> </tr> <tr> <td>HPMV</td> <td>schedule 3, part 3, tables 3.2 to 3.5</td> <td>D7.2 to D7.5 (HPMV limits)</td> </tr> </tbody> </table> <p>Confirm that the mass applied for on each axle set (the sums from step 2) is less than or equal to the legal limit.</p>	If the AWF option is...	Then refer to the VDAM Rule...	Or in this manual...	General access	schedule 3, part 1, tables 1.2 to 1.5	D7.2 to D7.5 (General access limits)	HPMV	schedule 3, part 3, tables 3.2 to 3.5	D7.2 to D7.5 (HPMV limits)
If the AWF option is...	Then refer to the VDAM Rule...	Or in this manual...								
General access	schedule 3, part 1, tables 1.2 to 1.5	D7.2 to D7.5 (General access limits)								
HPMV	schedule 3, part 3, tables 3.2 to 3.5	D7.2 to D7.5 (HPMV limits)								

Continued on next page

D8.2 Manually checking compliance with axle mass limits continued

2. Checking axle set mass limits (continued)

Step	Action
4	<p>Are the axle set masses applied for within the legal limits?</p> <ul style="list-style-type: none"> • If yes, go to step 5. • If no, contact the applicant and ask whether the mass can be adjusted to within the legal limit. If no adjustment can be made, decline the application.
5	Repeat steps 1 to 4 for each vehicle unit applied for.
6	When you have checked the axle set masses on all units, continue with subtask 3. <i>Checking total mass limits.</i>

3. Checking total mass limits

Follow the steps below to confirm that the total mass limits are within legal limits.

Legislation reference: VDAM Rule schedule 3.

Step	Action
1	<p>Note the vehicle type indicated on the application form (for example R22T22).</p> <p>For diagrams of all eligible vehicle combinations, see section <i>D2.7 Eligible vehicle types and RUC details.</i></p>
2	<p>Look up the critical axle groups for the vehicle type in section <i>D8.1 Critical axle groups for HPMVs.</i></p> <p>Create a simple 4-column table and record the critical axle groups in the left column as shown in <i>Example of checking total mass limits</i> below.</p>
3	<p>For each critical axle group, calculate the distance from the first axle in the group to the last axle by adding up the spacings between the axles on the application form.</p> <p>Make a note of the distances in the second column of the table you created in step 2.</p>

Continued on next page

D8.2 Manually checking compliance with axle mass limits continued

3. Checking total mass limits (continued)

Step	Action												
4	<p>Calculate the total mass applied for on each critical axle group by adding up the relevant individual axle masses in the group from the application form.</p> <p>Enter the sums in the third column of the table.</p>												
5	<p>Look up the legal mass limit for the distances you calculated in step 3. Use this table for guidance:</p> <table border="1"> <thead> <tr> <th>If the critical axle group has...</th> <th>and axle weight flexibility is...</th> <th>then look up the mass limit in the VDAM Rule...</th> </tr> </thead> <tbody> <tr> <td>2 axle sets</td> <td>General access</td> <td>schedule 3, part 2, table 2.1</td> </tr> <tr> <td></td> <td>HPMV</td> <td>schedule 3, part 4</td> </tr> <tr> <td>3 axle sets</td> <td>either general access or HPMV</td> <td>schedule 3, part 4</td> </tr> </tbody> </table> <p>Enter the legal mass limit for each critical axle group in the fourth column of your table.</p>	If the critical axle group has...	and axle weight flexibility is...	then look up the mass limit in the VDAM Rule...	2 axle sets	General access	schedule 3, part 2, table 2.1		HPMV	schedule 3, part 4	3 axle sets	either general access or HPMV	schedule 3, part 4
If the critical axle group has...	and axle weight flexibility is...	then look up the mass limit in the VDAM Rule...											
2 axle sets	General access	schedule 3, part 2, table 2.1											
	HPMV	schedule 3, part 4											
3 axle sets	either general access or HPMV	schedule 3, part 4											
6	<p>Compare the application masses you calculated in step 4 with the legal limits you looked up in step 5 (the third and fourth columns in your table).</p> <p>Are the application masses less than or equal to the legal limits?</p> <ul style="list-style-type: none"> • If yes, the masses applied for on the critical axle groups comply with the legal mass limits. Continue processing the application. • If no, contact the applicant and ask whether the excess mass can be adjusted to be within the legal limit. If no adjustment can be made, decline the application. 												

Continued on next page

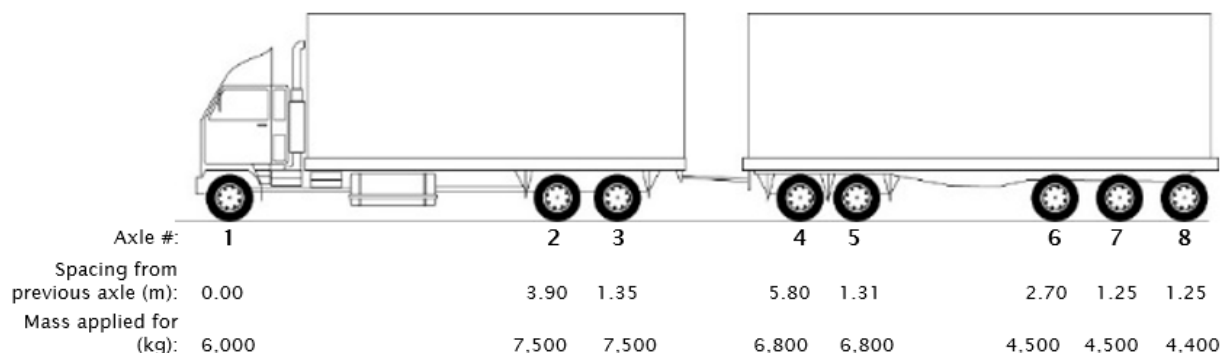
D8.2 Manually checking compliance with axle mass limits continued

Example of checking total mass limits

This example illustrates how to do the calculations and checks described in subtask 3. *Checking total mass* limits in section D8.2 above.

Sample vehicle

The vehicle in this example is an 8-axle R12T23 combination with the following axle spacings:



Axle weight flexibility

The axle weight flexibility (AWF) applied for in this example is general access AWF.

Calculations table example:

The table below shows the calculations from subtask 3 for the sample R12T23 vehicle combination:

Critical axle group (step 2 in subtask 3)	Distance from first to last axle (step 3 in subtask 3)	Mass applied for (step 4 in subtask 3)	Legal mass limit for general access AWF (step 5 in subtask 3)
1 to 3 (truck; 2 axle sets)	5.25m	21,000kg	25,000kg
2 to 5 (central four; 2 axle sets)	8.46m	28,600kg	31,000kg
2 to 8 (back seven; 3 axle sets)	13.66m	42,000kg	45,000kg (see Note below table)
4 to 8 (trailer; 2 axle sets)	6.51m	27,000kg	28,000kg
1 to 8 (whole combination; 4 axle sets)	17.56	48,000kg	53,000kg

Note: HPMV mass limits apply to **groups of three or more axle sets**, regardless of the AWF option applied for. However, the permit mass limit for the group may need to be lower – see *Permit mass limits* below.

Continued on next page

D8.2 Manually checking compliance with axle mass limits continued

Example of checking total mass limits (continued)

Checking total application masses

You can quickly check whether the total masses applied for are within the legal limits by comparing the masses in columns 3 and 4 in the calculations table example above.

If the masses applied for exceed the legal limits, you need to contact the applicant and discuss lowering the mass, or you must decline the application.

Permit mass limits

Permit masses can be higher than application masses because of axle weight flexibility – particularly the masses on individual axles and axle sets.

The exception is the mass limit on the permit for a **group of three or more axle sets**, which must be the lesser of:

- the sum of the individual axles in the axle group on the permit application
- the sum of the relevant axle set mass limits, or
- the applicable mass limit in the VDAM Rule schedule 3, part 4.

Permit mass limits must not exceed vehicle design limits

You should also confirm that the permit mass limits are within the certified ratings of the vehicle. Because of axle weight flexibility, you may need to adjust the permit mass limit to be within the vehicle's safety rating – for details see section *D4.4 Checking permit mass limits are within design limits*.

D8.3 Axle weight flexibility tables for use in permits

Audience This section is intended for anyone involved in permitting who does not have access to the Waka Kotahi permitting system OPermit, for example staff in local road controlling authorities.

Axle mass limit tables on permits HPMV higher mass permits include a table on page 1 of the permit that sets out the detailed axle mass limits for the AWF option applied for (either general access or HPMV).

This section explains the inputs into these tables. It also includes table templates for specific vehicle types that can be copied and used in permit documents.

Description of inputs Refer to the notes on the next page for details of what to enter into the fields in the table below.

R22T22 (8 axles)	Truck				Trailer			
Axle Number	1	2	3	4	5	6	7	8
Axle Type*	<i>Copy from application</i>							
Individual Axle Mass Limit (kg)	<i>Input mass limits depending on AWF option (see Note 1)</i>							
Axle Set Mass Limit (kg)	<i>Input mass limits depending on AWF option (see Note 2)</i>							
Axle Group Mass Limit (kg)	<i>Input mass limit based on axle spacing (see Note 3)</i> _____ over axles 1-4 (truck)							
Axle Group Mass Limit (kg)			<i>Input mass limit based on axle spacing (see Note 3)</i> _____ over axles 3-6					
Axle Group Mass Limit (kg)			<i>Input mass limit based on sum of mass on axles 3-8 on permit application (see Note 4)</i> _____ over axles 3-8					
Axle Group Mass Limit (kg)					<i>Input mass limit based on axle spacing (see Note 3)</i> _____ over axles 5-8 (trailer)			
Spacing from previous axle (m)	<i>Copy from application</i>							
Tyre Size	<i>Copy from application</i>							

* S=Single-tyred axle; SL=Single large-tyred axle; M=Single mega-tyred axle; T=Twin-tyred axle

Continued on next page

D8.3 Axle weight flexibility tables for use in permits continued

Note 1:

For **individual axles**, input the mass limits from the general access or HPMV permit mass limit tables as referenced below, depending on the AWF option applied for.

AWF type	Refer to VDAM Rule...	Or in this manual to...
General access	schedule 3, part 1, table 1.1B	<i>D7.1 Table 1: Maximum mass on individual axles (General access limits)</i>
HPMV	schedule 3, part 3, table 3.1	<i>D7.1 Table 1: Maximum mass on individual axles (HPMV limits)</i>

Note 2:

For **axle sets**, input the mass limits from the general access or HPMV tables as set out below, depending on the AWF type applied for.

AWF type	Refer to VDAM Rule...	Or in this manual to...
General access	schedule 3, part 1, tables 1.2 to 1.5	D7.2 to D7.5 (General access limits)
HPMV	schedule 3, part 3, tables 3.2 to 3.5	D7.2 to D7.5 (HPMV limits)

Note 3:

For **pairs of axle sets**, input the mass limits from the general access or HPMV tables as set out below, depending on the AWF type applied for, or the sum of the relevant axle set mass limits, whichever is the lesser.

AWF type	Refer to VDAM Rule...	Or in this manual to...
General access	schedule 3, part 2, table 2.1	<i>D7.6 Table 6: Maximum total mass limits (General access limits)</i>
HPMV	schedule 3, part 4	<i>D7.6 Table 6: Maximum total mass limits (HPMV limits)</i>

Note 4:

Where axle group mass limits are **for three axle sets**, input the lesser of:

- the sum of the individual axles in the axle group on the permit application
- the sum of the relevant axle set mass limits, or
- the applicable mass limit in the VDAM Rule schedule 3, part 4 (HPMV limits apply to groups of three axle sets regardless of the AWF option applied for).

Continued on next page

D8.3 Axle weight flexibility tables for use in permits continued

Rigid truck and full trailer combinations

Note: The red numbers in the tables refer to the explanatory notes on page D8-14 above.

R12T22

(7 axles)

Axle Number	1	2	3	4	5	6	7
Axle Type*							
Individual Axle Mass Limit (kg)	(1)	(1)	(1)	(1)	(1)	(1)	(1)
Axle Set Mass Limit (kg)	(2)	(2)		(2)		(2)	
Axle Group Mass Limit (kg)	(3)___ over axles 1–3 (truck)						
Axle Group Mass Limit (kg)			(3)_____ over axles 2–5				
Axle Group Mass Limit (kg)			(4)_____ over axles 2–7				
Spacing from previous axle (m)			(3)_____ over axles 4–7 (trailer)				
Tyre Size							

R12T23

(8 axles)

Axle Number	1	2	3	4	5	6	7	8
Axle Type*								
Individual Axle Mass Limit (kg)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)
Axle Set Mass Limit (kg)	(2)	(2)		(2)		(2)		
Axle Group Mass Limit (kg)	(3)___ over axles 1–3 (truck)							
Axle Group Mass Limit (kg)			(3)_____ over axles 2–5					
Axle Group Mass Limit (kg)			(4)_____ over axles 2–8					
Axle Group Mass Limit (kg)			(3)_____ over axles 4–8 (trailer)					
Spacing from previous axle (m)								
Tyre Size								

Continued on next page

D8.3 Axle weight flexibility tables for use in permits continued

R22T22 (8 axles)

Axle Number	1	2	3	4	5	6	7	8
Axle Type*								
Individual Axle Mass Limit (kg)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)
Axle Set Mass Limit (kg)	(2)		(2)		(2)		(2)	
Axle Group Mass Limit (kg)	(3)_____ over axles 1–4 (truck)							
Axle Group Mass Limit (kg)			(3)_____ over axles 3–6					
Axle Group Mass Limit (kg)			(4)_____ over axles 3–8					
Axle Group Mass Limit (kg)					(3)_____ over axles 5–8 (trailer)			
Spacing from previous axle (m)								
Tyre Size								

R13T23 (9 axles)

Axle Number	1	2	3	4	5	6	7	8	9
Axle Type*									
Individual Axle Mass Limit (kg)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)
Axle Set Mass Limit (kg)	(2)	(2)			(2)		(2)		
Axle Group Mass Limit (kg)	(3)_____ over axles 1–4 (truck)								
Axle Group Mass Limit (kg)			(3)_____ over axles 2–6						
Axle Group Mass Limit (kg)			(4)_____ over axles 2–9						
Axle Group Mass Limit (kg)					(3)_____ over axles 5–9 (trailer)				
Spacing from previous axle (m)									
Tyre Size									

Continued on next page

D8.3 Axle weight flexibility tables for use in permits

continued

R22T23 (9 axles)

Axle Number	1	2	3	4	5	6	7	8	9
Axle Type*									
Individual Axle Mass Limit (kg)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)
Axle Set Mass Limit (kg)	(2)		(2)		(2)		(2)		
Axle Group Mass Limit (kg)	(3)_____ over axles 1–4 (truck)								
Axle Group Mass Limit (kg)			(3)_____ over axles 3–6						
Axle Group Mass Limit (kg)			(4)_____ over axles 3–9						
Axle Group Mass Limit (kg)					(3)_____ over axles 5–9 (trailer)				
Spacing from previous axle (m)									
Tyre Size									

R23T22 (9 axles)

Axle Number	1	2	3	4	5	6	7	8	9
Axle Type*									
Individual Axle Mass Limit (kg)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)
Axle Set Mass Limit (kg)	(2)		(2)			(2)		(2)	
Axle Group Mass Limit (kg)	(3)_____ over axles 1–5 (truck)								
Axle Group Mass Limit (kg)			(3)_____ over axles 3–7						
Axle Group Mass Limit (kg)			(4)_____ over axles 3–9						
Axle Group Mass Limit (kg)					(3)_____ over axles 6–9 (trailer)				
Spacing from previous axle (m)									
Tyre Size									

Continued on next page

D8.3 Axle weight flexibility tables for use in permits continued

R23T23 (10 axles)

Axle Number	1	2	3	4	5	6	7	8	9	10
Axle Type*										
Individual Axle Mass Limit (kg)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)
Axle Set Mass Limit (kg)	(2)		(2)			(2)		(2)		
Axle Group Mass Limit (kg)	(3)_____ over axles 1–5 (truck)									
Axle Group Mass Limit (kg)			(3)_____ over axles 3–7							
Axle Group Mass Limit (kg)			(4)_____ over axles 3–10							
Axle Group Mass Limit (kg)							(3)_____ over axles 6–10 (trailer)			
Spacing from previous axle (m)										
Tyre Size										

Truck and semi-trailer combinations

Note: The red numbers in the tables refer to the explanatory notes on page D8-14 above.

A124 (7 axles)

Axle Number	1	2	3	4	5	6	7
Axle Type*							
Individual Axle Mass Limit (kg)	(1)	(1)	(1)	(1)	(1)	(1)	(1)
Axle Set Mass Limit (kg)	(2)	(2)		(2)			
Axle Group Mass Limit (kg)	(3)_ over axles 1–3 (truck)						
Axle Group Mass Limit (kg)			(3)_____ over axles 2–7				
Spacing from previous axle (m)							
Tyre Size							

Continued on next page

D8.3 Axle weight flexibility tables for use in permits continued

A223 (7 axles)

Axle Number	1	2	3	4	5	6	7
Axle Type*							
Individual Axle Mass Limit (kg)	(1)	(1)	(1)	(1)	(1)	(1)	(1)
Axle Set Mass Limit (kg)	(2)		(2)		(2)		
Axle Group Mass Limit (kg)	(3)_____ over axles 1–4 (truck)						
Axle Group Mass Limit (kg)			(3)_____ over axles 3–7				
Spacing from previous axle (m)							
Tyre Size							

A134 (8 axles)

Axle Number	1	2	3	4	5	6	7	8
Axle Type*								
Individual Axle Mass Limit (kg)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)
Axle Set Mass Limit (kg)	(2)	(2)			(2)			
Axle Group Mass Limit (kg)	(3)_____ over axles 1–4 (truck)							
Axle Group Mass Limit (kg)		(3)_____ over axles 2–8						
Spacing from previous axle (m)								
Tyre Size								

A224 (8 axles)

Axle Number	1	2	3	4	5	6	7	8
Axle Type*								
Individual Axle Mass Limit (kg)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)
Axle Set Mass Limit (kg)	(2)		(2)		(2)			
Axle Group Mass Limit (kg)	(3)_____ over axles 1–4 (truck)							
Axle Group Mass Limit (kg)			(3)_____ over axles 3–8					
Spacing from previous axle (m)								
Tyre Size								

Continued on next page

D8.3 Axle weight flexibility tables for use in permits continued

A234 (9 axles)

Axle Number	1	2	3	4	5	6	7	8	9
Axle Type*									
Individual Axle Mass Limit (kg)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)
Axle Set Mass Limit (kg)	(2)		(2)			(2)			
Axle Group Mass Limit (kg)	(3)_____ over axles 1–5 (truck)								
Axle Group Mass Limit (kg)			(3)_____ over axles 3–9						
Spacing from previous axle (m)									
Tyre Size									

B-trains

Note: The red numbers in the tables refer to the explanatory notes on page D8-14 above.

B1222 (7 axles)

Axle Number	1	2	3	4	5	6	7
Axle Type*							
Individual Axle Mass Limit (kg)	(1)	(1)	(1)	(1)	(1)	(1)	(1)
Axle Set Mass Limit (kg)	(2)	(2)		(2)		(2)	
Axle Group Mass Limit (kg)	(3)_ over axles 1–3 (truck)						
Axle Group Mass Limit (kg)			(3)_____ over axles 2–5				
Axle Group Mass Limit (kg)			(4)_____ over axles 2–7				
Axle Group Mass Limit (kg)					(3)_____ over axles 4–7 (trailers)		
Spacing from previous axle (m)							
Tyre Size							

Continued on next page

D8.3 Axle weight flexibility tables for use in permits

continued

B1232 (8 axles)

Axle Number	1	2	3	4	5	6	7	8
Axle Type*								
Individual Axle Mass Limit (kg)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)
Axle Set Mass Limit (kg)	(2)	(2)		(2)			(2)	
Axle Group Mass Limit (kg)	(3) over axles 1–3 (truck)							
Axle Group Mass Limit (kg)				(3) over axles 2–6				
Axle Group Mass Limit (kg)				(4) over axles 2–8				
Axle Group Mass Limit (kg)				(3) over axles 4–8 (trailers)				
Spacing from previous axle (m)								
Tyre Size								

B1233 (9 axles)

Axle Number	1	2	3	4	5	6	7	8	9
Axle Type*									
Individual Axle Mass Limit (kg)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)
Axle Set Mass Limit (kg)	(2)	(2)		(2)			(2)		
Axle Group Mass Limit (kg)	(3) over axles 1–3 (truck)								
Axle Group Mass Limit (kg)				(3) over axles 2–6					
Axle Group Mass Limit (kg)				(4) over axles 2–9					
Axle Group Mass Limit (kg)				(3) over axles 4–9 (trailers)					
Spacing from previous axle (m)									
Tyre Size									

Continued on next page

D8.3 Axle weight flexibility tables for use in permits

continued

B2223 (9 axles)

Axle Number	1	2	3	4	5	6	7	8	9
Axle Type*									
Individual Axle Mass Limit (kg)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)
Axle Set Mass Limit (kg)	(2)		(2)		(2)		(2)		
Axle Group Mass Limit (kg)	(3) _____ over axles 1–4 (truck)								
Axle Group Mass Limit (kg)			(3) _____ over axles 3–6						
Axle Group Mass Limit (kg)			(4) _____ over axles 3–9						
Axle Group Mass Limit (kg)					(3) _____ over axles 5–9 (trailers)				
Spacing from previous axle (m)									
Tyre Size									

B2232 (9 axles)

Axle Number	1	2	3	4	5	6	7	8	9
Axle Type*									
Individual Axle Mass Limit (kg)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)
Axle Set Mass Limit (kg)	(2)		(2)		(2)		(2)		
Axle Group Mass Limit (kg)	(3) _____ over axles 1–4 (truck)								
Axle Group Mass Limit (kg)			(3) _____ over axles 3–7						
Axle Group Mass Limit (kg)			(4) _____ over axles 3–9						
Axle Group Mass Limit (kg)					(3) _____ over axles 5–9 (trailers)				
Spacing from previous axle (m)									
Tyre Size									

Continued on next page

D8.3 Axle weight flexibility tables for use in permits

continued

B2233 (10 axles)

Axle Number	1	2	3	4	5	6	7	8	9	10
Axle Type*										
Individual Axle Mass Limit (kg)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)
Axle Set Mass Limit (kg)	(2)		(2)		(2)			(2)		
Axle Group Mass Limit (kg)	(3)_____ over axles 1–4 (truck)									
Axle Group Mass Limit (kg)			(3)_____ over axles 3–7							
Axle Group Mass Limit (kg)			(4)_____ over axles 3–10							
Axle Group Mass Limit (kg)									(3)_____ over axles 5–10 (trailers)	
Spacing from previous axle (m)										
Tyre Size										

B1243 (10 axles)

Axle Number	1	2	3	4	5	6	7	8	9	10
Axle Type*										
Individual Axle Mass Limit (kg)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)
Axle Set Mass Limit (kg)	(2)	(2)		(2)				(2)		
Axle Group Mass Limit (kg)	(3) over axles 1–3 (truck)									
Axle Group Mass Limit (kg)			(3)_____ over axles 2–7							
Axle Group Mass Limit (kg)			(4)_____ over axles 2–10							
Axle Group Mass Limit (kg)									(3)_____ over axles 4–10 (trailers)	
Spacing from previous axle (m)										
Tyre Size										

Vehicle dimensions and mass permitting manual (volume 2)

Part E

Processing HPMV overlength permit applications

Current as at 1 July 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.

Waka Kotahi NZ Transport Agency does not accept any responsibility or liability whatsoever, whether in contract, tort, equity or otherwise for any action taken, or reliance placed, as a result of reading any part of this publication or for any error, inadequacy, deficiency, flaw or omission from the information provided in this publication.

Record of amendments in this part

Note: Amendments to the *Vehicle dimensions and mass permitting manual* can affect individual or multiple parts in a volume. Gaps in the amendment number in the table below indicate amendments in the other volume. For a complete record of all amendments to the manual, please refer to the 'Record of amendments' at the start of both volumes.

Amendment to 2nd edition	Description of main changes in this part	Effective date
Amendment 6	<p>E1.1 Pro-forma and non pro-forma overlength vehicle designs: New section added to reflect the new performance based standards (PBS) adopted in May 2019 and new entry certification requirements in effect from 1 April 2021. The new section includes information on:</p> <ul style="list-style-type: none"> • three categories of pro-forma designs (new, current and superseded) • non pro-forma designs (unique and one-off designs), and • entry certification documentation requirements. <p>E2.2 Checking basic eligibility and completeness, step 2: The threshold for higher mass permit eligibility has been increased from 44,000kg to 46,000kg because all pro-forma designs except car transporters can carry 46,000kg without a permit. Car transporters are specifically limited to lower mass limits under the VDAM Rule and do not require a higher mass permit.</p> <p>E2.4 Checking a pro-forma vehicle design: Step added to confirm that a pro-forma design is current (step 3 in procedure; also see section E1.1).</p> <p>Chapter E3: Processing non pro-forma (one-off) overlength permit applications: New chapter added describing how to process non pro-forma overlength permit applications and renewals. Non pro-forma designs are only eligible for a permit in exceptional cases.</p> <p>E4.2 Returning or declining an overlength permit application: Clarification added for when to return and when to decline an overlength permit application.</p>	1 July 2021

Contents

	See page
Record of amendments in this part.....	E-i
Introduction	E-1
Chapter E1: General information and process overview.....	E1-1
Overview	E1-1
E1.1 Pro-forma and non pro-forma overlength vehicle designs	E1-2
E1.2 How overlength permit applications are received.....	E1-4
E1.3 Guidelines for dealing with applicants	E1-5
E1.4 Systems and resources	E1-6
Chapter E2: Processing pro-forma overlength permit applications	E2-1
Overview	E2-1
E2.1 Overview diagrams of the pro-forma overlength permitting process.....	E2-2
E2.2 Checking basic eligibility and completeness	E2-4
E2.3 Conducting legal eligibility checks.....	E2-6
E2.4 Checking a pro-forma vehicle design.....	E2-9
E2.5 Checking roll stability.....	E2-11
E2.6 Checking overlength attributes	E2-15
E2.7 Attempting to resolve issues with an application	E2-16
Chapter E3: Processing non pro-forma (one-off) overlength permit applications	E3-1
Overview	E3-1
E3.1 Overview diagrams of the non pro-forma (one-off) permitting process.....	E3-2
E3.2 When is a non pro-forma design eligible for an overlength permit?	E3-4
E3.3 Dealing with a request for initial design approval	E3-5
E3.4 Processing a non pro-forma overlength permit application	E3-9
E3.5 Renewing a non pro-forma overlength permit	E3-12

Continued on next page

Contents continued

	See page
Chapter E4: Issuing an overlength permit or declining an application	E4-1
Overview	E4-1
E4.1 Issuing an overlength permit	E4-2
E4.2 Returning or declining an overlength permit application	E4-7
E4.3 Record-keeping, filing and invoicing for overlength permits	E4-9

Part E: Processing HPMV overlength permit applications

Introduction

About this part

This part of the *Vehicle dimensions and mass permitting manual* (volume 2) describes how Waka Kotahi NZ Transport Agency processes applications for HPMV overlength permits.

Note: Overlength ‘permits’ are legally ‘approvals’ of a variation from a dimension requirement under section 5.9(5) of the VDAM Rule. However, such approvals are widely referred to as ‘overlength permits’, including in this manual.

Purpose

The purpose of this part is to be a ‘how-to’ reference for anyone involved in processing overlength permit applications. It is intended to document best practice and make the permitting process transparent to all stakeholders.

Audience

The main audience for this part is:

- permitting staff in the Permitting team in the Waka Kotahi Palmerston North office, and
- Waka Kotahi technical staff involved in overlength permitting.

Transport operators, local road controlling authorities, regional permit issuing officers (PIOs) and other stakeholders may also be interested in how overlength permit applications are processed.

Legal basis

The Land Transport Rule: Vehicle Dimensions and Mass 2016 (the VDAM Rule) authorises Waka Kotahi to issue an HPMV overlength permit if it is satisfied that the vehicle has the equivalent safety performance of a standard vehicle.

Legislation reference: VDAM Rule section 5.9(6).

Policy in volume 1

This part should be read in conjunction with the policy information in *Part E: HPMV overlength permits* in volume 1 of this manual.

Permitting staff should take the time to familiarise themselves with the overlength policy in order to:

- advise applicants correctly and refer them to relevant information, and
 - understand the reasons for and background to the procedures described in this part.
-

Continued on next page

Introduction continued

Terminology and abbreviations Specific terminology and abbreviations are used throughout this manual. For definitions and explanations, see *Part I: Definitions and glossary* in volume 1 of this manual.

In this part This part contains the following chapters:

Chapter	See page
Chapter E1: General information and process overview	E1-1
Chapter E2: Processing pro-forma overlength permit applications	E2-1
Chapter E3: Processing non pro-forma (one-off) overlength permit applications	E3-1
Chapter E4: Issuing an overlength permit or declining an application	E4-1

Chapter E1: General information and process overview

Overview

About this chapter

This chapter gives an overview of the HPMV overlength permitting process.

In this chapter

This chapter contains the following sections:

Section	See page
E1.1 Pro-forma and non pro-forma overlength vehicle designs	E1-2
E1.2 How overlength permit applications are received	E1-4
E1.3 Guidelines for dealing with applicants	E1-5
E1.4 Systems and resources	E1-6

E1.1 Pro-forma and non pro-forma overlength vehicle designs

Two types of overlength vehicle designs

This section explains the two types of overlength HPMV designs:

- pro-forma designs, and
- non pro-forma designs.

Performance based standards

Performance based standards (PBS) are a standardised set of measures that Waka Kotahi uses to determine a vehicle's performance on the road network, for example, its stability and how well it tracks within a lane.

Both pro-forma and non pro-forma overlength vehicle designs are assessed against PBS to determine whether they can safely operate on New Zealand roads.

Pro-forma designs

Pro-forma overlength HPMV designs are pre-approved designs that Waka Kotahi has tested against the PBS and found to achieve satisfactory performance.

Pro-forma designs:

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

Three categories of pro-forma designs

In May 2019, Waka Kotahi adopted new and improved PBS and approved several new pro-forma designs. Pro-forma designs assessed against the pre-2019 PBS measures will be gradually replaced over time.

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

Pro-forma category	Description
1. New	<ul style="list-style-type: none"> • meets the 2019 PBS • eligible for an overlength permit
2. Current	<ul style="list-style-type: none"> • meets the pre-2019 PBS • remains eligible for an overlength permit until replaced by a new design
3. Superseded	<ul style="list-style-type: none"> • meets pre-2019 PBS but has been replaced by a new design • remains eligible for a permit for 12 months after publication of the replacement design

Continued on next page

E1.1 Pro-forma and non pro-forma overlength vehicle designs continued

Entry certification

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:

Document	When to use
Completed pro-forma design diagram form from the Waka Kotahi website	If the vehicle is a new or current pro-forma design.
Temporary overlength permit issued with vehicle identification numbers (VINs)	If the vehicle is a superseded design but still eligible for entry certification during the 12-month transition period until the replacement design takes effect. Once the vehicle is registered, operators must obtain an overlength permit with registration numbers.

Non pro-forma designs

Non pro-forma vehicle designs are **one-off or unique designs intended for a specific freight task**.

To be eligible for an overlength permit, they must be customised to carry a specialist load, and they can only travel on a short and restricted route.

Before the PBS reform in 2019, vehicle designs that varied from the approved pro-forma designs were generally eligible for an overlength permit if they met the pre-2019 PBS. However, with the introduction of the 2019 PBS, Waka Kotahi tightened the definition and permit eligibility of non pro-forma designs.

For more details see the following sections in volume 1:

- *E1.5 Non pro-forma (one-off) overlength HPMVs*
- *E3.2 Requirements for non pro-forma (on-off) overlength HPMV designs.*

Existing permits remain valid

Existing permits for superseded pro-forma designs or pre-2019 PBS non pro-forma designs remain valid for the duration of the permit or the life of the vehicle.

If applicable, such permits are also eligible for renewal – see section *E3.5 Renewing a non pro-forma overlength permit*.

E1.2 How overlength permit applications are received

Receipt depends on permit type

Applicants can apply for:

- just an overlength permit on its own, or
- an overlength permit in conjunction with an HPMV higher mass or 50MAX permit.

The table below shows how overlength permit applications are generally received, depending on the permit types applied for.

Applications for...	are received in the...
<i>Pro-forma designs</i>	
overlength permit only, or overlength + higher mass	Heavy Vehicle Permit Portal (applyhpmv@nzta.govt.nz mailbox)
overlength + 50MAX	online 50MAX application form (apply50max@nzta.govt.nz mailbox)
<i>Non pro-forma designs</i>	
Initial design approval	proforma@nzta.govt.nz mailbox
overlength permit	Heavy Vehicle Permit Portal (applyhpmv mailbox)

Permitting process may vary

Some procedures described in this part may vary slightly, depending on whether an application is processed for an overlength permit only or in conjunction with an application for a higher mass or 50MAX permit.

If an applicant has applied for an overlength permit together with a 50MAX permit, then both permits are issued at the same time.

If an applicant also needs an HPMV higher mass permit, the overlength permit must be issued first before the higher mass permit is processed.

For details, see other parts in this volume, particularly:

- *Part A: Receiving permit applications, and/or*
- *Part F: Processing 50MAX permit applications.*

E1.3 Guidelines for dealing with applicants

Customer-focussed approach

Waka Kotahi policy is to assist permit applicants as much as possible so that permits can be issued. Permitting staff are expected to work with applicants in a proactive and helpful manner to try to resolve any issues with an application and enable successful processing. At the same time, permitting staff must ensure that applications meet all safety and compliance requirements.

Gather issues before contacting applicants

As you conduct the processing tasks described in this part, you may find that a single application has multiple issues that would make it ineligible for a permit. As a general rule, gather issues to avoid contacting the applicant multiple times.

The types of issues that you need to follow up with an applicant include:

- missing or incomplete information
 - incorrect information, and
 - missing or incorrect attachments.
-

Email or telephone?

Use your judgment to determine whether it is best to resolve issues by telephone or by email.

As a guideline, email is more appropriate if there are multiple or major issues with an application. Minor issues and straightforward queries can often be resolved more quickly by telephone.

E1.4 Systems and resources

Systems and resources

Ensure you have access to and are familiar with the following systems and resources:

- Permit Issuing and Management System (the permit portal)
- applyhpmv and apply50max mailboxes
- Pro-forma designs on the Waka Kotahi website:

Overlength: nzta.govt.nz/commercial-driving/permits/high-productivity/pro-forma-designs-for-high-productivity-motor-vehicles

50MAX: nzta.govt.nz/commercial-driving/high-productivity/50max/50max-information-for-operators-and-manufacturers/50max-pro-forma-designs

- the list of approved Heavy Vehicle Specialist Certifiers on the Waka Kotahi website at nzta.govt.nz/resources/heavy-vehicle-specialist-certifiers
- LANDATA and Driver Licensing Register (DLR)
- Excel spreadsheets in InfoHub:
 - OL HPMV Permit Register.xls, and
 - Non Proforma Applications – Approvals and Declines from [Date].xls
- HPMV overlength permit templates.

Help with systems and resources

The procedures described in this part assume you have access to and are familiar with the systems and resources listed above. They do not give detailed instructions on how to use them.

If you are unfamiliar with any systems or resources, ask for help or consult the relevant user guides.

Chapter E2: Processing pro-forma overlength permit applications

Overview

About this chapter

This chapter describes the checks involved in processing a **pro-forma** overlength permit application.

How to process a non pro-forma application is described in the next chapter.

No operator compliance checks

Operator compliance checks are not done for overlength permit applications. However, if the applicant has applied for an HPMV higher mass or 50MAX permit as well as for an overlength permit, then compliance checks will be done as part of processing the permit application for exceeding mass limits.

If there are safety concerns about an operator, they are generally still eligible for an overlength permit, but the higher mass permit may be declined or issued for a reduced permit period.

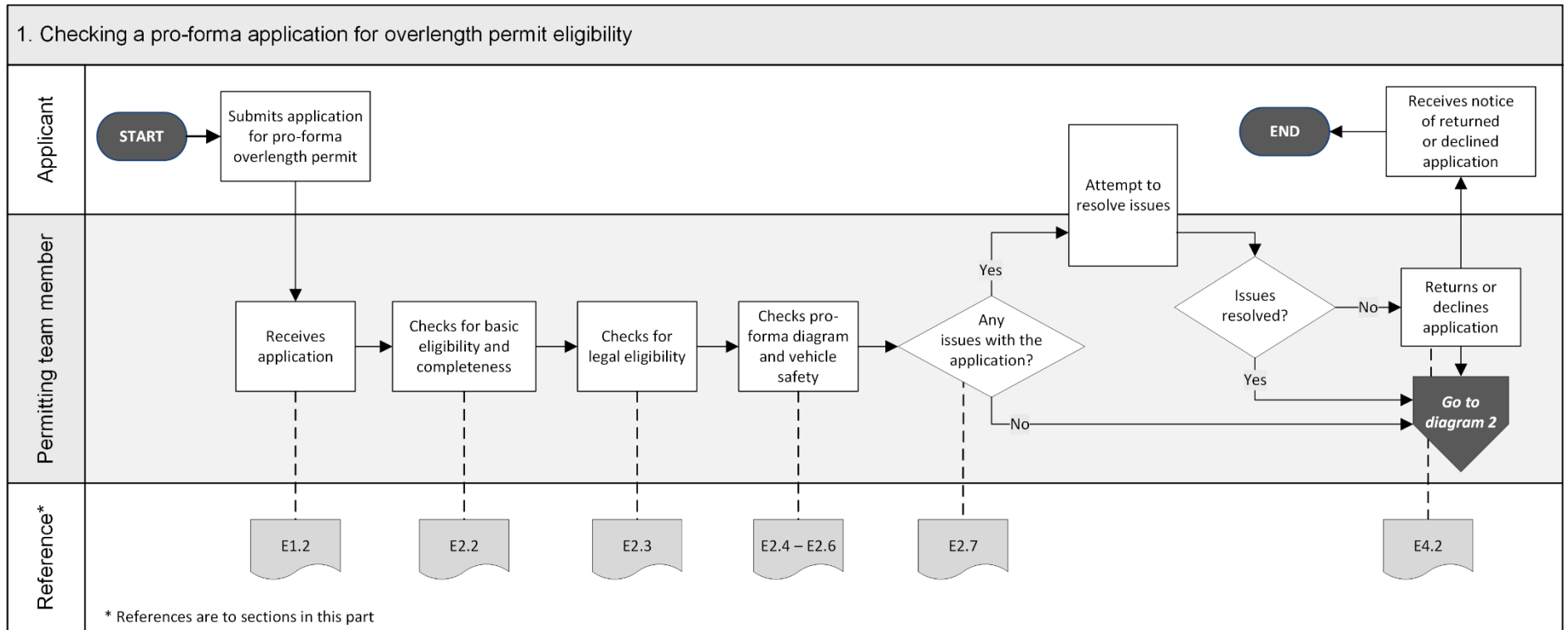
In this chapter

This chapter contains the following sections:

Section	See page
E2.1 Overview diagrams of the pro-forma overlength permitting process	E2-2
E2.2 Checking basic eligibility and completeness	E2-4
E2.3 Conducting legal eligibility checks	E2-6
E2.4 Checking a pro-forma vehicle design	E2-9
E2.5 Checking roll stability	E2-11
E2.6 Checking overlength attributes	E2-15
E2.7 Attempting to resolve issues with an application	E2-16

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

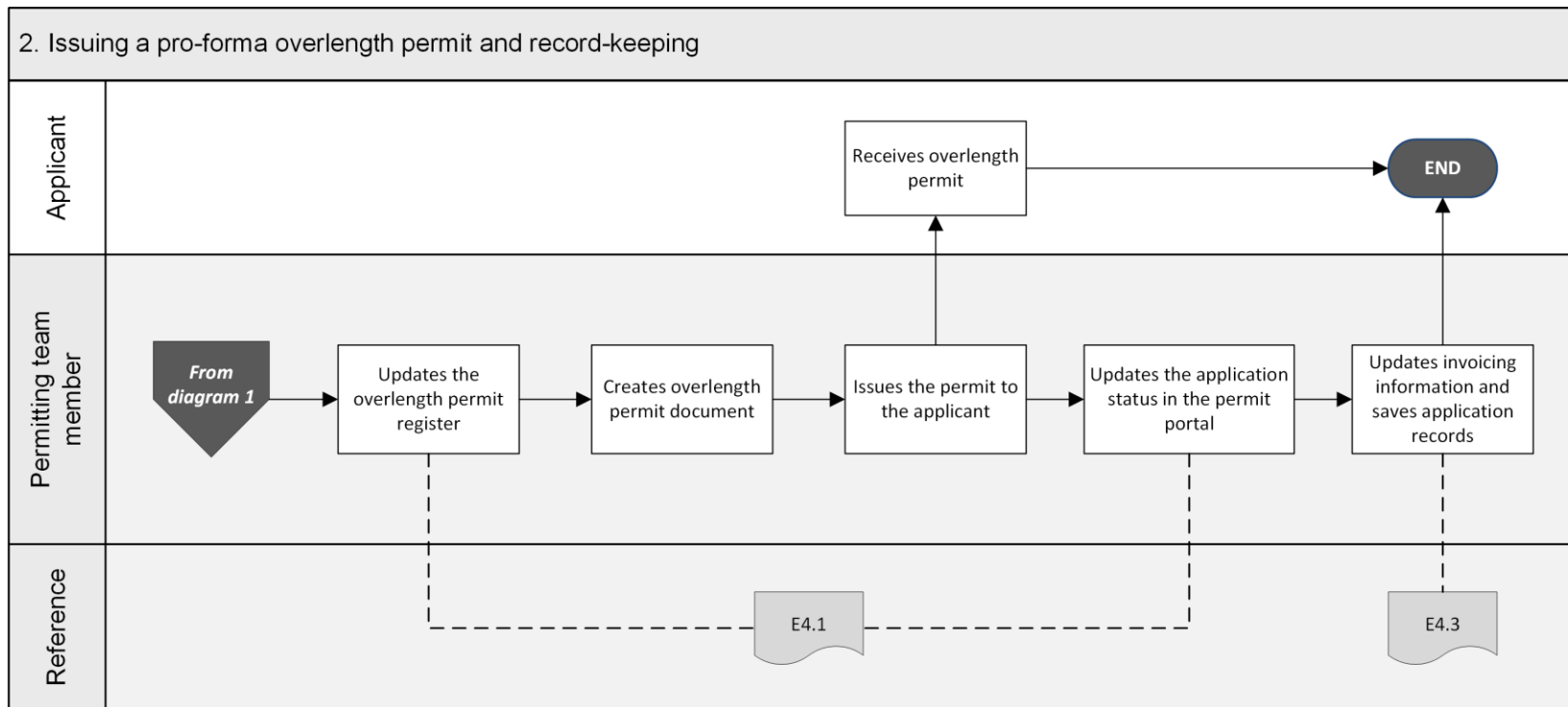
Diagram 1 This diagram illustrates the initial checks done during the processing of a pro-forma HPMV overlength permit application. For overview diagrams of the non pro-forma overlength permitting process, see *Chapter E3: Processing non pro-forma (one-off) overlength permit applications*



Continued on next page

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

Diagram 2 This diagram illustrates the tasks and record-keeping involved in issuing a pro-forma overlength permit.



E2.2 Checking basic eligibility and completeness

Why check basic eligibility and completeness?

The purpose of checking basic eligibility and completeness is to confirm that the applicant has provided all required information and attachments and to:

- contact applicants quickly if they need to provide additional information, or
- return ineligible applications before spending time on other processing tasks.

Required attachments

Applicants must provide the following documentation with a pro-forma overlength permit application:

- HPMV attributes check sheet for each vehicle unit or a 50MAX combination attributes check sheet
- Pro-forma vehicle design diagram with vehicle dimensions
Note: Only one pro-forma design is allowed per application.
- SRT compliance certificates for trailers if there is no SRT information on the attributes check sheets.

Procedure

Follow the steps below to confirm basic eligibility and completeness.

Step	Action
1	Open the application form and keep it open.
2	<p>If the application is for an overlength permit only, is the total mass applied for equal to or less than 46,000kg?</p> <ul style="list-style-type: none"> • If yes, go to step 3. • If no, make a note to advise the applicant that they also require a permit to exceed mass limits. Then go to step 3.
3	<p>Refer to the unit information on the application form and note how many units the applicant has applied for.</p> <p>Has the applicant provided either a:</p> <ul style="list-style-type: none"> – HPMV attributes check sheet for each unit applied for, or – 50MAX attributes check sheet for each combination? <ul style="list-style-type: none"> • If yes, go to step 4. • If no, make a note of any missing information and then go to step 4.

Continued on next page

E2.2 Checking basic eligibility and completeness continued

Procedure (continued)

Step	Action
4	<p>Has each attributes check sheet been completed and signed by an approved heavy vehicle specialist certifier?</p> <p>Refer to the list of approved certifiers at nzta.govt.nz/resources/heavy-vehicle-specialist-certifiers.</p> <ul style="list-style-type: none"> • If yes, go to step 5. • If no, make a note of the issue and then go to step 5.
5	<p>Has the applicant attached a pro-forma design diagram with all the required vehicle dimensions?</p> <ul style="list-style-type: none"> • If yes, the application is complete. Continue with section <i>E2.3 Conducting legal eligibility checks</i>. • If no, go to step 6.
6	<p>Is the application for a non pro-forma design?</p> <ul style="list-style-type: none"> • If yes, continue with <i>Chapter E3: Processing non pro-forma (one-off) overlength permit applications</i>. • If no, either contact the applicant now to request a pro-forma design diagram with the missing information, or make a note of the issue and then continue with section <i>E2.3 Conducting legal eligibility checks</i>.

E2.3 Conducting legal eligibility checks

Why check for legal eligibility? To be entitled to hold a permit, operators require a current transport service licence (TSL) number. If the applicant is a company or partnership, they must also be legally registered to be eligible for a permit.

One or two subtasks Checking for legal eligibility may involve two subtasks, depending on the outcome of the first, as follows:

- 1. Checking the TSL number** to confirm that the applicant is the legal holder of the TSL number. If there is a mismatch between the TSL number and the applicant's name, then you also need to do subtask 2.
- 2. NZBN Register check** to confirm the applicant's legally registered company (or limited partnership) name if there is a mismatch between the TSL number and the company name on the application.

These two subtasks are described in detail below.

1. Checking the TSL number

Follow the steps below to confirm that the TSL number belongs to the applicant.

Step	Action
1	Access the Driver Licensing Register (DLR) and search for the TSL number on the application form.
2	<p>Is the name of the TSL holder in DLR the same as the company name on the application?</p> <p>Note: Applicants must provide their legally registered company name, not their trading name, on permit applications.</p> <ul style="list-style-type: none"> • If yes, that is the applicant name and the TSL holder name match, go to step 3. • If no, that is the company name on the application is different from the TSL holder's name, continue with subtask 2. <i>NZBN Register check.</i>

Continued on next page

E2.3 Conducting legal eligibility checks continued

1. Checking the TSL number (continued)

Step	Action
3	<p>Is the TSL in DLR 'Current'?</p> <ul style="list-style-type: none"> • If yes, continue with section <i>E2.4 Checking a pro-forma vehicle design</i>. • If no, decline the application. Continue with section <i>E4.2 Returning or declining an overlength permit application</i>.

2. NZBN Register check

The New Zealand Business Numbers (NZBN) Register check can help establish the correct TSL holder name.

Note: You can also search the [Companies Register](#) to confirm a current and correct company name of a permit applicant.

Follow the steps below if:

- you have found a mismatch between the TSL number and the TSL holder's (ie, the applicant's) name in subtask 1, and
- the applicant is a company or limited partnership.

Step	Action							
1	Go to the NZBN Register at nzbn.govt.nz .							
2	Enter the name of the applicant company (or partnership) in the search field and click SEARCH .							
3	<p>Note the search result and refer to the table below to determine your next step:</p> <table border="1"> <thead> <tr> <th>If the search finds ...</th> <th>Then ...</th> </tr> </thead> <tbody> <tr> <td>an exact match for the applicant's business name</td> <td rowspan="2">go to step 4.</td> </tr> <tr> <td>a similar but not an exact match</td> </tr> <tr> <td>any of the following in the Status column for the company or partnership name: <ul style="list-style-type: none"> • 'struck off' or 'Removed' • 'in receivership' or 'in rec' • 'in liquidation' or 'in liq' </td> <td>decline the application because the company is no longer legally entitled to hold a permit – continue with section <i>E4.2 Returning or declining an overlength permit application</i>.</td> </tr> </tbody> </table>	If the search finds ...	Then ...	an exact match for the applicant's business name	go to step 4.	a similar but not an exact match	any of the following in the Status column for the company or partnership name: <ul style="list-style-type: none"> • 'struck off' or 'Removed' • 'in receivership' or 'in rec' • 'in liquidation' or 'in liq' 	decline the application because the company is no longer legally entitled to hold a permit – continue with section <i>E4.2 Returning or declining an overlength permit application</i> .
If the search finds ...	Then ...							
an exact match for the applicant's business name	go to step 4.							
a similar but not an exact match								
any of the following in the Status column for the company or partnership name: <ul style="list-style-type: none"> • 'struck off' or 'Removed' • 'in receivership' or 'in rec' • 'in liquidation' or 'in liq' 	decline the application because the company is no longer legally entitled to hold a permit – continue with section <i>E4.2 Returning or declining an overlength permit application</i> .							

Continued on next page

E2.3 Conducting legal eligibility checks continued

2. NZBN Register check (continued)

Step	Action
4	<p>Contact the applicant to confirm either:</p> <ul style="list-style-type: none"> – the correct TSL number, and/or – the correct TSL holder name. <p>Note: The company name must be the same as the TSL holder's name.</p>
5	<p>Have you been able to establish that:</p> <ul style="list-style-type: none"> – the applicant is a valid legal entity, and – holds a current TSL? <ul style="list-style-type: none"> • If yes, continue with section <i>E2.4 Checking a pro-forma vehicle design</i>. • If no, decline the application – continue with section <i>E4.2 Returning or declining an overlength permit application</i>.

E2.4 Checking a pro-forma vehicle design

Why check the pro-forma design?

The purpose of this check is to confirm that the vehicle applied for matches one of the HPMV overlength or 50MAX pro-forma designs approved by Waka Kotahi.

The approved pro-forma designs have been tested and found to achieve satisfactory performance on New Zealand roads.

Applications for non pro-forma designs

If the application is for a non pro-forma design, see *Chapter E3: Processing non pro-forma (one-off) overlength permit applications*.

Procedure

Follow the steps below to do a pro-forma design check.

Step	Action						
1	<p>Open the pro-forma design diagram attached to the application.</p> <p>Note: Only one pro-forma design is permitted per application. If the application is for multiple vehicle combinations, they must all be identical and match the same pro-forma design, with identical dimensions.</p>						
2	<p>Compare the diagram with the approved pro-forma design diagrams on the Waka Kotahi website depending on the permit type applied for, ie:</p> <table border="1"> <thead> <tr> <th>For permit type...</th> <th>Access...</th> </tr> </thead> <tbody> <tr> <td>HPMV overlength</td> <td>HPMV overlength pro-forma vehicle design diagrams</td> </tr> <tr> <td>50MAX</td> <td>50MAX pro-forma vehicle design diagrams</td> </tr> </tbody> </table>	For permit type...	Access...	HPMV overlength	HPMV overlength pro-forma vehicle design diagrams	50MAX	50MAX pro-forma vehicle design diagrams
For permit type...	Access...						
HPMV overlength	HPMV overlength pro-forma vehicle design diagrams						
50MAX	50MAX pro-forma vehicle design diagrams						
3	Note whether the design is current and eligible for a permit and not a discontinued design.						

Continued on next page

E2.4 Checking a pro-forma vehicle design continued

Procedure (continued)

Step	Action
4	<p>Has the applicant provided an eligible current pro-forma design diagram for the permit type applied for?</p> <ul style="list-style-type: none">• If yes, go to step 5.• If no, contact the applicant and request a valid pro-forma design diagram for the permit type (with dimensions filled in) before continuing to process the application.
5	<p>On the pro-forma design diagram:</p> <ul style="list-style-type: none">– has the applicant entered all required dimensions, and– are the dimensions within the minimum and maximum values allowed? <ul style="list-style-type: none">• If yes, continue with section <i>E2.5 Checking roll stability</i>.• If no, make a note to contact the applicant and request a diagram with correct dimensions before continuing to process the application.

E2.5 Checking roll stability

Roll stability requirements for HPMVs

To meet stability requirements and be eligible for an HPMV permit, trailers must have a minimum static roll threshold (SRT) of 0.35g and roll stability control (RSC) must be activated. This must be indicated on the attributes check sheet.

SRT of 0.4g

Trailers that do not have an electronic braking system (EBS) and RSC may be eligible for an HPMV permit if they meet 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.

SRT certificate with permit application

Applicants must submit an SRT compliance certificate together with their HPMV permit application if there is no SRT information on the attributes check sheets. This could happen if, for example, the certifier has used an old attributes check sheet (generally older than versions 5 or 5A) without fields for SRT details.

Two subtasks

Checking roll stability consists of the following two subtasks:

1. **Checking roll stability on the attributes check sheet**, and
2. **Checking roll stability on the SRT compliance certificate** if the attributes check sheet does not have SRT information.

These two subtasks are described in detail below.

1. Checking roll stability on the attributes check sheet

Follow the steps below to confirm that trailers meet roll stability requirements.

Note: You must repeat this procedure for each trailer.

Step	Action
1	<p>Refer to the attributes check sheet for the trailer. Does it contain SRT information?</p> <ul style="list-style-type: none"> • If yes, go to step 2. • If no, continue with subtask 2. <i>Checking roll stability on the SRT compliance certificate.</i>

Continued on next page

E2.5 Checking roll stability continued

1. Checking roll stability on the attributes check sheet (continued)

Step	Action						
2	<p>Note the SRT information on the attributes check sheet and then refer to the table below to determine your next step:</p> <table border="1"> <thead> <tr> <th>If the attributes check sheet indicates that...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> roll stability control is activated, and the trailer meets an SRT of 0.35g </td> <td>the trailer meets stability requirements – continue with section <i>E2.6 Checking overlength attributes</i>.</td> </tr> <tr> <td> <ul style="list-style-type: none"> roll stability control is not fitted and/or activated, and the trailer meets an SRT of 0.4g (at specified load and height limits) </td> <td>go to step 3.</td> </tr> </tbody> </table>	If the attributes check sheet indicates that...	Then...	<ul style="list-style-type: none"> roll stability control is activated, and the trailer meets an SRT of 0.35g 	the trailer meets stability requirements – continue with section <i>E2.6 Checking overlength attributes</i> .	<ul style="list-style-type: none"> roll stability control is not fitted and/or activated, and the trailer meets an SRT of 0.4g (at specified load and height limits) 	go to step 3.
If the attributes check sheet indicates that...	Then...						
<ul style="list-style-type: none"> roll stability control is activated, and the trailer meets an SRT of 0.35g 	the trailer meets stability requirements – continue with section <i>E2.6 Checking overlength attributes</i> .						
<ul style="list-style-type: none"> roll stability control is not fitted and/or activated, and the trailer meets an SRT of 0.4g (at specified load and height limits) 	go to step 3.						
3	<p>Was the trailer first registered before:</p> <ul style="list-style-type: none"> – 1 May 2010, OR – 1 May 2016 if it is a log trailer carrying round wood? <ul style="list-style-type: none"> • If yes, the trailer is eligible for an HPMV permit. Continue with section <i>E2.6 Checking overlength attributes</i>. • If no, the trailer is not eligible for an HPMV permit. Decline the application – continue with section <i>E4.2 Returning or declining an overlength permit application</i>. 						

Continued on next page

E2.5 Checking roll stability continued

2. Checking roll stability on the SRT compliance certificate

If the attributes check sheet for a trailer does **not** have any SRT information, follow the steps below to confirm that the trailer meets roll stability requirements.

Note: Repeat these steps for each trailer.

Step	Action
1	If the applicant has not provided an SRT compliance certificate with the application, contact the applicant now and request a copy of the certificate.
2	On the SRT compliance certificate, look for wording that says that the trailer achieves a minimum SRT of either 0.35g, or 0.4g at the specified weight and load height combinations, as highlighted in the example below.

I, Jane Smith, of 101 Centennial Drive, Taupo, certify that:

at the time of inspection this vehicle achieved a rating on a Static Roll Threshold test as follows:

Using standard load type: Uniform density Description: Assumes load mass is centred midway vertically between load bed and load height.

At a max. load height of 4.25 metres and a max. allowable gross mass of 27 tonnes, the SRT is 0.32g

This vehicle fails to meet the minimum SRT target of 0.4g. It will meet the standard if:

- (a) At maximum load height of 4.25 metres, the maximum allowable gross mass is 15.2 tonnes.
or (b) At maximum gross mass of 27 tonnes, the maximum allowable load height is 3.28 metres.

The vehicle achieves the minimum SRT of 0.4g at the following weight and height combinations:

Gross Mass (tonnes)	Load Height (m)
27	3.28
26	3.32
25	3.38
24	3.43
23	3.49
22	3.56
21	3.63
20	3.71
19	3.78
18	3.88
17	4
16	4.12
15	4.25

Note: Calculated load heights greater than the legal limit of 4.25m have been set to 4.25m

Continued on next page

E2.5 Checking roll stability continued

2. Checking roll stability on the SRT compliance certificate (continued)

Step	Action						
3	<p>Refer to the table below to determine your next step:</p> <table border="1"> <thead> <tr> <th>If the SRT compliance certificate indicates that...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>the trailer meets an SRT of 0.35g (with roll stability control activated)</td> <td>the trailer meets stability requirements – continue with section <i>E2.6 Checking overlength attributes</i>.</td> </tr> <tr> <td>the trailer meets an SRT of 0.4g (at specified weight and load heights)</td> <td>go to step 4.</td> </tr> </tbody> </table>	If the SRT compliance certificate indicates that...	Then...	the trailer meets an SRT of 0.35g (with roll stability control activated)	the trailer meets stability requirements – continue with section <i>E2.6 Checking overlength attributes</i> .	the trailer meets an SRT of 0.4g (at specified weight and load heights)	go to step 4.
If the SRT compliance certificate indicates that...	Then...						
the trailer meets an SRT of 0.35g (with roll stability control activated)	the trailer meets stability requirements – continue with section <i>E2.6 Checking overlength attributes</i> .						
the trailer meets an SRT of 0.4g (at specified weight and load heights)	go to step 4.						
4	<p>Was the trailer first registered before:</p> <ul style="list-style-type: none"> – 1 May 2010, OR – 1 May 2016 if it is a log trailer carrying round wood? <ul style="list-style-type: none"> • If yes, the trailer is eligible for an HPMV permit. Continue with section <i>E2.6 Checking overlength attributes</i>. • If no, the trailer is not eligible for an HPMV permit. Decline the application – continue with section <i>E4.2 Returning or declining an overlength permit application</i>. 						

E2.6 Checking overlength attributes

Why check overlength attributes?

This check is to validate that the vehicle on the permit application has required overlength safety features, which mainly relate to lighting and visibility. These features must be indicated on the attributes check sheet.

Procedure

Follow the steps below to confirm that the vehicle meets specific overlength safety requirements.

Note: Repeat these steps for each trailer.

Step	Action										
1	<p>Refer to the OVERLENGTH HPMV section on the attributes check sheet for the trailer.</p> <p>Have rows 1, 2 and 4 been completed with 'Y' or 'Yes' and row 3 with 'N/A' or 'No', as shown in the example below?</p> <table border="1"> <thead> <tr> <th colspan="2">O/LENGTH HPMV: Does the vehicle have; (If the certifier does not inspect the vehicle there must be photographic proof on file) (Does not apply to ISO permit applications)</th> </tr> </thead> <tbody> <tr> <td>Lights at the rear of the combination of the light emitting diode (LED) type.</td> <td>Y</td> </tr> <tr> <td>Repeater side indicator lights placed approx midway along the side of the trailer</td> <td>Y</td> </tr> <tr> <td>Any modifications which may affect the truck's frontal impact protection system (GRS/FUPS) to be OEM approved.</td> <td>NA</td> </tr> <tr> <td>Confirm conspicuity (reflective) tape meeting DOT C-3 outlining the shape of the vehicle from the side or LED side marker lamps spaced approximately 3 m apart along the side of the vehicle as close as practical to the load bed, or for a log truck or trailer on each bolster.</td> <td>Y</td> </tr> </tbody> </table> <p>Note: The wording on 50MAX attributes check sheets differs slightly from the example shown.</p> <ul style="list-style-type: none"> • If yes, go to step 2. • If no, make a note of any issues and then go to step 2. 	O/LENGTH HPMV: Does the vehicle have; (If the certifier does not inspect the vehicle there must be photographic proof on file) (Does not apply to ISO permit applications)		Lights at the rear of the combination of the light emitting diode (LED) type.	Y	Repeater side indicator lights placed approx midway along the side of the trailer	Y	Any modifications which may affect the truck's frontal impact protection system (GRS/FUPS) to be OEM approved.	NA	Confirm conspicuity (reflective) tape meeting DOT C-3 outlining the shape of the vehicle from the side or LED side marker lamps spaced approximately 3 m apart along the side of the vehicle as close as practical to the load bed, or for a log truck or trailer on each bolster.	Y
O/LENGTH HPMV: Does the vehicle have; (If the certifier does not inspect the vehicle there must be photographic proof on file) (Does not apply to ISO permit applications)											
Lights at the rear of the combination of the light emitting diode (LED) type.	Y										
Repeater side indicator lights placed approx midway along the side of the trailer	Y										
Any modifications which may affect the truck's frontal impact protection system (GRS/FUPS) to be OEM approved.	NA										
Confirm conspicuity (reflective) tape meeting DOT C-3 outlining the shape of the vehicle from the side or LED side marker lamps spaced approximately 3 m apart along the side of the vehicle as close as practical to the load bed, or for a log truck or trailer on each bolster.	Y										
2	<p>Determine your next step from the table below:</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>there are no issues with the application</td> <td>issue the permit – continue with section <i>E4.1 Issuing an overlength permit.</i></td> </tr> <tr> <td>you have noted issues with the application during processing</td> <td>contact the applicant – continue with section <i>E2.7 Attempting to resolve issues with an application.</i></td> </tr> </tbody> </table>	If...	Then...	there are no issues with the application	issue the permit – continue with section <i>E4.1 Issuing an overlength permit.</i>	you have noted issues with the application during processing	contact the applicant – continue with section <i>E2.7 Attempting to resolve issues with an application.</i>				
If...	Then...										
there are no issues with the application	issue the permit – continue with section <i>E4.1 Issuing an overlength permit.</i>										
you have noted issues with the application during processing	contact the applicant – continue with section <i>E2.7 Attempting to resolve issues with an application.</i>										

E2.7 Attempting to resolve issues with an application

When to attempt to resolve issues

Use your judgment and experience to determine at what point in the process it is best to contact an applicant to resolve issues with an application.

While it is generally best to gather issues and avoid contacting an applicant multiple times, some issues may be so serious that there is no point continuing to process the application unless they are resolved.

Procedure

Follow the steps below to attempt to resolve issues with a permit application.

Step	Action						
1	Refer to the issues you noted during the processing checks and contact the applicant by telephone or email.						
2	Explain the issues clearly and, where appropriate, offer options or solutions.						
3	If the issues are minor and can be resolved immediately, update the application data in the permit portal.						
4	If the applicant needs to provide additional or revised documents, wait until you have received the documents before you continue to process the application. If the applicant has not provided the missing information within 5 days, return the application.						
5	When you have taken all practicable steps to resolve the issues so that the application meets requirements, determine your next step from the table below: <table border="1" data-bbox="592 1357 1407 1646"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>all issues are resolved</td> <td>continue with section <i>E4.1 Issuing an overlength permit</i>.</td> </tr> <tr> <td>issues are not resolved</td> <td>continue with section <i>E4.2 Returning or declining an overlength permit application</i>.</td> </tr> </tbody> </table>	If...	Then...	all issues are resolved	continue with section <i>E4.1 Issuing an overlength permit</i> .	issues are not resolved	continue with section <i>E4.2 Returning or declining an overlength permit application</i> .
If...	Then...						
all issues are resolved	continue with section <i>E4.1 Issuing an overlength permit</i> .						
issues are not resolved	continue with section <i>E4.2 Returning or declining an overlength permit application</i> .						

Chapter E3: Processing non pro-forma (one-off) overlength permit applications

Overview

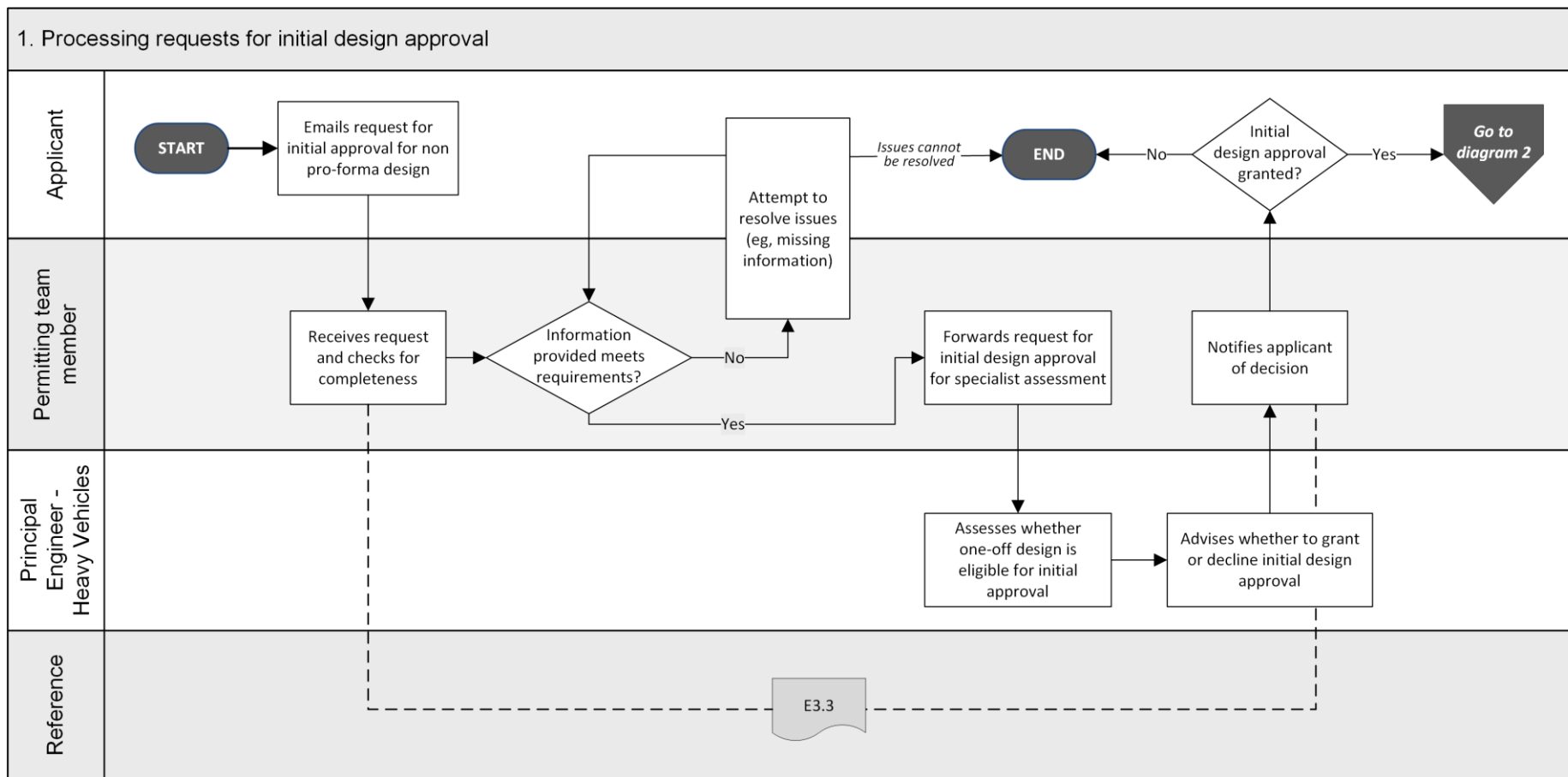
In this chapter This chapter explains how to process an application for an HPMV overlength permit for a non pro-forma (one-off) vehicle design.

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 When is a non pro-forma design eligible for an overlength permit?	E3-4
E3.3 Dealing with a request for initial design approval	E3-5
E3.4 Processing a non pro-forma overlength permit application	E3-9
E3.5 Renewing a non pro-forma overlength permit	E3-12

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

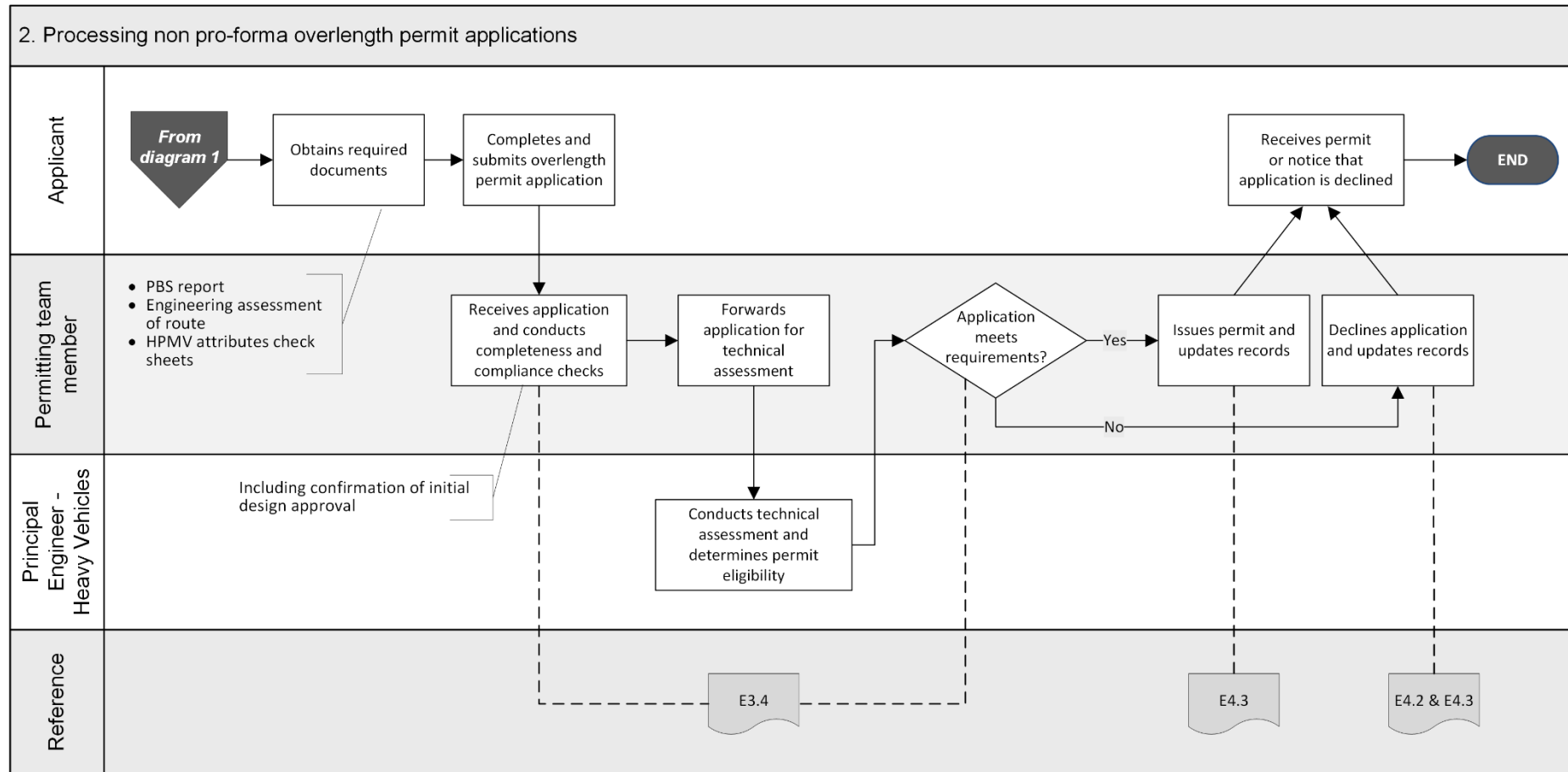
Diagram 1 This diagram illustrates the tasks involved in processing requests for initial design approval (the first stage of the non pro-forma permitting process).



Continued on next page

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

Diagram 2 This diagram illustrates the tasks involved in processing a non pro-forma overlength permit application if the applicant has obtained initial design approval.



E3.2 When is a non pro-forma design eligible for an overlength permit?

Requirements	<p>Non pro-forma overlength vehicle designs are only eligible for a permit if they meet all the following requirements:</p> <ul style="list-style-type: none">• The design must be customised for a specific freight task, such as carrying a specialist load.• Standard or existing pro-forma designs are not suitable, and the design is too specialised for wider industry uptake as a new pro-forma design.• The vehicle will only travel on a short, defined route (for example 5–10km between a port and a nearby storage site).• When broken down, the individual units that make up the combination either have standard dimensions or conform to an existing pro-forma design.• The design meets PBS requirements.• The suitability of the route is confirmed by an engineering assessment. <p>All non pro-forma applications must be approved by the Waka Kotahi Principal Engineer – Heavy Vehicles.</p>
---------------------	---

Not eligible	<p>Non pro-forma designs for vehicles intended to carry general freight or travel on the wider road network are not eligible for an overlength permit.</p> <p>In such cases, you should advise the applicant that Waka Kotahi may consider approving a new pro-forma design if there is wider industry support for the design.</p> <p>Refer the applicant to section <i>E1.3 Approval process for new pro-forma designs</i> in volume 1 of this manual.</p>
---------------------	--

Restricted permit period	<p>Some permits for non pro-forma vehicles may be issued for a limited period if the Principal Engineer – Heavy Vehicles requires a trial to confirm the design’s modelled performance in the PBS report.</p> <p>The Principal Engineer will advise whether a permit is to be issued for a trial period and the duration of the period. The restricted permit period is at the discretion of the Principal Engineer and each case will be assessed on its merits.</p>
---------------------------------	---

Renewals of existing non pro-forma permits	<p>Non pro-forma permits that were issued before the adoption of new PBS in May 2019 may be eligible for renewal.</p> <p>For details see section <i>E3.5 Renewing a non pro-forma overlength permit</i>.</p>
---	--

E3.3 Dealing with a request for initial design approval

Prerequisite Applicants must first obtain initial approval in principle for a non pro-forma vehicle design from Waka Kotahi. This is a prerequisite to applying for a permit.

Designated inbox Applicants should email their request for initial design approval to proforma@nzta.govt.nz. If you receive enquiries about non pro-forma designs in other inboxes, reply to the enquiry from the 'proforma' inbox and advise applicants to send all further emails to this address.

Response time Waka Kotahi aims to respond to a request for initial design approval within 20 working days.

Two subtasks Dealing with a request for initial design approval involves two subtasks:


1. **Completeness check and referral** for technical assessment, and
2. **Informing the applicant** of the decision.

These two subtasks are described in detail below.

Continued on next page

E3.3 Dealing with a request for initial design approval continued

1. Completeness check and referral Follow the steps below if you receive a request for initial design approval.

Step	Action
1	Using the <i>Checklist for initial design approval</i> on the next page, confirm that the applicant has provided all the required information.
2	If any information is missing, contact the applicant and request the missing details. If the applicant has not provided all required information within 5 working days, return the request for initial design approval.
3	When you have received all the required information, forward the email with the request for initial design approval to the Principal Engineer – Heavy Vehicles, cc Principal Engineer – Vehicle Standards.
4	Set a calendar reminder to follow up if you have not had a response from a Principal Engineer within 3 working days.
5	Open the ‘Non Proforma Applications’ spreadsheet and enter the details of the initial design approval request in the relevant columns.  Non Proforma Applications - Approvals and Declines from Aug 2020.xlsx
6	When the Principal Engineer has emailed you their decision to either grant or decline the initial design approval, continue with subtask 2. <i>Informing the applicant</i> . Note: You must receive the decision in writing. If the decision is declined, the Principal Engineer must give reasons why the request was not successful.

Continued on next page

E3.3 Dealing with a request for initial design approval

continued

Checklist for initial design approval

Refer to the checklist below to confirm that the applicant has provided all required information with a request for initial design approval.

Check	Requirement
General information	
<input type="checkbox"/>	Operator details, including the company name, contact person and contact details.
<input type="checkbox"/>	A description of the specific load the vehicle is to carry. Note: A generic load description is not acceptable.
<input type="checkbox"/>	Reasons why a standard or pro-forma design is not suitable for the intended load.
Vehicle information	
<input type="checkbox"/>	Attachment with a schematic diagram of the proposed vehicle design showing the following details: <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 <input type="checkbox"/> Any special features (such as steering axles or bogies)
Route information	
<input type="checkbox"/>	Either: <ul style="list-style-type: none"> <input type="checkbox"/> A detailed description of the intended route listing all roads plus entry and exit points, or <input type="checkbox"/> A large-scale map with the route clearly marked. <p>Note: The proposed route must be short (5–10km).</p>

Continued on next page

E3.3 Dealing with a request for initial design approval continued

2. Informing the applicant

Follow the steps below to inform the applicant of the outcome of their request for initial design approval.

Step	Action
1	Use the email account proforma@nzta.govt.nz to reply to the request for initial design approval.
2	Has the Principal Engineer – Heavy Vehicles (or the Principal Engineer – Vehicle Standards) approved the request? <ul style="list-style-type: none"> • If yes, go to step 3. • If no, go to step 4.
3	Inform the applicant that Waka Kotahi has granted initial approval for the non pro-forma design and that they may apply for an overlength permit. Advise the applicant that they will need a PBS report and engineering assessment of the route. For details, refer them to <i>Chapter E3: How to apply for a non pro-forma (one-off) overlength permit</i> in volume 1 of this manual. Then go to step 5.
4	Inform the applicant that Waka Kotahi has declined their request for initial design approval. Include the following: <ul style="list-style-type: none"> <input type="checkbox"/> Give the reasons why the non pro-forma design is not eligible. <input type="checkbox"/> Suggest that the design may be considered as a new pro-forma design if there is wider industry support. Refer the applicant to <i>Part E: HPMV overlength permits</i> in volume 1.
5	Record the outcome of the initial design approval request in the 'Non Proforma Applications' spreadsheet.

E3.4 Processing a non pro-forma overlength permit application


Four subtasks Processing a non pro-forma overlength permit application involves four subtasks:

1. **Confirming initial design approval**
2. **Checking for eligibility and completeness**
3. **Checking overlength safety requirements, and**
4. **Referring the application for technical assessment.**

These four subtasks are described in detail below.

1. Confirming initial design approval

Follow the steps below to confirm that the applicant was granted initial design approval.

Step	Action
1	<p>Open the 'Non Proforma Applications' spreadsheet and search for a record of the applicant or operator.</p>  Non Proforma Applications - Approvals and Declines from Aug 2020.xlsx
2	<p>Has the applicant or operator:</p> <ul style="list-style-type: none"> – previously requested initial design approval, and – was the initial design approval granted? <ul style="list-style-type: none"> • If yes, go to step 3. • If no, return the application and advise the applicant that they must first obtain initial design approval as a prerequisite before they can apply for a non pro-forma overlength permit. <p>Refer the applicant to section <i>E3.3 Applying for initial design approval in principle</i> in volume 1 of this manual.</p>

Continued on next page

E3.4 Processing a non pro-forma overlength permit application continued

1. Confirming initial design approval (continued)

Step	Action
3	<p>Look up the vehicle design drawing submitted with the initial design approval request and compare it with the vehicle diagram submitted with the permit application (which may be in the PBS report).</p> <p>Do the diagrams match and show the same vehicle design with identical dimensions?</p> <ul style="list-style-type: none"> • If yes, continue with subtask 2. <i>Checking for eligibility and completeness.</i> • If no, or if you are not sure, make a note to alert the Principal Engineer – Heavy Vehicles to any discrepancies before continuing with subtask 2. <i>Checking for eligibility and completeness.</i>

2. Checking for eligibility and completeness

Follow the steps below to confirm that the application is eligible and has all the required information for processing.

Step	Action
1	Check the TSL number and NZBN Register to confirm the applicant's legal eligibility, as described in section <i>E2.3 Conducting legal eligibility checks.</i>
2	<p>Has the applicant attached the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> An HPMV attributes check sheet for each unit, or a 50MAX combination attributes check sheet <input type="checkbox"/> If there is no SRT information on the attributes check sheet, an SRT compliance certificate for each trailer <input type="checkbox"/> A PBS report, and <input type="checkbox"/> A detailed route description and an engineering assessment of the route. <ul style="list-style-type: none"> • If yes, continue with subtask 3. <i>Checking overlength safety requirements.</i> • If no, contact the applicant and request the missing information.
3	If the applicant fails to provide the missing information within 5 working days, return the application.

Continued on next page

E3.4 Processing a non pro-forma overlength permit application continued

3. Checking overlength safety requirements

The vehicle safety checks for a non pro-forma permit application are the same as for a pro-forma application.

Follow the procedures in sections:

- *E2.5 Checking roll stability*, and
- *E2.6 Checking overlength attributes*.

When you have completed these checks and there are no issues, continue with subtask 4. *Referring the application for technical assessment*.

4. Referring the application for technical assessment

All non pro-forma overlength permit applications must be referred to the Principal Engineer – Heavy Vehicles (copy to the Principal Engineer – Vehicle Standards) for a specialist technical assessment.

The Principal Engineers will assess the application, PBS report and route assessment and advise you whether to grant a permit or decline the application.

Follow the steps below to refer an application for technical assessment.

Step	Action
1	Forward the application and all attached documents to the Principal Engineer – Heavy Vehicles, cc Principal Engineer – Vehicle Standards. Mention any concerns or questions you may have in the email.
2	Make a note in your diary to follow up if you have not received a reply within 3 working days.
3	If the Principal Engineer requests additional information from the permit applicant, liaise with the applicant and the Principal Engineer.
4	Has the Principal Engineer advised that a permit can be issued? <ul style="list-style-type: none"> • If yes, continue with section <i>E4.1 Issuing an overlength permit</i>. • If no, decline the application – see section <i>E4.2 Returning or declining an overlength permit application</i>.

E3.5 Renewing a non pro-forma overlength permit

When can a non pro-forma permit be renewed?

A non pro-forma overlength permit can be renewed if the original permit was:

- issued with an expiry date, or
- issued **without** an expiry date and the operator needs to replace a unit (typically the prime mover) in the combination.

Renewals of expired non pro-forma permits

Before the PBS reform in 2019, a limited number of route-specific non pro-forma overlength permits were issued on a trial basis. These permits were issued with expiry dates.

After the introduction of the new PBS in May 2019, non pro-forma overlength permits can only be issued in exceptional cases. A limited permit period may apply at the Principal Engineer's discretion.

Non pro-forma permits with expiry dates are eligible for renewal if there are **no changes** to the vehicle combination or the route.

Renewals for 'vehicle swaps'

Before the PBS reform in 2019, vehicle designs with slight variations from the approved pro-forma designs were generally eligible for an overlength permit if they met the pre-2019 PBS. Many of these permits were issued without expiry dates for the lifetime of the vehicle combination.

Such permits may be renewed if a unit in the combination needs to be replaced. Typically, this is the prime mover, as trailers tend to outlast prime movers.

To be eligible for renewal, the replacement unit must:

- meet the original PBS report, and
- have the same critical dimensions as the original unit.

See below for details.

Two subtasks

Renewing a non pro-forma overlength permit involves one of two subtasks:

- 1. Renewing a non pro-forma permit with an expiry date, or**
- 2. Renewing a non pro-forma permit for a replacement unit.**

These two subtasks are described in detail below.

Continued on next page

E3.5 Renewing a non pro-forma overlength permit continued

1. Renewing a non pro-forma permit with an expiry date

Follow the steps below to renew a non pro-forma overlength permit with an expiry date.

Step	Action
1	Open the renewal application and: <ul style="list-style-type: none"> – the permit that is to be renewed, or – the PDF file of the original application.
2	Are the following details the same on the renewal application and the existing permit (or the original application): <ul style="list-style-type: none"> <input type="checkbox"/> company name and TSL number, and <input type="checkbox"/> vehicle registration numbers? <ul style="list-style-type: none"> • If yes, go to step 3. • If no, the application is not eligible for renewal. Continue with section <i>E4.2 Returning or declining an overlength permit application</i>.
3	Compare the following details on the renewal application with the existing permit (or the original application): <ul style="list-style-type: none"> <input type="checkbox"/> vehicle design and dimensions, and <input type="checkbox"/> route details. <p>Make a note of any differences you notice.</p>
4	Refer the renewal application and a copy of the existing permit to the Principle Engineer – Heavy Vehicles (copy to Principal Engineer – Vehicle Standards) for approval. <p>Mention any changes to the vehicle or route you may have noticed.</p>
5	Has the Principal Engineer approved the renewal? <ul style="list-style-type: none"> • If yes, continue with section <i>E4.1 Issuing an overlength permit</i>. • If no, decline the application – continue with section <i>E4.2 Returning or declining an overlength permit application</i>.

Continued on next page

E3.5 Renewing a non pro-forma overlength permit continued

2. Renewing a non pro-forma permit for a replacement unit

Follow the steps below to renew a non pro-forma overlength permit for a replacement unit.

Step	Action
1	<p>Open the renewal application and:</p> <ul style="list-style-type: none"> – the permit that is to be renewed, or – the PDF file of the original application.
2	<p>Confirm that the following details are the same on the renewal application and the existing permit (or the original application):</p> <ul style="list-style-type: none"> <input type="checkbox"/> company name and TSL number <input type="checkbox"/> vehicle registration numbers (except for the unit that is to be replaced), and <input type="checkbox"/> route details. <ul style="list-style-type: none"> • If yes (all the above details match), go to step 3. • If no, the application is not eligible for renewal. Continue with section <i>E4.2 Returning or declining an overlength permit application</i>.
3	<p>Compare the diagram on the renewal application with the diagram in the PBS report submitted with the original application.</p> <p>If you do not have the original PBS report on file, request it from the applicant.</p> <p>Do the following details of the replacement unit match the details in the PBS report for the original unit:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Overall length of the replacement unit <input type="checkbox"/> Forward distance <input type="checkbox"/> Turntable or tow coupling position <p>Note: A minor variation in the wheelbase is acceptable.</p> <ul style="list-style-type: none"> • If yes (all the above details match), the permit is eligible for renewal. Continue with section <i>E4.1 Issuing an overlength permit</i>. • If no, or if you are unsure, forward the renewal application to the Principal Engineer – Heavy Vehicles (copy to Principal Engineer – Vehicle Standards) for a decision.

Continued on next page

E3.5 Renewing a non pro-forma overlength permit continued

2. Renewing a non pro-forma permit for a replacement unit (continued)

Step	Action
4	When you have received a response from the Principal Engineer, either issue a new permit or decline the renewal application depending on the Principal Engineer's decision.

Chapter E4: Issuing an overlength permit or declining an application

Overview

In this chapter This chapter explains how to issue an overlength HPMV permit, or return or decline an application.

In this chapter This chapter contains the following sections:

Section	See page
E4.1 Issuing an overlength permit	E4-2
E4.2 Returning or declining an overlength permit application	E4-7
E4.3 Record-keeping, filing and invoicing for overlength permits	E4-9

E4.1 Issuing an overlength permit

Three subtasks


Issuing an overlength permit consists of the following three subtasks:

1. **Updating the overlength permit register**
2. **Creating an overlength permit document, and**
3. **Issuing the permit to the applicant.**

These subtasks are described in detail below.

1. Updating the overlength permit register

Follow the steps below to update the overlength permit register.

Step	Action
1	In InfoHub, go to the High Productivity Motor Vehicles folder and open the Excel spreadsheet OL HPMV Permit Register.xls .
2	In the OL HPMV Permit Register spreadsheet, enter the application details in the next row available. This also gives you the permit number (permit numbers run in sequence).
3	Save the OL HPMV Permit Register spreadsheet but keep it open so you can copy the permit number in the next subtask.
4	If the permit is for a non pro-forma vehicle, also update the 'Non Proforma Applications' spreadsheet:  Non Proforma Applications - Approvals and Declines from Aug 2020.xlsx
5	Then continue with subtask 2. <i>Creating an overlength permit document.</i>

Continued on next page

E4.1 Issuing an overlength permit continued

2. Creating an overlength permit document

Follow the steps below to create an overlength permit document.

Step	Action												
1	Select the right Microsoft Word permit template for the vehicle design, for example: <ul style="list-style-type: none"> – truck and simple trailer – B-train, or – logging truck and full trailer. 												
2	Open a new document from the applicable template and manually insert or edit the following information: <table border="1" data-bbox="555 748 1374 1794"> <thead> <tr> <th>Content</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Permit number</td> <td>Copy the permit number from the 'OL HPMV Permit Register' spreadsheet (see subtask 1 above).</td> </tr> <tr> <td>Operator name</td> <td>Overwrite or enter the name of the applicant company.</td> </tr> <tr> <td>Vehicle registration numbers</td> <td>Insert the truck and trailer registration numbers. Note: Only registered vehicles are eligible for overlength permits with no expiry date.</td> </tr> <tr> <td>Vehicle identification number (VIN) (See <i>Entry certification</i> in section E1.1 for when to issue a permit with a VIN).</td> <td>If the vehicle is not registered, insert the VIN for the truck and/or trailers in place of registration numbers. Important: Overlength permits with VINs must only be issued for a period of one month – see 'Date of expiry' below. Permits with VINs need to be reissued with registration plate numbers once the vehicle is entry-certified and registered.</td> </tr> <tr> <td>Conditions (non pro-forma only)</td> <td>Insert the non pro-forma vehicle design drawing and the vehicle dimensions as submitted by the applicant.</td> </tr> </tbody> </table>	Content	Action	Permit number	Copy the permit number from the 'OL HPMV Permit Register' spreadsheet (see subtask 1 above).	Operator name	Overwrite or enter the name of the applicant company.	Vehicle registration numbers	Insert the truck and trailer registration numbers. Note: Only registered vehicles are eligible for overlength permits with no expiry date.	Vehicle identification number (VIN) (See <i>Entry certification</i> in section E1.1 for when to issue a permit with a VIN).	If the vehicle is not registered, insert the VIN for the truck and/or trailers in place of registration numbers. Important: Overlength permits with VINs must only be issued for a period of one month – see 'Date of expiry' below. Permits with VINs need to be reissued with registration plate numbers once the vehicle is entry-certified and registered.	Conditions (non pro-forma only)	Insert the non pro-forma vehicle design drawing and the vehicle dimensions as submitted by the applicant.
Content	Action												
Permit number	Copy the permit number from the 'OL HPMV Permit Register' spreadsheet (see subtask 1 above).												
Operator name	Overwrite or enter the name of the applicant company.												
Vehicle registration numbers	Insert the truck and trailer registration numbers. Note: Only registered vehicles are eligible for overlength permits with no expiry date.												
Vehicle identification number (VIN) (See <i>Entry certification</i> in section E1.1 for when to issue a permit with a VIN).	If the vehicle is not registered, insert the VIN for the truck and/or trailers in place of registration numbers. Important: Overlength permits with VINs must only be issued for a period of one month – see 'Date of expiry' below. Permits with VINs need to be reissued with registration plate numbers once the vehicle is entry-certified and registered.												
Conditions (non pro-forma only)	Insert the non pro-forma vehicle design drawing and the vehicle dimensions as submitted by the applicant.												

Table continued on next page

Continued on next page

E4.1 Issuing an overlength permit continued

2. Creating an overlength permit document (continued)

Step	Action	
2 (cont'd)	Content	Action
	Date of issue	You do not need to insert a date. The date automatically defaults to the current day.
	Date of expiry	<ul style="list-style-type: none"> • Insert 'N/A' for registered vehicles, or • Insert a date one month from the date of issue for permits with VIN numbers, or • For a non pro-forma permit, if the Principal Engineer has specified a trial period, insert the relevant end date for the trial.
3	<p>Check the document to ensure you have not missed anything and the information you added is accurate.</p> <p>When you are satisfied that everything is correct, save the document as a PDF file and then close both the Word and PDF files.</p>	
4	Continue with subtask 3. <i>Issuing the permit to the applicant.</i>	

Continued on next page

E4.1 Issuing an overlength permit continued

3. Issuing the permit to the applicant

Follow the steps below to issue the permit to the applicant.

If the application is also for a 50MAX permit, then the overlength permit and the 50MAX permit should be issued together.

If the application is also for an HPMV higher mass permit, issue the overlength permit first before the application is referred to a regional PIO.

Step	Action
1	<p>Draft an email to the applicant with the subject line: ‘HPMV permit application – Approved [<i>Company name</i>] [<i>Registration numbers/VIN</i>]’.</p> <p>Including the company name and registration numbers makes it easy to search for application records.</p> <p>Note: If the application was received by email, use Forward to reply to the email (so that the original attachments are retained) and change the subject line as above.</p>
2	<p>If the application is also for a higher mass permit, advise the applicant in the body of the email that their application for a higher mass permit will be processed and that they cannot operate the HPMV at higher mass until they receive the higher mass permit.</p> <p>Also see <i>Initial higher mass checks</i> below.</p>
3	<p>Attach the PDF file of the overlength permit to the email and send to the applicant.</p> <p>Important: You must always send permits as PDF files. Word documents can be edited and are not legally valid permits.</p>
4	Save the email in InfoHub.
5	<p>In the permit portal:</p> <ul style="list-style-type: none"> – attach the PDF file of the overlength permit in the portal – change the status of the application to Issued, and – enter the permit number in the relevant field.
6	Continue with section <i>E4.3 Record-keeping, filing and invoicing for overlength permits</i> .

Continued on next page

E4.1 Issuing an overlength permit continued

Initial higher mass checks

If the application is also for an HPMV higher mass permit, remember to complete the initial higher mass checks when you have issued the overlength permit – see section *A3.3 Conducting initial assessment checks* in part A of this volume.

When you have completed the initial higher mass checks, change the status of the application in the permit portal to **Sent to PIO**.

E4.2 Returning or declining an overlength permit application

When to return an application

You return an overlength permit application when:

- there is missing or incorrect information that the applicant has been unable to provide or correct, or
- the applicant does not need an overlength permit or decides to withdraw the application.

When to decline an application

It is rare for Waka Kotahi to decline an overlength permit application.

An overlength permit application may be declined for two reasons, as follows:

8. The operator is not legally entitled to hold a permit, for example if the TSL number is invalid or the company is not a legally registered entity.
9. The application fails to meet the technical requirements for an overlength permit. This could happen, for example, if a trailer fails to meet SRT requirements, or a non pro-forma application does not meet the required performance and safety standards.

Returning or declining an application

Follow the steps below to return or decline an overlength permit application.

Step	Action
1	<p>If the application was received by email, respond by clicking Forward and change the subject line as follows:</p> <ul style="list-style-type: none"> – ‘Overlength permit application – Returned’, or – ‘Overlength permit application – Declined’. <p>If you prefer to start a new email, also use the above subject lines.</p>
2	<p>If you have started a new email, attach the application form and any other application documents (for example HPMV attributes check sheets and pro-forma design diagram) to your email.</p> <p>Tip: A quick way to do this is to:</p> <ul style="list-style-type: none"> – grab the file attachments from the application email with your mouse – drag them to your new email, and – drop them into the body of your email.

Continued on next page

E4.2 Returning or declining an overlength permit application continued

Returning or declining an application (continued)

Step	Action
3	<p>In your email, give the reasons why the application has been returned or declined.</p> <p>Refer to efforts made to resolve any issues, for example in telephone calls or email correspondence.</p>
4	<p>Quickly read through your email. Correct any spelling mistakes or errors. Confirm that you have included your full signature and attached all the right documents.</p> <p>When you are satisfied that everything is correct, send the email to the applicant.</p>
5	<p>If the application was received in the permit portal, update the status to 'Returned' or 'Declined'.</p>

End of process

The overlength permitting process ends here for returned or declined permits.

Note: Applicants are only invoiced if a permit has been issued. They are currently not required to pay a permit fee if their application has been returned or declined.

E4.3 Record-keeping, filing and invoicing for overlength permits

Overlength permit register

If you have not already done so, record all application details in the overlength permit register (OL HPMV Permit Register.xls) now. See subtask 1. *Updating the overlength permit register* in section E4.1 above.

Filing all documents

Save all documents, including any email correspondence with the applicant, Principal Engineer – Heavy Vehicles or other technical specialists in National Office, in the appropriate folder in InfoHub.

Updating and sending invoicing information

Follow the steps below to update the invoicing information and send it to Customer Payment Support for processing.

Step	Action
1	On a set day every week (usually first thing on Monday morning), open the overlength permit register OL HPMV Permit Register.xls .
2	Select and copy the previous week's entries into a separate spreadsheet.
3	Save the new spreadsheet as: 'HPMV Invoicing Week [dd/mm/yyyy]' with the date being the last day (Sunday) of the invoicing week.
4	Attach the new spreadsheet to an email. The subject line is the name of the attached spreadsheet. Send the email to accounts.receivable@nzta.govt.nz .

End of process

This completes the HPMV overlength permitting process.

Vehicle dimensions and mass permitting manual (volume 2)

Part F

Processing HPMV 50MAX permit applications

Current as at 1 July 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.

Waka Kotahi NZ Transport Agency does not accept any responsibility or liability whatsoever, whether in contract, tort, equity or otherwise for any action taken, or reliance placed, as a result of reading any part of this publication or for any error, inadequacy, deficiency, flaw or omission from the information provided in this publication.

Record of amendments in this part

Note: Amendments to the *Vehicle dimensions and mass permitting manual* can affect individual or multiple parts in a volume. Gaps in the amendment number in the table below indicate amendments in the other volume. For a complete record of all amendments to the manual, please refer to the 'Record of amendments' at the start of both volumes.

Amendment to 2nd edition	Description of main changes in this part	Effective date
Amendment 6	<p>Processing time: The maximum processing time for 50MAX permit applications has been extended from 5 to 10 days in exceptional cases. See section <i>F1.2 Processing time and managing the workload</i>.</p> <p>Non pro-forma vehicle designs no longer eligible: Following the introduction of new performance based standards (PBS) in May 2019, only pro-forma vehicle designs are eligible for 50MAX permits. New applications for non pro-forma designs must be returned to the applicant, but existing permits for non pro-forma designs remain eligible for renewal. See <i>Non pro-forma applications</i> in section F2.1.</p> <p>Operator compliance checks: Information updated for new process. See section <i>F2.2 Conducting operator compliance checks</i>.</p>	1 July 2021

Contents

Introduction	F-1
Chapter F1: General information and process overview.....	F1-1
Overview	F1-1
F1.1 Overview diagrams of the HPMV 50MAX permitting process	F1-2
F1.2 Processing time and managing the workload	F1-4
F1.3 Workstation set-up and resources	F1-5
Chapter F2: Checking 50MAX permit eligibility.....	F2-1
Overview	F2-1
F2.1 Receiving 50MAX permit applications and checking for completeness	F2-2
F2.2 Conducting operator compliance checks	F2-4
F2.3 Checking a 50MAX pro-forma vehicle design	F2-5
F2.4 Checking vehicle attributes	F2-7
F2.5 Processing 50MAX permit renewal applications	F2-12
Chapter F3: Issuing a 50MAX permit or returning an application	F3-1
Overview	F3-1
F3.1 Checking overlength permit requirements	F3-2
F3.2 Issuing a 50MAX permit	F3-5
F3.3 Returning a 50MAX permit application	F3-8
F3.4 Record-keeping, filing and invoicing for 50MAX permits	F3-9

Part F: Processing HPMV 50MAX permit applications

Introduction

About this part

This part of the *Vehicle dimensions and mass permitting manual* (volume 2) describes how Waka Kotahi NZ Transport Agency processes HPMV 50MAX permit applications.

Legal background

When issuing HPMV permits, Waka Kotahi (or any other road controlling authority) is required by law to consider:

- the safety of the vehicle
- the safety of road users, and
- the durability of roads and bridges on which the vehicle may operate.

Legislation reference: Land Transport Rule: Vehicle Dimensions and Mass 2016, section 5.2(1).

The processes and procedures described in this part are designed to ensure Waka Kotahi meets its legal obligations when issuing HPMV 50MAX permits.

Audience

The primary audience for this part is the Permitting team in the Waka Kotahi Palmerston North office.

Other Waka Kotahi permitting staff, transport operators, local road controlling authorities, enforcement officers and other stakeholders may also be interested in how 50MAX permit applications are processed.

Purpose

The purpose of this part is to be a 'how-to' reference for processing HPMV 50MAX permit applications. It documents best practice and makes the permitting process transparent to all stakeholders.

Policy in volume 1

This part should be read in conjunction with the policy information in *Part F: HPMV 50MAX permits* in volume 1 of this manual.

Permitting staff should take the time to familiarise themselves with the policy in order to:

- advise applicants correctly and refer them to relevant information, and
- understand the reasons for and background to the permitting process and procedures.

Continued on next page

Introduction continued

Terminology and abbreviations

Specific terminology and abbreviations are used throughout this manual. For definitions and explanations, see *Part I: Definitions and glossary* in volume 1.

In this part

This part contains the following chapters:

Chapter	See page
Chapter F1: General information and process overview	F1-1
Chapter F2: Checking 50MAX permit eligibility	F2-1
Chapter F3: Issuing a 50MAX permit or returning an application	F3-1

Chapter F1: General information and process overview

Overview

About this chapter

This chapter gives an overview of the HPMV 50MAX permitting process. It includes overview diagrams and general guidelines for processing 50MAX permit applications and managing the workload.

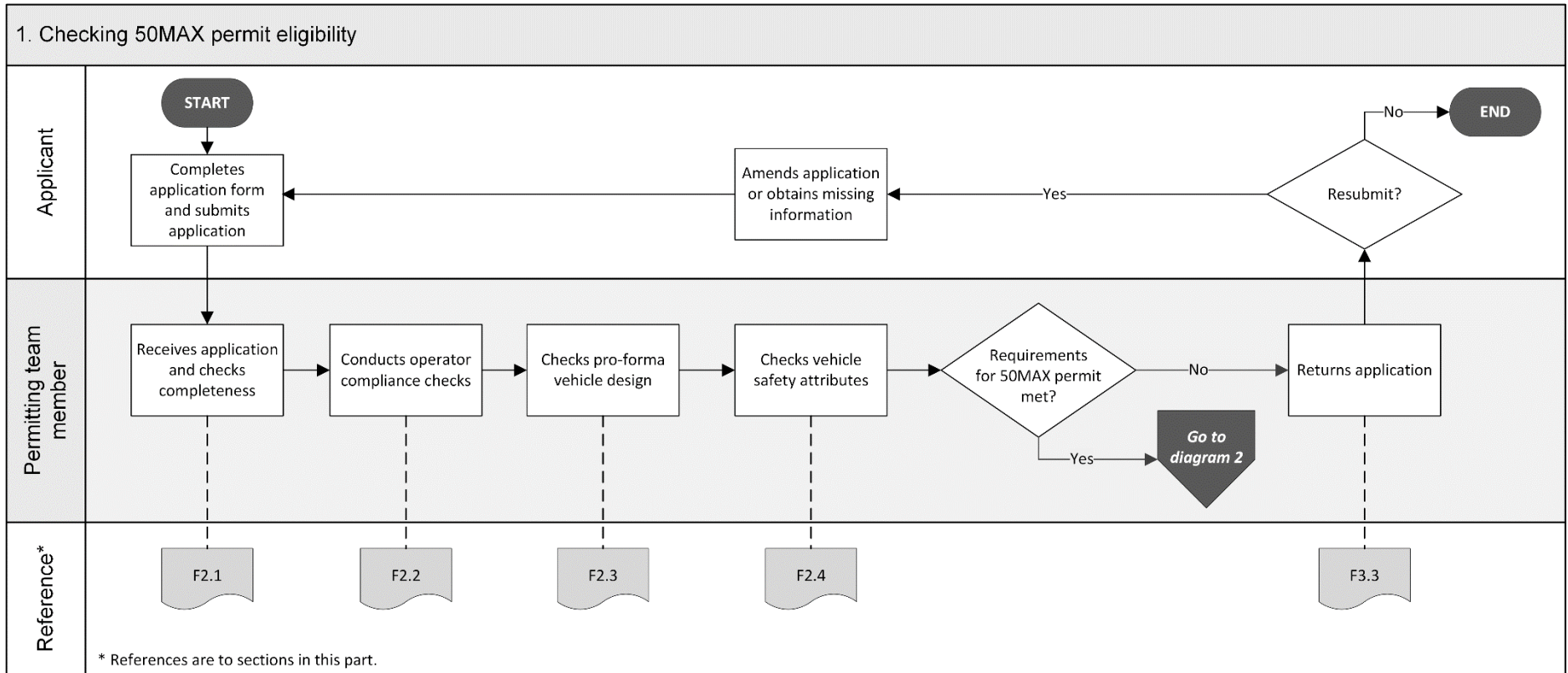
In this chapter

This chapter contains the following sections:

Section	See page
F1.1 Overview diagrams of the HPMV 50MAX permitting process	F1-2
F1.2 Processing time and managing the workload	F1-4
F1.3 Workstation set-up and resources	F1-5

F1.1 Overview diagrams of the HPMV 50MAX permitting process

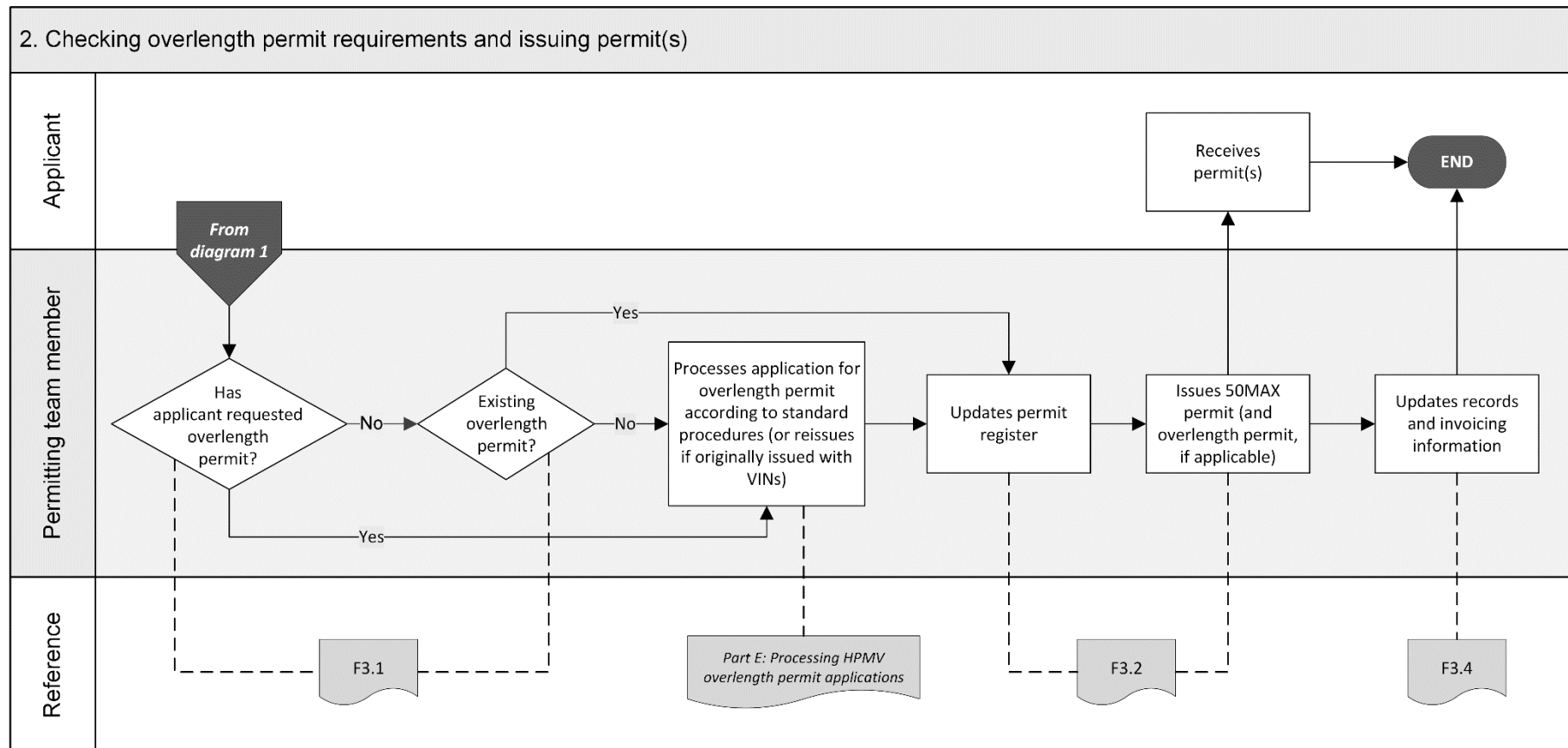
Diagram 1 The diagram below gives an overview of the tasks involved in checking whether a 50MAX permit application meets the requirements for a permit.



Continued on next page

F1.1 Overview diagrams of the HPMV 50MAX permitting process continued

Diagram 2 This diagram shows the tasks involved in completing the processing of a 50MAX permit application.



F1.2 Processing time and managing the workload

First in, first out Without exception, 50MAX permit applications are processed on a ‘first in, first out’ basis.

Target processing time Applicants are advised that the processing time for 50MAX permit applications is 10 days. However, this is the outer limit and it should only take this long in exceptional circumstances.

Return non-compliant applications To keep the processing time to a minimum, return non-compliant, incomplete or incorrect permit applications immediately – see section *F3.3 Returning a 50MAX permit application*.

Managing your workload On average, the cycle time to process a permit application is 15 minutes (standard timing).

The escalation point for processing applications is one day’s work in progress (8 hours), worked out from the total processing time (based on the standard timing) divided by the number of resources available.

When to alert your manager

If the work-in-progress time is exceeded, you must immediately alert your manager. Your manager will decide whether to allocate additional resources to deal with the backlog.

Example:

There are 40 new applications and 1.5 full-time resources for processing the applications. Calculate the total processing time as follows:

$$\frac{40 \text{ applications} \times 15 \text{ mins}}{60 \text{ mins}} = 10 \text{ hours}$$

Divide the total processing time by the number of full- and part-time resources available, as follows:

$$\frac{10 \text{ hours}}{1.5 \text{ resources}} = 6.7 \text{ hours}$$

In this example, the processing time is within the work-in-progress limit of 8 hours.

However, if there was only one resource, the processing time would exceed the limit and you would have to alert your manager.

F1.3 Workstation set-up and resources

Workstation set-up	You need a workstation with two monitors (dual screen functionality) to process 50MAX permit applications efficiently.
Resources	<p>Ensure you have access to and are familiar with the following resources:</p> <ul style="list-style-type: none">• 50MAX pro-forma designs (at nzta.govt.nz/commercial-driving/high-productivity/50max/50max-information-for-operators-and-manufacturers/50max-pro-forma-designs)• the list of approved heavy vehicle specialist certifiers (at nzta.govt.nz/resources/heavy-vehicle-specialist-certifiers)• LANDATA (via InsightHub)• Operator safety and compliance information (for details see <i>Chapter A2: Conducting operator compliance checks</i> in part A of this volume)• Overlength HPMV Permit Register and 50MAX Permit Register (Excel spreadsheets)• 50MAX permit and HPMV overlength permit templates, and• 50MAX response email templates.
Return procedure	<p>Also make sure you are familiar with the return procedure because you will be recording any missing, incorrect or non-compliant information in a 'Return' email while you are processing an application. See section <i>F3.3 Returning a 50MAX permit application</i> for details.</p>

Chapter F2: Checking 50MAX permit eligibility

Overview

About this chapter

This chapter describes the checks to determine whether a 50MAX permit application meets the requirements for a permit.

In this chapter

This chapter contains the following sections:

Section	See page
F2.1 Receiving 50MAX permit applications and checking for completeness	F2-2
F2.2 Conducting operator compliance checks	F2-4
F2.3 Checking a 50MAX pro-forma vehicle design	F2-5
F2.4 Checking vehicle attributes	F2-7
F2.5 Processing 50MAX permit renewal applications	F2-12

F2.1 Receiving 50MAX permit applications and checking for completeness

How 50MAX permit applications are received

Applicants must complete and submit the online 50MAX permit application form on the Waka Kotahi website at nzta.govt.nz/commercial-driving/high-productivity/50max/50max-information-for-operators-and-manufacturers/application-form/.

The Permitting team receives 50MAX permit applications by email in the 'Apply 50MAX' mailbox.

Monitor incoming applications

Check the 50MAX mailbox regularly for new applications and alert your manager promptly if incoming applications exceed capacity to achieve the turnaround target – see section *F1.2 Processing time and managing the workload* above.

Processing priority

50MAX permit applications are processed strictly in the order in which they are received, without exception.

Checking for completeness

Follow the steps below to confirm the applicant has submitted all required information and attachments to enable the application to be processed.

Step	Action
1	Open the application you wish to process.
2	<p>Scan through the application.</p> <p>Has the applicant provided information that looks valid in all required fields?</p> <ul style="list-style-type: none"> • If yes, go to step 3. • If no, create a 'Return' email (see section <i>F3.3 Returning a 50MAX permit application</i>) and record the missing or incorrect information, and then go to step 3.

Continued on next page

F2.1 Receiving 50MAX permit applications and checking for completeness continued

Checking for completeness (continued)

Step	Action								
3	<p>On the application form, refer to the table with axle distances and maximum gross mass (GM).</p> <p>Has the applicant selected a GM of 44, 45 or 46 tonnes?</p> <table border="1"> <thead> <tr> <th>Distance from the centre of the first axle to the centre of the last axle is:</th> <th>Maximum Gross Mass (GM)</th> </tr> </thead> <tbody> <tr> <td>16.0m but less than 16.8m</td> <td>44 tonnes</td> </tr> <tr> <td>16.8m but less than 17.4m</td> <td>45 tonnes</td> </tr> <tr> <td>17.4m but less than 18.0m</td> <td>46 tonnes</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • If yes, return the application and advise the applicant that no permit is required – continue with section <i>F3.3 Returning a 50MAX permit application</i>. • If no (the GM selected is 47 tonnes or more), go to step 4. 	Distance from the centre of the first axle to the centre of the last axle is:	Maximum Gross Mass (GM)	16.0m but less than 16.8m	44 tonnes	16.8m but less than 17.4m	45 tonnes	17.4m but less than 18.0m	46 tonnes
Distance from the centre of the first axle to the centre of the last axle is:	Maximum Gross Mass (GM)								
16.0m but less than 16.8m	44 tonnes								
16.8m but less than 17.4m	45 tonnes								
17.4m but less than 18.0m	46 tonnes								
4	<p>Check the attachments. Has the applicant submitted:</p> <ul style="list-style-type: none"> <input type="checkbox"/> a 50MAX HPMV combination attributes check sheet for each vehicle combination applied for, and <input type="checkbox"/> a 50MAX pro-forma vehicle design diagram with vehicle dimensions? <ul style="list-style-type: none"> • If yes, continue with section <i>F2.2 Conducting operator compliance checks</i>. • If no, that is if any of the required attachments are missing, return the application – continue with section <i>F3.3 Returning a 50MAX permit application</i>. 								

Non pro-forma applications

In the past, variations from the standard pro-forma designs (so-called 'non pro-forma' designs) were occasionally approved for a 50MAX permit if they met the Waka Kotahi performance based standards (PBS).

However, since the introduction of new PBS in May 2019, non pro-forma designs are no longer eligible for 50MAX permits.

If you receive a non pro-forma application, return the application – see section *F3.3 Returning a 50MAX permit application*.

Note: Existing permits for non pro-forma designs that were originally approved before May 2019 remain eligible for renewal.

F2.2 Conducting operator compliance checks

Why conduct operator compliance checks?

The operator compliance checks assess an operator's compliance with safety related legislation to ensure that they pose no undue risk to other road users when operating under a permit.

In addition, the operator compliance checks confirm that the operator is a valid legal entity and is entitled to hold a permit.

Two aspects

There are two aspects to the operator compliance checks:

1. Legal checks to confirm that the permit applicant is:

- the holder of a valid TSL, and
- a registered legal entity.

Note: Only the registered holder of a current TSL is entitled to operate under an HPMV permit.

2. Operator compliance checks to confirm that the operator has a good safety and compliance record and does not pose a risk to other road users.

Follow standard procedures

To do the operator compliance checks, follow the detailed procedures described in:

- *Chapter A2: Conducting operator compliance checks* in part A of this volume, or
 - the Waka Kotahi document *Process to conduct an operator compliance check*.
-

Next step

When you have completed the operator compliance checks and if the operator is eligible for a permit, continue with section *F2.3 Checking a 50MAX pro-forma vehicle design*.

F2.3 Checking a 50MAX pro-forma vehicle design

Why check pro-forma designs?

Waka Kotahi has approved '50MAX ready' pro-forma vehicle designs of combinations that meet the vehicle requirements for 50MAX permits. The vehicle combinations on a 50MAX permit application must conform to an approved pro-forma design to be eligible for a permit.

Note: Non pro-forma designs are without exception **not** eligible for a 50MAX permit, but existing permits for non pro-forma designs are eligible for renewal.

Familiarise yourself with return procedure

If you have not already done so, make sure you are familiar with the return procedure, because you will be recording any missing, incorrect or non-compliant information in a 'Return' email while you are processing an application. See section *F3.3 Returning a 50MAX permit application*.

Procedure

Follow the steps below to check whether the vehicle combination on the application conforms to an approved 50MAX pro-forma design.

Step	Action
1	<p>Open the application on one screen, and the attachment with the pro-forma design on your other screen.</p> <p>Note: Only one pro-forma design is permitted per application. If the application is for multiple vehicle combinations, they must all be identical and match the same pro-forma design, with identical dimensions.</p>
2	<p>Access the 50MAX pro-forma designs at nztta.govt.nz/commercial-driving/high-productivity/50max/50max-information-for-operators-and-manufacturers/50max-pro-forma-designs.</p> <p>Find the design that matches the one submitted with the application.</p>
3	<p>Has the applicant provided a correct 50MAX pro-forma design?</p> <ul style="list-style-type: none"> • If yes, go to step 4. • If no, return the application – continue with section <i>F3.3 Returning a 50MAX permit application</i>.

Continued on next page

F2.3 Checking a 50MAX pro-forma vehicle design continued

Procedure (continued)

Step	Action
4	<p>Refer to the 'Vehicle combination and mass details' section of the application form.</p> <p>Has the applicant provided the registration numbers for each unit in the vehicle combination for the pro-forma design they submitted (prime mover and up to five identical trailers)?</p> <ul style="list-style-type: none"> • If yes, go to step 5. • If no, record the missing details in the Return email and then go to step 5.
5	<p>Refer to the pro-forma design diagram.</p> <p>Has the applicant entered the vehicle combination's dimensions in all fields in the diagram?</p> <ul style="list-style-type: none"> • If yes, go to step 6. • If no, make a note of the missing details in the Return email and then go to step 6.
6	<p>Has the applicant entered dimensions that are within the minimum and the maximum dimensions on the pro-forma design diagram?</p> <ul style="list-style-type: none"> • If yes, the vehicle design meets requirements. Continue with section <i>F2.4 Checking vehicle attributes</i>. • If no, record the non-compliant dimensions in the Return email and then continue with section <i>F2.4 Checking vehicle attributes</i>.

F2.4 Checking vehicle attributes

Why check vehicle attributes?

The purpose of checking vehicle attributes is to confirm that the vehicle combination is technically capable of safely carrying the mass applied for under a 50MAX permit. This is done by checking application details against the certified ratings on the 50MAX High Productivity Combination Motor Vehicle Attributes Check Sheet.

Applicants must provide a 50MAX combination attributes check sheet for each vehicle combination applied for.

Note: Only 50MAX combination attributes check sheets are acceptable with a 50MAX permit application. A 'High Productivity Motor Vehicle/ISO Permit Attributes Check Sheet', which is required for HPMV higher mass permit applications, is **not** acceptable with a 50MAX permit application.

Three subtasks

Checking vehicle attributes involves three subtasks:

1. **Checking for valid attributes check sheet** to confirm that a correct and valid attributes check sheet has been submitted for the vehicle combinations applied for.
2. **Confirming roll stability** to confirm the vehicle meets roll stability requirements.
3. **Checking gross mass** to confirm the vehicle can safely carry the mass applied for.

These subtasks are described in detail below.

1. Checking for valid attributes check sheet

Follow the steps below to confirm that the applicant has submitted a correct and valid attributes check sheet with the application.

Note: If the application is for multiple vehicle combinations, you must go through these steps for each combination.

Step	Action
1	<p>Has the applicant provided a correct 50MAX High Productivity Combination Motor Vehicle Attributes Check Sheet for each vehicle combination applied for?</p> <p>Note: Up to five combinations per application are allowed.</p> <ul style="list-style-type: none"> • If yes, go to step 2. • If no, make a note of the missing or incorrect attributes check sheets in the Return email and then go to step 2.

Continued on next page

F2.4 Checking vehicle attributes continued

1. Checking for valid attributes check sheet (continued)

Step	Action
2	On the attributes check sheet, note the name of the certifier who signed it.
3	Refer to the list of approved heavy vehicle specialist certifiers at nzta.govt.nz/resources/heavy-vehicle-specialist-certifiers . Find the certifier who signed the attributes check sheet on the list.
4	Has the attributes check sheet been signed by an approved certifier included in the online list? <ul style="list-style-type: none"> • If yes, go to step 5. • If no, make a note of the issue in the Return email and then go to step 5.
5	Look up the registration numbers on the application form and compare them against the registration numbers: <ul style="list-style-type: none"> • on the attributes check sheet, and • in LANDATA, if necessary (for example to confirm personalised plates). <p>Note: If there are discrepancies, you can also try to search records for the vehicle identification number (VIN) to help establish the correct registration numbers.</p>
6	Do the registration numbers on the application form, on the attributes check sheets and/or in LANDATA match? <ul style="list-style-type: none"> • If yes, continue with subtask 2. <i>Confirming roll stability</i>. • If no, make a note of any discrepancies in the Return email and then continue with subtask 2.

Continued on next page

F2.4 Checking vehicle attributes continued

2. Confirming roll stability

Follow the steps below to confirm that the vehicle combination meets roll stability requirements.

Step	Action																																																																																										
1	<p>On page 1 of the attributes check sheet, refer to the rows starting with 'Trailers have Roll Stability Control activated' (outlined in red below):</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">50MAX High Productivity Combination Motor Vehicle Attributes Check Sheet (V.1a)</p> <p style="text-align: center;">HEAVY VEHICLE ENGINEERING CERTIFIER NOTES, SEE HVE VIRM SECTION 12-12</p> <p style="text-align: center;">Description of Vehicle for unit types; Prime Mover, Full Trailer, Semi Trailer, Simple Trailer, 50MAX Dedicated Combination</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Prime mover Registration Plate No</td> <td colspan="2"></td> <td colspan="2">VIN</td> <td colspan="2"></td> </tr> <tr> <td>Make</td> <td></td> <td>Model</td> <td></td> <td>Sub Model</td> <td></td> <td>Year</td> <td></td> </tr> <tr> <td colspan="2">Trailer 1 Registration Plate No</td> <td colspan="2"></td> <td colspan="2">VIN</td> <td colspan="2"></td> </tr> <tr> <td>Make</td> <td></td> <td>Model</td> <td></td> <td>Type</td> <td>Full/dolly/semi trailer</td> <td>Year</td> <td></td> </tr> <tr> <td colspan="2">Trailer 2 Registration Plate No</td> <td colspan="2"></td> <td colspan="2">VIN</td> <td colspan="2"></td> </tr> <tr> <td>Make</td> <td></td> <td>Model</td> <td></td> <td>Type</td> <td>Semi trailer</td> <td>Year</td> <td></td> </tr> <tr style="border: 2px solid red;"> <td colspan="2">Trailers have Roll Stability Control activated</td> <td>Trailer 1</td> <td>yes</td> <td><input checked="" type="checkbox"/></td> <td>no</td> <td>Trailer 2</td> <td>yes</td> <td><input checked="" type="checkbox"/></td> <td>no</td> </tr> <tr style="border: 2px solid red;"> <td colspan="2">Trailer 1; 0.35g SRT at load height. (load height may be limited)</td> <td>YES</td> <td><input checked="" type="checkbox"/></td> <td>X1</td> <td>Y1</td> <td>X2</td> <td>Y2</td> </tr> <tr style="border: 2px solid red;"> <td colspan="2">Trailer 2; 0.35g SRT at load height. (load height may be limited)</td> <td>YES</td> <td><input checked="" type="checkbox"/></td> <td>X1</td> <td>Y1</td> <td>X2</td> <td>Y2</td> </tr> <tr> <td colspan="4" style="font-size: small;">if fitted with a non RSC brake system the trailer must meet a minimum SRT of 0.4g. please provide mass / load height information at 0.4 SRT. This may result in a load height limit being placed as a condition on the higher productivity permit. Note, in most cases Uniform Density is required</td> <td colspan="2">Trailer 1 Mass</td> <td colspan="2">Trailer 2 Mass</td> </tr> <tr> <td colspan="4"></td> <td colspan="2">Trailer 1 height</td> <td colspan="2">Trailer 2 height</td> </tr> </table> </div>	Prime mover Registration Plate No				VIN				Make		Model		Sub Model		Year		Trailer 1 Registration Plate No				VIN				Make		Model		Type	Full/dolly/semi trailer	Year		Trailer 2 Registration Plate No				VIN				Make		Model		Type	Semi trailer	Year		Trailers have Roll Stability Control activated		Trailer 1	yes	<input checked="" type="checkbox"/>	no	Trailer 2	yes	<input checked="" type="checkbox"/>	no	Trailer 1; 0.35g SRT at load height. (load height may be limited)		YES	<input checked="" type="checkbox"/>	X1	Y1	X2	Y2	Trailer 2; 0.35g SRT at load height. (load height may be limited)		YES	<input checked="" type="checkbox"/>	X1	Y1	X2	Y2	if fitted with a non RSC brake system the trailer must meet a minimum SRT of 0.4g. please provide mass / load height information at 0.4 SRT. This may result in a load height limit being placed as a condition on the higher productivity permit. Note, in most cases Uniform Density is required				Trailer 1 Mass		Trailer 2 Mass						Trailer 1 height		Trailer 2 height	
Prime mover Registration Plate No				VIN																																																																																							
Make		Model		Sub Model		Year																																																																																					
Trailer 1 Registration Plate No				VIN																																																																																							
Make		Model		Type	Full/dolly/semi trailer	Year																																																																																					
Trailer 2 Registration Plate No				VIN																																																																																							
Make		Model		Type	Semi trailer	Year																																																																																					
Trailers have Roll Stability Control activated		Trailer 1	yes	<input checked="" type="checkbox"/>	no	Trailer 2	yes	<input checked="" type="checkbox"/>	no																																																																																		
Trailer 1; 0.35g SRT at load height. (load height may be limited)		YES	<input checked="" type="checkbox"/>	X1	Y1	X2	Y2																																																																																				
Trailer 2; 0.35g SRT at load height. (load height may be limited)		YES	<input checked="" type="checkbox"/>	X1	Y1	X2	Y2																																																																																				
if fitted with a non RSC brake system the trailer must meet a minimum SRT of 0.4g. please provide mass / load height information at 0.4 SRT. This may result in a load height limit being placed as a condition on the higher productivity permit. Note, in most cases Uniform Density is required				Trailer 1 Mass		Trailer 2 Mass																																																																																					
				Trailer 1 height		Trailer 2 height																																																																																					
2	<p>Has the certifier indicated 'yes' for each trailer?</p> <ul style="list-style-type: none"> • If yes, the vehicle meets stability requirements. Continue with subtask 3. <i>Checking gross mass</i>. • If no, go to step 3. 																																																																																										
3	<p>Has the certifier included load and height limits at which the trailer meets a static roll threshold (SRT) at 0.4g (outlined in red below)?</p> <div style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Trailers have Roll Stability Control activated</td> <td>Trailer 1</td> <td>yes</td> <td><input type="checkbox"/></td> <td>no</td> <td>Trailer 2</td> <td>yes</td> <td><input type="checkbox"/></td> <td>no</td> </tr> <tr> <td colspan="2">Trailer 1; 0.35g SRT at load height. (load height may be limited)</td> <td>YES</td> <td><input type="checkbox"/></td> <td>X1</td> <td>Y1</td> <td>X2</td> <td>Y2</td> </tr> <tr> <td colspan="2">Trailer 2; 0.35g SRT at load height. (load height may be limited)</td> <td>YES</td> <td><input type="checkbox"/></td> <td>X1</td> <td>Y1</td> <td>X2</td> <td>Y2</td> </tr> <tr style="border: 2px solid red;"> <td colspan="4" style="font-size: small;">if fitted with a non RSC brake system the trailer must meet a minimum SRT of 0.4g. please provide mass / load height information at 0.4 SRT. This may result in a load height limit being placed as a condition on the higher productivity permit. Note, in most cases Uniform Density is required</td> <td colspan="2">Trailer 1 Mass</td> <td>20,000kg</td> <td colspan="2">Trailer 2 Mass</td> <td>18,000kg</td> </tr> <tr style="border: 2px solid red;"> <td colspan="4"></td> <td colspan="2">Trailer 1 height</td> <td>3.71m</td> <td colspan="2">Trailer 2 height</td> <td>3.88m</td> </tr> </table> </div> <ul style="list-style-type: none"> • If yes, go to step 4. • If no, note in the Return email that the attributes check sheet is missing SRT information and then continue with subtask 3. <i>Checking gross mass</i>. 	Trailers have Roll Stability Control activated		Trailer 1	yes	<input type="checkbox"/>	no	Trailer 2	yes	<input type="checkbox"/>	no	Trailer 1; 0.35g SRT at load height. (load height may be limited)		YES	<input type="checkbox"/>	X1	Y1	X2	Y2	Trailer 2; 0.35g SRT at load height. (load height may be limited)		YES	<input type="checkbox"/>	X1	Y1	X2	Y2	if fitted with a non RSC brake system the trailer must meet a minimum SRT of 0.4g. please provide mass / load height information at 0.4 SRT. This may result in a load height limit being placed as a condition on the higher productivity permit. Note, in most cases Uniform Density is required				Trailer 1 Mass		20,000kg	Trailer 2 Mass		18,000kg					Trailer 1 height		3.71m	Trailer 2 height		3.88m																																												
Trailers have Roll Stability Control activated		Trailer 1	yes	<input type="checkbox"/>	no	Trailer 2	yes	<input type="checkbox"/>	no																																																																																		
Trailer 1; 0.35g SRT at load height. (load height may be limited)		YES	<input type="checkbox"/>	X1	Y1	X2	Y2																																																																																				
Trailer 2; 0.35g SRT at load height. (load height may be limited)		YES	<input type="checkbox"/>	X1	Y1	X2	Y2																																																																																				
if fitted with a non RSC brake system the trailer must meet a minimum SRT of 0.4g. please provide mass / load height information at 0.4 SRT. This may result in a load height limit being placed as a condition on the higher productivity permit. Note, in most cases Uniform Density is required				Trailer 1 Mass		20,000kg	Trailer 2 Mass		18,000kg																																																																																		
				Trailer 1 height		3.71m	Trailer 2 height		3.88m																																																																																		

Continued on next page

F2.4 Checking vehicle attributes continued

2. Confirming roll stability (continued)

Step	Action
4	<p>Was the trailer with an SRT target of 0.4g first registered before:</p> <ul style="list-style-type: none"> - 1 May 2010, OR - 1 April 2016 if it is a log trailer carrying round wood? <ul style="list-style-type: none"> • If yes, the vehicle meets stability requirements. Continue with subtask 3. <i>Checking gross mass</i>. • If no, make a note that the trailer does not meet stability requirements in the Return email and then continue with subtask 3.

3. Checking gross mass

Follow the steps below to confirm that the gross mass applied for is within the vehicle combination's certified design limits.

Step	Action																								
1	<p>On the application form, refer to the table with axle distances and maximum gross mass.</p> <p>Note the distance and maximum gross mass selected (as outlined in red in the example below).</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>I apply for the above vehicle combination(s) to carry up to a gross mass of:*</p> <p><small>(Please indicate the Gross Mass relevant to the distance, 1st to last axle, of your vehicle combination).</small></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Distance from the centre of the first axle to the centre of the last axle is:</th> <th style="width: 20%;">Maximum Gross Mass (GM)</th> <th style="width: 20%;"></th> </tr> </thead> <tbody> <tr> <td>16.0m but less than 16.8m</td> <td>44 tonnes</td> <td style="text-align: center;"><input type="radio"/></td> </tr> <tr> <td>16.8m but less than 17.4m</td> <td>45 tonnes</td> <td style="text-align: center;"><input type="radio"/></td> </tr> <tr> <td>17.4m but less than 18.0m</td> <td>46 tonnes</td> <td style="text-align: center;"><input type="radio"/></td> </tr> <tr> <td>18.0m but less than 18.6m</td> <td>47 tonnes</td> <td style="text-align: center;"><input type="radio"/></td> </tr> <tr style="border: 2px solid red;"> <td style="border: 2px solid red;">18.6m but less than 19.4m</td> <td style="border: 2px solid red;">48 tonnes</td> <td style="border: 2px solid red; text-align: center;"><input checked="" type="radio"/></td> </tr> <tr> <td>19.4m but less than 20.0m</td> <td>49 tonnes</td> <td style="text-align: center;"><input type="radio"/></td> </tr> <tr> <td>20.0m or more</td> <td>50 tonnes</td> <td style="text-align: center;"><input type="radio"/></td> </tr> </tbody> </table> </div> <p>Note: If the application is for a gross mass of 44, 45 or 46 tonnes, return the application because no permit is required.</p>	Distance from the centre of the first axle to the centre of the last axle is:	Maximum Gross Mass (GM)		16.0m but less than 16.8m	44 tonnes	<input type="radio"/>	16.8m but less than 17.4m	45 tonnes	<input type="radio"/>	17.4m but less than 18.0m	46 tonnes	<input type="radio"/>	18.0m but less than 18.6m	47 tonnes	<input type="radio"/>	18.6m but less than 19.4m	48 tonnes	<input checked="" type="radio"/>	19.4m but less than 20.0m	49 tonnes	<input type="radio"/>	20.0m or more	50 tonnes	<input type="radio"/>
Distance from the centre of the first axle to the centre of the last axle is:	Maximum Gross Mass (GM)																								
16.0m but less than 16.8m	44 tonnes	<input type="radio"/>																							
16.8m but less than 17.4m	45 tonnes	<input type="radio"/>																							
17.4m but less than 18.0m	46 tonnes	<input type="radio"/>																							
18.0m but less than 18.6m	47 tonnes	<input type="radio"/>																							
18.6m but less than 19.4m	48 tonnes	<input checked="" type="radio"/>																							
19.4m but less than 20.0m	49 tonnes	<input type="radio"/>																							
20.0m or more	50 tonnes	<input type="radio"/>																							

Continued on next page

F2.4 Checking vehicle attributes continued

3. Checking gross mass (continued)

Step	Action																																				
2	<p>Refer to page 2 of the attributes check sheet and note the distance and gross mass indicated by the certifier (as outlined in red in the example below).</p> <p>Example:</p> <table border="1"> <thead> <tr> <th colspan="4">Application may not be for masses greater than the GVM/GCM of the vehicles/combination</th> </tr> </thead> <tbody> <tr> <td>9 axle minimum/16.8m but less than 17.4m 1st to last axle/45t</td> <td></td> <td>9 axle minimum/17.4 but less than 18.0m 1st to last axle/46t</td> <td></td> </tr> <tr> <td>9 axle minimum/18.0m but less than 18.6m 1st to last axle/47t</td> <td></td> <td>9 axle minimum/18.6m but less than 19.4m 1st to last axle/48t</td> <td>✓</td> </tr> <tr> <td>9 axle minimum/19.4m but less than 20m 1st to last axle/49t</td> <td></td> <td>9 axle minimum/20.0m or more 1st to last axle/50t</td> <td></td> </tr> </tbody> </table>	Application may not be for masses greater than the GVM/GCM of the vehicles/combination				9 axle minimum/16.8m but less than 17.4m 1st to last axle/45t		9 axle minimum/17.4 but less than 18.0m 1st to last axle/46t		9 axle minimum/18.0m but less than 18.6m 1st to last axle/47t		9 axle minimum/18.6m but less than 19.4m 1st to last axle/48t	✓	9 axle minimum/19.4m but less than 20m 1st to last axle/49t		9 axle minimum/20.0m or more 1st to last axle/50t																					
Application may not be for masses greater than the GVM/GCM of the vehicles/combination																																					
9 axle minimum/16.8m but less than 17.4m 1st to last axle/45t		9 axle minimum/17.4 but less than 18.0m 1st to last axle/46t																																			
9 axle minimum/18.0m but less than 18.6m 1st to last axle/47t		9 axle minimum/18.6m but less than 19.4m 1st to last axle/48t	✓																																		
9 axle minimum/19.4m but less than 20m 1st to last axle/49t		9 axle minimum/20.0m or more 1st to last axle/50t																																			
3	<p>Do the distance and maximum gross mass (GM) selected on the application form match the distance and mass indicated on the attributes check sheet?</p> <ul style="list-style-type: none"> • If yes, go to step 4. • If no, make a note of the discrepancy in the Return email and then go to step 4. 																																				
4	<p>Lastly, does the gross mass (GM) indicated in the last field of the attributes check sheet match:</p> <ol style="list-style-type: none"> a) the GM previously selected (where the arrow is pointing in the example below), AND b) the GM selected on the application form? <table border="1"> <thead> <tr> <th colspan="4">Application may not be for masses greater than the GVM/GCM of the vehicles/combination</th> </tr> </thead> <tbody> <tr> <td>9 axle minimum/16.8m but less than 17.4m 1st to last axle/45t</td> <td></td> <td>9 axle minimum/17.4 but less than 18.0m 1st to last axle/46t</td> <td></td> </tr> <tr> <td>9 axle minimum/18.0m but less than 18.6m 1st to last axle/47t</td> <td></td> <td>9 axle minimum/18.6m but less than 19.4m 1st to last axle/48t</td> <td>✓</td> </tr> <tr> <td>9 axle minimum/19.4m but less than 20m 1st to last axle/49t</td> <td></td> <td>9 axle minimum/20.0m or more 1st to last axle/50t</td> <td></td> </tr> <tr> <td colspan="3">The above vehicle combination is compliant with the 50max pro forma type (use pro forma eg R22T23)</td> <td>Code</td> </tr> <tr> <td colspan="3">The above vehicle combination is rated to safely carry a GW of</td> <td>Tonne</td> </tr> <tr> <td colspan="3">The operator of this vehicle may apply for a 50MAX/HPMV/ISO Permit of up to</td> <td>48 Tonne</td> </tr> <tr> <td>Certifier Name:</td> <td>Certifier I.D.:</td> <td>Date</td> <td></td> </tr> <tr> <td>Signature of certifier:</td> <td>EXPIRY DATE</td> <td></td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> • If yes, the vehicle meets safety requirements. Continue with section <i>F3.1 Checking overlength permit requirements</i>. • If no, make a note of the issue in the Return email and then continue with section F3.1. 	Application may not be for masses greater than the GVM/GCM of the vehicles/combination				9 axle minimum/16.8m but less than 17.4m 1st to last axle/45t		9 axle minimum/17.4 but less than 18.0m 1st to last axle/46t		9 axle minimum/18.0m but less than 18.6m 1st to last axle/47t		9 axle minimum/18.6m but less than 19.4m 1st to last axle/48t	✓	9 axle minimum/19.4m but less than 20m 1st to last axle/49t		9 axle minimum/20.0m or more 1st to last axle/50t		The above vehicle combination is compliant with the 50max pro forma type (use pro forma eg R22T23)			Code	The above vehicle combination is rated to safely carry a GW of			Tonne	The operator of this vehicle may apply for a 50MAX/HPMV/ISO Permit of up to			48 Tonne	Certifier Name:	Certifier I.D.:	Date		Signature of certifier:	EXPIRY DATE		
Application may not be for masses greater than the GVM/GCM of the vehicles/combination																																					
9 axle minimum/16.8m but less than 17.4m 1st to last axle/45t		9 axle minimum/17.4 but less than 18.0m 1st to last axle/46t																																			
9 axle minimum/18.0m but less than 18.6m 1st to last axle/47t		9 axle minimum/18.6m but less than 19.4m 1st to last axle/48t	✓																																		
9 axle minimum/19.4m but less than 20m 1st to last axle/49t		9 axle minimum/20.0m or more 1st to last axle/50t																																			
The above vehicle combination is compliant with the 50max pro forma type (use pro forma eg R22T23)			Code																																		
The above vehicle combination is rated to safely carry a GW of			Tonne																																		
The operator of this vehicle may apply for a 50MAX/HPMV/ISO Permit of up to			48 Tonne																																		
Certifier Name:	Certifier I.D.:	Date																																			
Signature of certifier:	EXPIRY DATE																																				

F2.5 Processing 50MAX permit renewal applications

When a 50MAX permit can be renewed

Operators may renew a 50MAX permit if the details of the vehicle combination on the permit have not changed since the original permit was issued. The renewal application form includes a declaration to this effect that applicants must sign.

A copy of the permit to be renewed must be attached to the application, but attributes check sheets are not required with a renewal application.

The renewal application form is at nzta.govt.nz/commercial-driving/high-productivity/50max/50max-information-for-operators-and-manufacturers/application-form-renewal.

Procedure

Follow the steps below to process a 50MAX permit renewal application.

Step	Action
1	<p>Open the permit renewal application and check the attachments.</p> <p>Has the applicant attached a copy of the permit they wish to renew?</p> <ul style="list-style-type: none"> • If yes, go to step 2. • If no, return the application – see section <i>F3.3 Returning a 50MAX permit application</i>. Remind the applicant in the Return email that they must provide a copy of the original permit.
2	<p>Compare the relevant company details on the renewal application with the corresponding details on the original permit.</p> <p>Are the TSL number and company name the same?</p> <p>Note: Contact email addresses or phone numbers may change.</p> <ul style="list-style-type: none"> • If yes, go to step 3. • If no, return the application – see section <i>F3.3 Returning a 50MAX permit application</i>.
3	<p>Conduct operator compliance checks in accordance with the procedures in <i>Chapter A2: Conducting operator compliance checks</i> in part A of this volume.</p>

Continued on next page

F2.5 Processing 50MAX permit renewal applications

continued

Procedure (continued)

Step	Action
4	<p>If there are no safety concerns and the operator is eligible for a permit, copy the previous permit and update the:</p> <ul style="list-style-type: none"><input type="checkbox"/> permit number<input type="checkbox"/> permit period<input type="checkbox"/> signature and date of issue, and<input type="checkbox"/> any minor details (email address or phone number). <p>Note: If the original permit is not on the latest permit template, copy the details to the current template.</p>
5	<p>To issue the renewed permit, follow the procedure in section <i>F3.2 Issuing a 50MAX permit</i>.</p>

Chapter F3: Issuing a 50MAX permit or returning an application

Overview

About this chapter

This chapter describes the tasks involved in issuing a 50MAX permit or returning an application.

In this chapter

This chapter contains the following sections:

Section	See page
F3.1 Checking overlength permit requirements	F3-2
F3.2 Issuing a 50MAX permit	F3-5
F3.3 Returning a 50MAX permit application	F3-8
F3.4 Record-keeping, filing and invoicing for 50MAX permits	F3-9

F3.1 Checking overlength permit requirements

Why check for an overlength permit?

All 50MAX pro-forma vehicles also require an HPMV overlength permit to operate. You need to either:

- issue an overlength permit as well as a 50MAX permit, or
- confirm that the applicant already has an existing overlength permit for the vehicle combinations applied for.

Overlength permits have no expiry date, whereas 50MAX permits need to be renewed every two years.

Note: Overlength ‘permits’ are legally ‘approvals’ to exceed length limits under section 5.9(5) of the VDAM Rule. However, such approvals are widely referred to as ‘overlength permits’, including in this manual.

Two subtasks

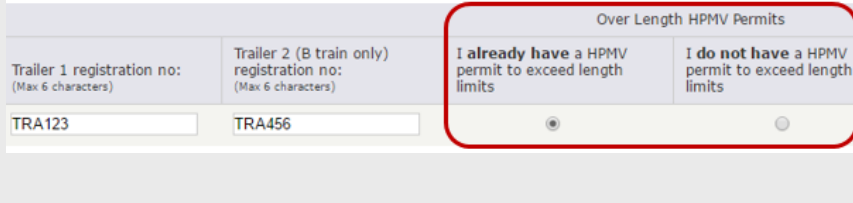
Checking overlength permit requirements may involve two subtasks, as follows:

1. **Checking whether an overlength permit is needed**, and
2. **Reissuing an overlength permit** with registration numbers if an existing overlength permit has vehicle identification numbers (VINs).

These subtasks are described in detail below.

1. Checking whether an overlength permit is needed

Follow the steps below to check whether an overlength permit is required.

Step	Action
1	<p>Refer to the ‘Vehicle combination and mass details’ section of the application form and note which option is checked for an overlength permit (circled in red below).</p>  <p>The screenshot shows a form titled 'Over Length HPMV Permits'. It has two columns of radio buttons. The left column is labeled 'I already have a HPMV permit to exceed length limits' and the right column is labeled 'I do not have a HPMV permit to exceed length limits'. The radio button in the left column is selected and circled in red. Above the columns, there are two input fields for registration numbers: 'Trailer 1 registration no: (Max 6 characters)' with the value 'TRA123' and 'Trailer 2 (B train only) registration no: (Max 6 characters)' with the value 'TRA456'.</p>

Continued on next page

F3.1 Checking overlength permit requirements continued

1. Checking whether an overlength permit is needed

(continued)

Step	Action
2	<p>Regardless of which option the applicant has selected, check the Overlength HPMV Permit Register to verify whether the vehicle does or does not have an existing overlength permit.</p> <p>Note: You may need to search for the VIN in the register to find the vehicle.</p> <p>Does the vehicle combination have an existing overlength permit?</p> <ul style="list-style-type: none"> • If yes, go to step 3. • If no, go to step 4.
3	<p>Has the existing overlength permit been issued:</p> <ul style="list-style-type: none"> – with registration numbers, and – for all trailers on the 50MAX permit application? <ul style="list-style-type: none"> • If yes, continue with section <i>F3.2 Issuing a 50MAX permit</i>. • If no, continue with subtask 2. <i>Reissuing an overlength permit</i>.
4	<p>Process the application for an overlength permit in accordance with standard procedures (see <i>Part E: Processing HPMV overlength permit applications</i> in this volume).</p>
5	<p>When you have created the overlength permit, continue with section <i>F3.2 Issuing a 50MAX permit</i>.</p> <p>Note: Overlength permits are issued together with the 50MAX permit.</p>

2. Reissuing an overlength permit

Follow the steps below to reissue an overlength permit with registration numbers or for additional trailers.

Step	Action
1	Open the original overlength permit document.
2	<p>If the overlength permit was issued with VINs, replace the VINs in the permit with the corresponding registration numbers.</p> <p>Note: Overlength permits issued with VINs are valid for one month only.</p>

Continued on next page

F3.1 Checking overlength permit requirements continued

2. Reissuing an overlength permit (continued)

Step	Action
3	<p>Are there any trailers in the combination on the 50MAX permit application that are not also on the overlength permit?</p> <ul style="list-style-type: none"> • If yes, go to step 4. • If no, go to step 5.
4	<p>Are the new trailers the same pro-forma design as the other trailers on the overlength permit?</p> <ul style="list-style-type: none"> • If yes, add the registration numbers for the new trailers to the overlength permit and then go to step 5. • If no, return the application and advise the applicant that multiple trailers on the same permit application must be identical – see section <i>F3.3 Returning a 50MAX permit application</i>.
5	<p>Check that all details on the updated overlength permit document are correct, particularly the:</p> <ul style="list-style-type: none"> – registration numbers – date of reissue, and – expiry date (you may need to overwrite an expiry date with 'N/A' for permits that were originally issued with VINs).
6	<p>When you are satisfied that all details are correct, save the document as a PDF file.</p> <p>Then continue with section <i>F3.2 Issuing a 50MAX permit</i>.</p>

F3.2 Issuing a 50MAX permit

Issue permits by email

HPMV 50MAX permits are always emailed to applicants. Waka Kotahi does not fax or post printed copies of permits.

Three subtasks

Issuing a 50MAX permit consists of the following three subtasks:

1. **Updating the 50MAX Permit Register**
2. **Creating a 50MAX permit document**, and
3. **Issuing the permit to the applicant.**

These subtasks are described in detail below.

1. Updating the 50MAX Permit Register

Follow the steps below to update the permit register. This also gives you the permit number you need for issuing the permit.

Step	Action
1	Open the 50MAX Permit Register (Excel spreadsheet) and the application email.
2	In the next row available in the 50MAX Permit Register spreadsheet, enter the required data from the application in the relevant columns. This also gives you the permit number (permit numbers run in sequence).
3	Save the 50MAX Permit Register but keep the file open so you can copy the permit number.
4	Continue with subtask 2. <i>Creating a 50MAX permit document.</i>

2. Creating a 50MAX permit document

Once you have entered the application details in the 50MAX Permit Register, follow the steps below to create a permit document.

Step	Action
1	In InfoHub, find the Microsoft Word 50MAX permit template with the relevant pro-forma drawing for the vehicle combination in the application. Double-click on the file to open a new document in Microsoft Word from the template.

Continued on next page

F3.2 Issuing a 50MAX permit continued

2. Creating a 50MAX permit document (continued)

Step	Action
2	<p>From the 50MAX Permit Register spreadsheet, copy the permit number from the application record you created in subtask 1 above.</p> <p>Paste the permit number into the permit number field in the permit document.</p>
3	Complete all other relevant fields in the permit document.
4	<p>Save the permit document as a PDF file into the '50MAX Issued Permits' folder on the G: drive and close the files.</p> <p>Note: Only PDF files are legally valid permits.</p>
5	Continue with subtask 3. <i>Issuing the permit to the applicant.</i>

3. Issuing the permit to the applicant

Follow the steps below to issue a 50MAX permit to the applicant.

Step	Action
1	Open the 'Approved' email template. Select and copy the text from the body of the email template.
2	<p>Open the applicant's email and click on Reply.</p> <p>Paste the text you copied from the email template into the body of the Reply email.</p>
3	<p>Change the subject line of the Reply email to read:</p> <p>'50MAX HPMV permit application – Approved [<i>Company name</i>] [<i>Registration numbers of all vehicle units on the permit</i>]'</p> <p>Note: Including the company name and registration numbers in the subject line makes it easy to search for application records.</p>
4	Edit the standard email text as necessary.

Continued on next page

F3.2 Issuing a 50MAX permit continued

3. Issuing the permit to the applicant

(continued)

Step	Action
5	<p>Attach the following to the email:</p> <ul style="list-style-type: none"> <input type="checkbox"/> the 50MAX permit (PDF file) <input type="checkbox"/> the overlength permit (PDF file), if you have issued one <input type="checkbox"/> the original application email, and <input type="checkbox"/> the RUC attachment (the one-page document 'Road user charges for heavy vehicles with permits to operate overweight'). <p>Tip: A quick way to add attachments is to:</p> <ul style="list-style-type: none"> - grab the file or email you want to attach with your mouse, and - drag and drop it into the body of the email. <p>Important: You must always send permits as PDF files. Word documents can be edited and are not legally valid permits.</p>
6	<p>Send the email to the applicant and then:</p> <ul style="list-style-type: none"> - save it in InfoHub, and - delete the application email from the 50MAX inbox. <p>Note: Always issue a 50MAX permit by email. Waka Kotahi does not fax or post printed copies of permits.</p>

Next step

The next step is to update records and invoicing information – see section *F3.4 Record-keeping, filing and invoicing for 50MAX permits*.

F3.3 Returning a 50MAX permit application

When to return an application If a 50MAX permit application does not meet the requirements for a permit, you must return it to the applicant with an explanation of the missing or incorrect information. The applicant cannot amend the existing application but must submit a new application.

This is different from other HPMV permits, where permitting staff try to resolve issues with an applicant before declining an application.

Procedure

Follow the steps below to return a 50MAX permit application.

Note: You must start this procedure as soon as you notice any issues with an application during the processing checks described in *Chapter F2: Checking 50MAX permit eligibility*.

Step	Action
1	Open the applicant's email and click Forward . Insert the applicant's email address. Note: Using Forward instead of Reply retains the original application attachments.
2	Change the subject line of the new email to: '50MAX Permit Application – Returned'
3	Open the email template for returned applications. Copy the text of the body of the email template and paste it into your new email (the Return email).
4	Close the email template, leaving the Return email open.
5	As you do the checks described in <i>Chapter F2: Checking 50MAX permit eligibility</i> , ensure you list ALL the issues in the Return email that you find as you work through the checks.
6	When you have completed all checks, quickly proofread your email. If you are satisfied that everything is correct, click Send .
7	File the Return email you sent in the '50MAX – Returned' folder in Outlook.

End of process This ends the process for returned applications.

F3.4 Record-keeping, filing and invoicing for 50MAX permits

Updating the 50MAX Permit Register

Ensure that you have recorded all application details in the 50MAX Permit Register, including the 'Date issued' field.

Note: Returned applications are **not** recorded in the 50MAX Permit Register.

Filing all documents

If you have not already done so, save all documents related to a 50MAX permit application, including all emails, attachments and notes, in the appropriate folder in InfoHub, for example in:

...\Freight and Register Records Team\Permits\50MAX Applications\2020

Updating invoicing information

Follow the steps below to update the invoicing information and send it to Accounts Receivable for processing.

Note: You must do this every week.

Step	Action
1	On Monday morning, open the 50MAX Permit Register spreadsheet. Select and copy all the records from the previous week.
2	Create a new Excel spreadsheet and paste the previous week's records you copied from the 50MAX Permit Register.
3	Save the new spreadsheet as: '50MAX Permits Issued W/E [dd/mm/yyyy].xls'. The date is always the last day (Sunday) of the invoicing week.
4	Attach the spreadsheet to an email. The subject line is the same as the name of the attached spreadsheet, ie: '50MAX Permits Issued W/E [dd/mm/yyyy]'. Send the email to accounts.receivable@nzta.govt.nz .

End of process This completes the 50MAX permitting process.

Vehicle dimensions and mass permitting manual (volume 2)

Part G

Processing specialist vehicle permit applications

Current as at 1 November 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.

Waka Kotahi NZ Transport Agency does not accept any responsibility or liability whatsoever, whether in contract, tort, equity or otherwise for any action taken, or reliance placed, as a result of reading any part of this publication or for any error, inadequacy, deficiency, flaw or omission from the information provided in this publication.

Record of amendments in this part

Note: Amendments to the *Vehicle dimensions and mass permitting manual* can affect individual or multiple parts in a volume. Gaps in the amendment number in the table below indicate amendments in the other volume. For a complete record of all amendments to the manual, please refer to the 'Record of amendments' at the start of both volumes.

Amendment to 2nd edition	Description of main changes in this part	Effective date
Amendment 6	<p>Evidence of load share: A letter on official letterhead or branded documentation from the vehicle manufacturer is acceptable as evidence of load share. Compliance plates, which indicate load share, are no longer required to be displayed on buses. See subtask 3. <i>Validating load share</i> in section G2.3.</p> <p>Route descriptions: Applicants should provide lists of routes required. Maps without sufficient details may be returned. See section G2.2 <i>Screening applications for completeness</i>.</p> <p>Identifying specialist vehicles: Information has been added about how to identify eligible specialist vehicle types. See section G2.3 <i>Validating vehicle details</i>.</p> <p>More detailed mass compliance checks: The procedures for regional PIOs for checking compliance with legal mass limits have been clarified. New step-by-step instructions for checking mass compliance for various axle configurations have been added. See sections:</p> <ul style="list-style-type: none"> • G3.1 <i>About specialist vehicle mass compliance checks</i> • G3.2 <i>Checking total mass and front axle mass compliance, and</i> • G3.3 <i>Checking rear axle mass compliance.</i> <p>Local RCA conditions on joint permits must be consistent with Waka Kotahi policy. For example, a specialist vehicle permit must not include bridge or speed restrictions. See subtask 2. <i>Manually editing permit details</i> in section G4.1.</p> <p>Permit period from operator compliance checks prevails: A permit period must not be extended to align with a contract period or local RCA permit if there are operator safety concerns and a shorter permit period applies. See section G4.1 <i>Creating a specialist vehicle permit</i>.</p>	1 November 2021

Contents

	See page
Record of amendments in this part.....	G-i
Introduction	G-1
Chapter G1: General information about specialist vehicles and permitting process overview.....	G1-1
Overview	G1-1
G1.1 Overview diagrams of specialist vehicle permitting.....	G1-2
G1.2 About specialist vehicle permits.....	G1-5
G1.3 Maximum mass limits under a specialist vehicle permit.....	G1-6
G1.4 Specialist vehicle permitting roles and responsibilities	G1-7
Chapter G2: Receiving and screening specialist vehicle permit applications (Permitting team)	G2-1
Overview	G2-1
G2.1 Conducting operator compliance checks	G2-3
G2.2 Screening applications for completeness	G2-4
G2.3 Validating vehicle details	G2-7
G2.4 Checking vehicle safety	G2-11
G2.5 Attempting to resolve issues	G2-13
G2.6 Returning or declining a specialist vehicle permit application	G2-15
G2.7 Forwarding a specialist vehicle permit application for local RCA processing.....	G2-17
G2.8 Referring a specialist vehicle permit application for regional processing ..	G2-18
Chapter G3: Regional processing of specialist vehicle permit applications (PIOs)	G3-1
Overview	G3-1
G3.1 About specialist vehicle mass compliance checks	G3-2
G3.2 Checking total mass and front axle mass compliance.....	G3-4

Continued on next page

Contents continued

	See page
G3.3 Checking rear axle mass compliance	G3-6
G3.4 Entering specialist vehicle details into OPermit	G3-11
G3.5 Analysing specialist vehicle routes	G3-13
G3.6 Dealing with joint permit requests from local RCAs	G3-14
G3.7 Processing a specialist vehicle feasibility application	G3-15
Chapter G4: Completing a specialist vehicle permit or declining an application (PIOs) .	G4-1
Overview	G4-1
G4.1 Creating a specialist vehicle permit.....	G4-2
G4.2 Sample specialist vehicle permit.....	G4-6
G4.3 Liaising with local road controlling authorities	G4-9
G4.4 Issuing a specialist vehicle permit.....	G4-12
G4.5 Declining a specialist vehicle permit application	G4-13

Part G: Processing specialist vehicle permit applications

Introduction

About this part

This part of the *Vehicle dimensions and mass permitting manual* (volume 2) describes how applications for specialist vehicle permits are processed by Waka Kotahi NZ Transport Agency.

Purpose

The purpose of this part is to be a 'how-to' reference for anyone involved in processing applications for specialist vehicle permits. It is intended to document best practice and make the permitting process transparent to all stakeholders.

Legal background

A specialist vehicle permit is a permit to exceed general access mass limits for certain vehicle types (see *What are 'specialist vehicles'?* in section G1.2 below).

Before issuing such permits, Waka Kotahi (or any other road controlling authority) is required by law to consider:

- the safety of the vehicle
- the safety of road users, and
- the durability of roads and bridges on which the vehicle may operate.

Legislation reference: Land Transport Rule: Vehicle Dimensions and Mass 2016 (the VDAM Rule), section 5.2(1).

The processes and procedures described in this part are designed to ensure Waka Kotahi meets these legal obligations when issuing specialist vehicle permits.

Audience

The main audience for this part is Waka Kotahi permitting and technical staff and contractors involved in specialist vehicle permitting.

Local road controlling authorities, permit applicants and enforcement officers may also be interested in how Waka Kotahi processes applications for specialist vehicle permits.

Continued on next page

Introduction continued

Policy in volume 1

This part should be read in conjunction with the policy information in *Part G: Specialist vehicle permits* in volume 1 of this manual.

Permitting staff should take the time to familiarise themselves with the policy in order to:

- advise applicants correctly and refer them to relevant information, and
- understand the reasons for and background to the specialist vehicle permitting process and procedures described in this part.

Terminology and abbreviations

Specific terminology and abbreviations are used throughout this manual. For definitions and explanations, see *Part I: Definitions and glossary* in volume 1.

In this part

This part contains the following chapters:

Chapter	See page
Chapter G1: General information about specialist vehicles and permitting process overview	G1-1
Chapter G2: Receiving and screening specialist vehicle permit applications (Permitting team)	G2-1
Chapter G3: Regional processing of specialist vehicle permit applications (PIOs)	G3-1
Chapter G4: Completing a specialist vehicle permit or declining an application (PIOs)	G4-1

Chapter G1: General information about specialist vehicles and permitting process overview

Overview

About this chapter

This chapter contains general information about specialist vehicle permits and gives an overview of the specialist vehicle permitting process.

Audience

The audience for this chapter is anyone involved in processing specialist vehicle permit applications.

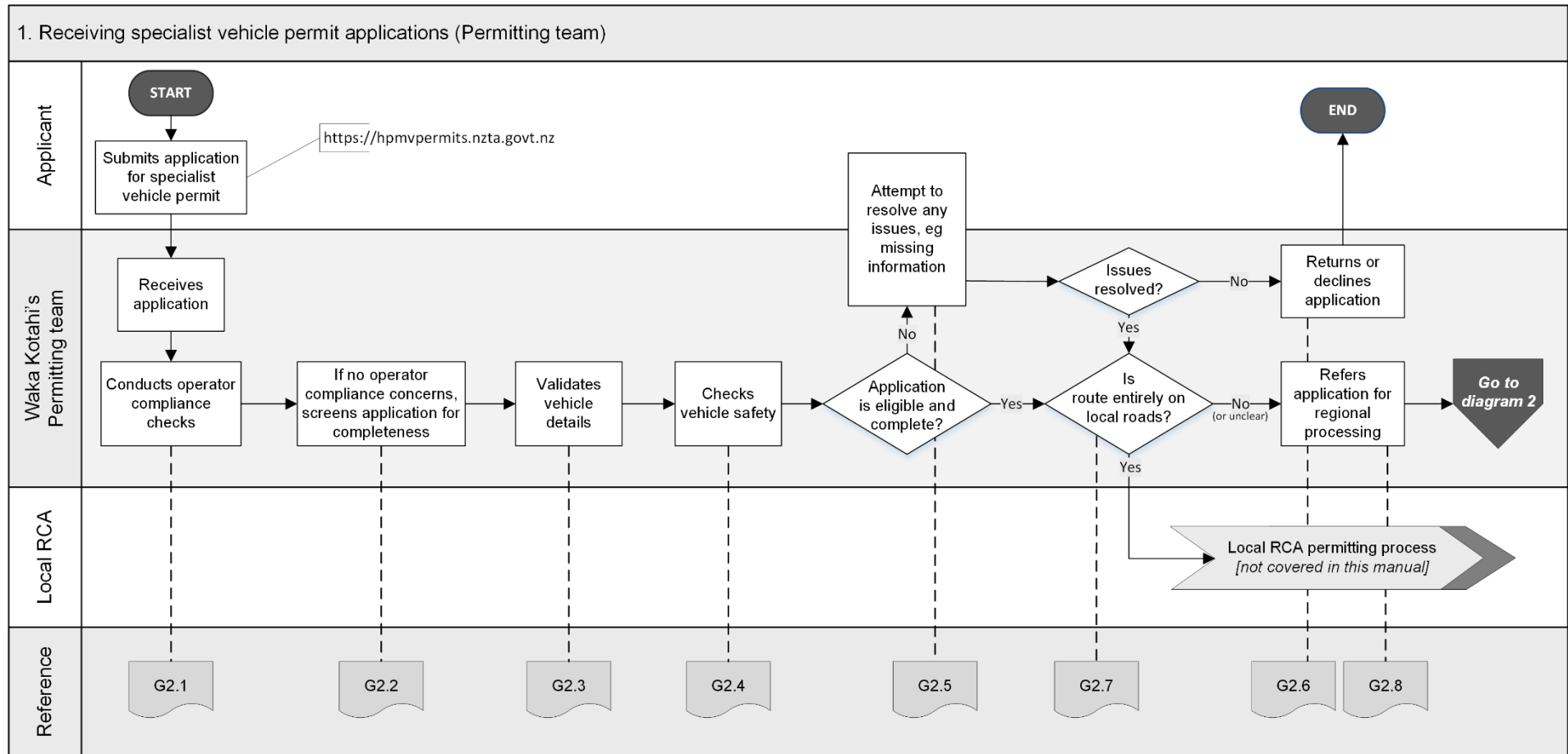
In this chapter

This chapter contains the following sections:

Section	See page
G1.1 Overview diagrams of specialist vehicle permitting	G1-2
G1.2 About specialist vehicle permits	G1-5
G1.3 Maximum mass limits under a specialist vehicle permit	G1-6
G1.4 Specialist vehicle permitting roles and responsibilities	G1-7

G1.1 Overview diagrams of specialist vehicle permitting

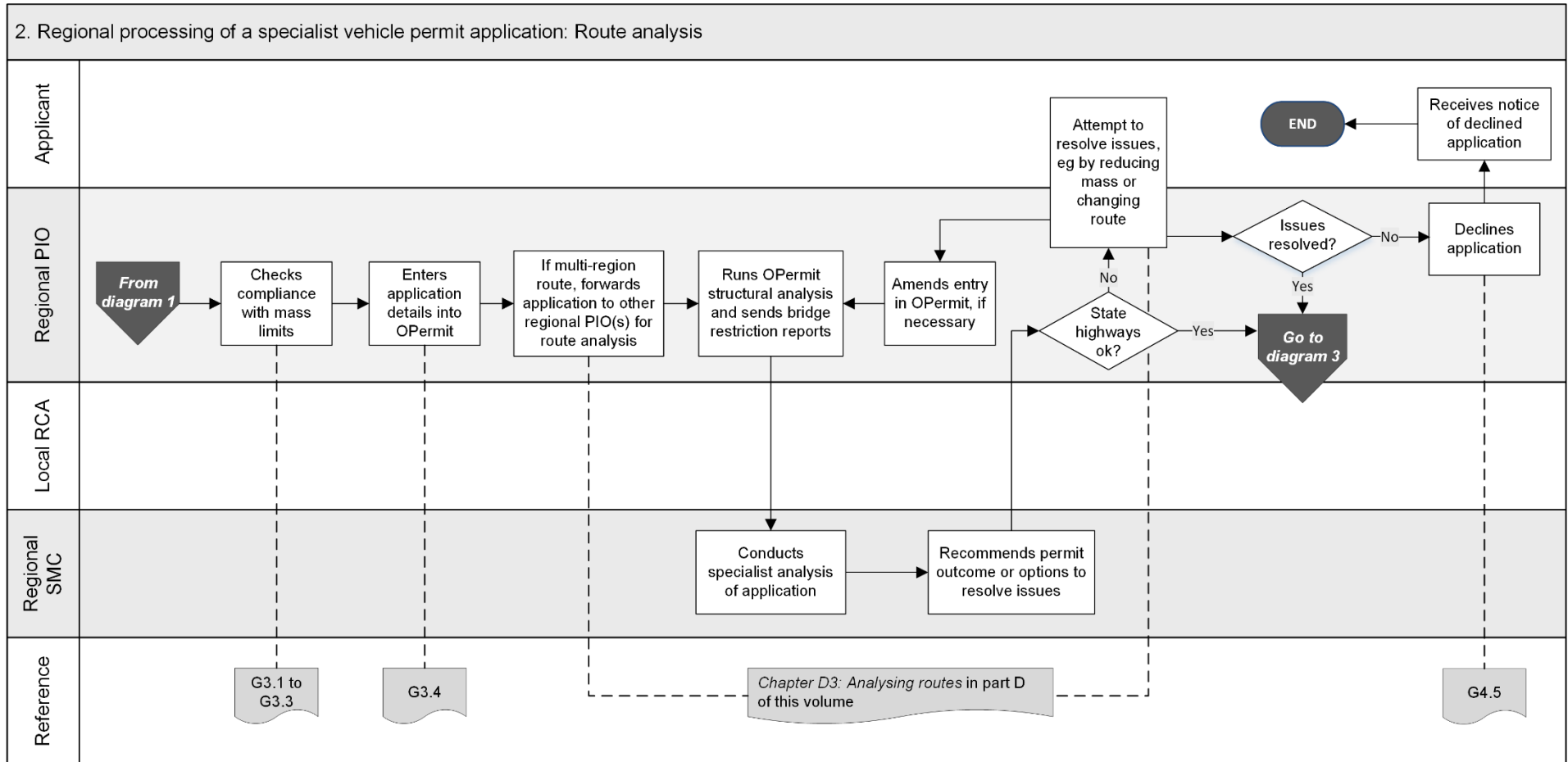
Diagram 1 This diagram illustrates the initial screening checks done by the Waka Kotahi Permitting team on receipt of an application for a specialist vehicle permit.



Continued on next page

G1.1 Overview diagrams of specialist vehicle permitting continued

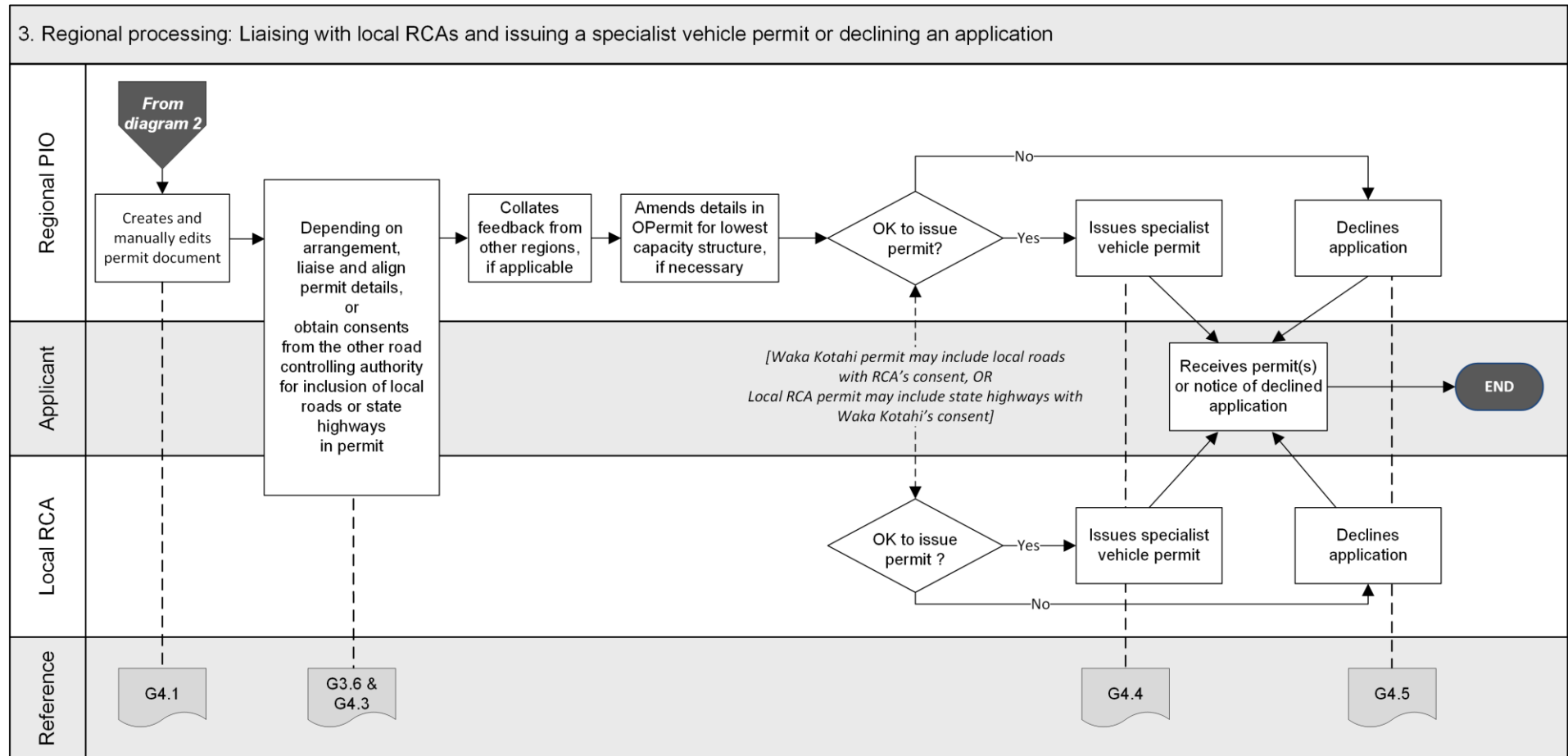
Diagram 2 This diagram shows how Waka Kotahi regional PIOs analyse specialist vehicle routes.



Continued on next page

G1.1 Overview diagrams of specialist vehicle permitting continued

Diagram 3 This diagram illustrates the process for issuing a specialist vehicle permit, or declining an application.



G1.2 About specialist vehicle permits

Permit to exceed mass limits

Specialist vehicle permits are permits to exceed general access axle mass limits for vehicle types called ‘specialist vehicles’.

For the maximum axle mass limits for specialist vehicles, see the next section *G1.3 Maximum mass limits under a specialist vehicle permit*.

What are ‘specialist vehicles’?

The VDAM Rule identifies the following vehicle types as ‘specialist vehicles’:

- passenger service vehicles (buses)
- concrete mixers
- ground-spreader trucks (for agricultural use), and
- rubbish trucks fitted with a compactor.

For illustrations of specialist vehicle types, definitions and additional notes see section *G1.2 Specialist vehicle diagrams* in volume 1.

No trailers

A specialist vehicle is not allowed to tow a heavy trailer while operating under a permit. A heavy trailer is a trailer with a gross vehicle mass (GVM) of more than 3500kg.

Towing a light trailer with a GVM of less than 3500kg is permitted.

Route specific

Specialist vehicle permits are route specific. For details see *Specialist vehicle route descriptions* in section G4.1.

No ‘H’ sign

Vehicles operating under a specialist vehicle permit are not required to display special signage and must not display the ‘H’ sign.

‘H’ signs are only required for HPMVs on route-specific permits.

G1.3 Maximum mass limits under a specialist vehicle permit

Maximum axle mass limits for specialist vehicles

The maximum axle masses available under a specialist vehicle permit are shown in the table below.

Legislation reference: VDAM Rule 2016 schedule 3, part 3, table 3.6.

Type of axle set	Mass (kg)
Single large-tyred axle in a tandem axle set with a twin-tyred axle and a 55/45 load share	8100
Twin-tyred axle in any axle set Note: Axle 'set' includes a single axle.	12,000
Two axles in a tandem axle set comprising:	
(a) A twin-tyred axle with a single large-tyred axle and a 60/40 load share	16,000
(b) A twin-tyred axle with a single large-tyred axle and a 55/45 load share	18,000
Two twin-tyred axles:	
(a) Spaced less than 1.3 metres from the first axle to the last axle	17,000
(c) Spaced 1.3 metres or more from the first axle to the last axle	18,000

Qualifying axle configurations

The above mass limits apply **only to the rear axle set** on a specialist vehicle, and only to the axle and tyre configurations shown in the table.

For example, a concrete mixer with a tri-axle set is **not** eligible for higher mass limits under a specialist vehicle permit.

General access mass limits otherwise apply

The mass on any axle other than those listed in the table above must comply with the general access mass limits prescribed in the VDAM Rule schedule 3, part 1.

Gross mass

Gross mass is limited to the general access total mass limits prescribed in the VDAM Rule schedule 3, part 2.

G1.4 Specialist vehicle permitting roles and responsibilities

Who does what?

The table below summarises the roles and responsibilities involved in processing specialist vehicle permit applications.

Role	Responsibilities
Permitting team	<ul style="list-style-type: none"> • Receives specialist vehicle permit applications • Conducts operator compliance checks and initial screening checks (including confirmation of eligible vehicle type) • Contacts the applicant for any missing or incorrect information, and returns incomplete or inaccurate applications • Conducts vehicle safety checks • Forwards the application to relevant local road controlling authorities (RCAs) if the route is entirely on local roads • Refers the application to a regional PIO for technical checks and route analysis if the route includes state highways
Manager Permitting, Case Manager or Senior Case Officer	<ul style="list-style-type: none"> • Informs the applicant of declined applications or reduced permit periods because of operator compliance concerns • Manages requests for reviews of adverse decisions
Regional permit issuing officer (PIO)	<ul style="list-style-type: none"> • Assesses route suitability in OPermit and refers the application to the regional structures management consultant (SMC) for specialist analysis • Liaises with other regional PIOs for multi-region applications, if applicable • Liaises with local RCAs or seeks local road approval, depending on local arrangements • Works with the applicant to resolve any issues with the application, and • Issues specialist vehicle permits or declines applications
Regional structures management consultant (SMC) or bridge consultant (RBC)	Assesses application for impact on bridges and structures on state highways and advises permit outcome

Continued on next page

G1.4 Specialist vehicle permitting roles and responsibilities continued

Relationships with local road controlling authorities

Under the VDAM Rule, local road controlling authorities (RCAs) have authority for issuing specialist vehicle permits for roads under their control.

In some regions Waka Kotahi works closely with the local RCAs and issues joint specialist vehicle permits covering both state highways and local roads with local RCA consent. This can also work the other way around, with local RCAs issuing specialist vehicle permits for routes that include state highways with the consent of Waka Kotahi.

But in many cases, there may not be established arrangements with local RCAs. PIOs should liaise with the Manager, Permitting or a senior PIO to help establish a consistent approach for specialist vehicle permits with routes covering both state highways and local roads.

Chapter G2: Receiving and screening specialist vehicle permit applications (Permitting team)

Overview

About this chapter

This chapter describes the initial screening checks done by Waka Kotahi on receipt of a specialist vehicle permit application.

Note: Waka Kotahi also conducts these checks on behalf of local road controlling authorities (RCAs), if requested.

Audience

The primary audience for this chapter are Permitting team members in the Waka Kotahi Palmerston North office.

Regional permit issuing officers (PIOs) and local RCAs may also have an interest in the screening checks of specialist vehicle permit applications.

Applications received in regional offices

IMPORTANT: Regional PIOs must immediately send any specialist vehicle permit applications they receive directly in a regional office to the Permitting team (email to applyhpmv@nzta.govt.nz) for the initial screening checks, particularly the operator compliance checks.

In this chapter

This chapter contains the following sections:

Section	See page
G2.1 Conducting operator compliance checks	G2-3
G2.2 Screening applications for completeness	G2-4
G2.3 Validating vehicle details	G2-7
G2.4 Checking vehicle safety	G2-11
G2.5 Attempting to resolve issues	G2-13
G2.6 Returning or declining a specialist vehicle permit application	G2-15

Continued on next page

Overview continued

In this chapter
(continued)

Section	See page
G2.7 Forwarding a specialist vehicle permit application for local RCA processing	G2-17
G2.8 Referring a specialist vehicle permit application for regional processing	G2-18

G2.1 Conducting operator compliance checks

All applications

Waka Kotahi conducts operator compliance checks for all specialist vehicle permit applications it receives.

This also applies to applications with routes that are entirely on local roads, for which the local road controlling authority (RCA) issues the permit, if the application was received by Waka Kotahi.

Follow the procedures in part A

To do operator compliance checks, follow the procedures described in *Chapter A2: Conducting operator compliance checks* in part A of this volume.

Chapter A2 has detailed instructions for the various operator compliance checks, ie:

10. **Checking legal eligibility** to confirm that the permit applicant is legally entitled to hold a permit.
 11. **Conducting initial compliance checks** to assess an operator's safety and determine whether to process an application.
 12. **Conducting extended compliance checks** if there are some safety concerns that need further investigation.
 13. **Escalating to the Manager** if there are serious safety concerns, and a final decision on whether a permit may be issued or should be declined.
-

Next step

If the operator compliance checks result in a decision to process the application, continue with section *G2.2 Screening applications for completeness*.

G2.2 Screening applications for completeness

Why do this check?

The purpose of checking for completeness is to establish that the applicant has provided all required information so that the application can be successfully processed.

Procedure

Follow the steps below to confirm that the application is complete.

Step	Action
1	<p>Has the applicant provided registration numbers for each vehicle?</p> <ul style="list-style-type: none"> • If yes, go to step 2. • If no, return the application and advise the applicant to apply for a feasibility study. Unregistered vehicles are not eligible for a specialist vehicle permit.
2	<p>Has the applicant either:</p> <ul style="list-style-type: none"> – attached a detailed route description listing all required roads and state highways with start and end points, or – referred to an external source that describes the route (for example a local authority service contract or a website with public transport routes)? <p>Note: You may return applications with routes marked on maps if the information is unclear.</p> <ul style="list-style-type: none"> • If yes (the route information is clear), go to step 3. • If no, make a note of the missing information and then go to step 3.
3	<p>Does the vehicle on the application have a rear tandem axle set with:</p> <ul style="list-style-type: none"> – a twin-tyred axle, and – a single large-tyred axle? <p>Note: Vehicles with this axle configuration would typically be buses (but could also be other specialist vehicle types).</p> <ul style="list-style-type: none"> • If yes, go to step 4. • If no, go to step 5.

Continued on next page

G2.2 Screening applications for completeness continued

Procedure (continued)

Step	Action
4	<p>Has the applicant:</p> <ul style="list-style-type: none"> <input type="checkbox"/> selected a load share ratio on the application form, and <input type="checkbox"/> attached either: <ul style="list-style-type: none"> – a clearly legible photograph of the vehicle’s compliance plate showing the load share ratio in the rear tandem axle set – a weight certificate, or – load share information on official letterhead or branded documentation from the vehicle manufacturer or NZ distributor? <ul style="list-style-type: none"> • If yes, go to step 5. • If no, make a note of the missing information to resolve later and then go to step 5.
5	<p>Has the applicant ticked the checkbox indicating that the application is related to a local authority service contract?</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <input checked="" type="checkbox"/> This permit is related to a local authority service contract </div> <ul style="list-style-type: none"> • If yes, go to step 6. • If no, go to step 8.
6	<p>Has the applicant attached relevant details of the local authority service contract, that is confirmation of the:</p> <ul style="list-style-type: none"> <input type="checkbox"/> parties to the contract <input type="checkbox"/> contract duration <input type="checkbox"/> purpose of the contract, and <input type="checkbox"/> routes involved (unless route information has been provided separately)? <ul style="list-style-type: none"> • If yes, go to step 7. • If no, make a note of any missing information and then go to step 7.

Continued on next page

G2.2 Screening applications for completeness continued

Procedure (continued)

Step	Action
7	<p>If the operator is eligible for the full permit period, record the contract duration in the permit portal.</p> <p>Note: PIOs may vary the standard 24-month permit period to align with the contract duration in consultation with the local RCA involved, but only if there are no operator safety concerns.</p>
8	<p>Has the applicant completed the declaration on the application form?</p> <ul style="list-style-type: none"> • If yes, go to step 9. • If no, make a note of the missing details and then go to step 9.
9	<p>Have you noted any missing information or attachments?</p> <ul style="list-style-type: none"> • If yes, contact the applicant to attempt to resolve the issues – see section <i>G2.5 Attempting to resolve issues</i>. • If no, continue with section <i>G2.3 Validating vehicle details</i>.

G2.3 Validating vehicle details

Why do this check?

The purpose of this check is to confirm that the details on the application form match the information in LANDATA. This is a prerequisite for the vehicle safety check described in the next section.

Attributes check sheets or weight certificates

Applicants are not required to submit attributes check sheets for specialist vehicles. However, if the applicant has submitted an attributes check sheet or a weight certificate, and the document has been completed and signed by a heavy vehicle specialist certifier, you may validate the vehicle details against the attributes check sheet or the weight certificate **instead of** in LANDATA.

Three subtasks

Validating vehicle details involves three subtasks:

1. **Confirming vehicle eligibility** for a specialist vehicle permit
2. **Validating vehicle details**, and
3. **Validating load share** if the vehicle has a tandem rear axle set with a twin-tyred axle and a single large-tyred axle.

These subtasks are described in detail below.

1. Confirming vehicle eligibility

Follow the steps below to confirm that the vehicle is a specialist vehicle type and eligible for a permit.

Note: For multi-registration applications, repeat this check for each vehicle.

Step	Action
1	Refer to section <i>G1.2 Specialist vehicle diagrams</i> in part G in volume 1 of this manual.
2	Request a photo or manufacturer's information as evidence of the vehicle type if you are unsure whether the vehicle on the application is a qualifying specialist vehicle. For example, if the vehicle is a rubbish truck, contact the applicant and request confirmation that the truck is fitted with a compactor. Also see the <i>Note</i> below about concrete mixers.

Continued on next page

G2.3 Validating vehicle details continued

1. Confirming vehicle eligibility (continued)

Step	Action
3	<p>Does the vehicle match one of the diagrams and descriptions in section G1.2 in volume 1, that is it is either a:</p> <ul style="list-style-type: none"> <input type="checkbox"/> passenger service vehicle <input type="checkbox"/> concrete mixer <input type="checkbox"/> ground-spreader truck for agricultural use, or <input type="checkbox"/> rubbish truck fitted with a compactor? <ul style="list-style-type: none"> • If yes, record a comment in the permit portal that you have confirmed the vehicle type and then continue with subtask 2. <i>Validating vehicle details.</i> • If no, decline the application and advise the applicant that the vehicle is not eligible for a permit – see section G2.6 <i>Returning or declining a specialist vehicle permit application.</i>

Note: If you are unsure whether an application is for an eligible concrete mixer, request a photo or manufacturer's information as evidence. For example, a truck-mounted concrete pump as shown below is **NOT** eligible for a specialist vehicle permit:



Advise the applicant that a truck-mounted concrete pump may be eligible for an overweight permit.

Continued on next page

G2.3 Validating vehicle details continued

2. Validating vehicle details

Follow the steps below to validate general vehicle details.

Step	Action
1	<p>Confirm that the following details from the application form match the information in LANDATA:</p> <ul style="list-style-type: none"> <input type="checkbox"/> registration plate number <input type="checkbox"/> gross vehicle mass (GVM) <input type="checkbox"/> number of axles (maximum of four axles in two axle sets) <input type="checkbox"/> axle types <input type="checkbox"/> axle spacings, and <input type="checkbox"/> tyre sizes. <p>Note: Axle spacings may not exactly match because they differ between laden and unladen vehicles.</p>
2	<p>If the application is for multiple vehicles, repeat step 1 for each vehicle on the application.</p>
3	<p>Do all the above details from the application form match the information in LANDATA?</p> <ul style="list-style-type: none"> • If yes, continue with subtask 3. <i>Validating load share</i> (if applicable), or section <i>G2.4 Checking vehicle safety</i>. • If no, make a note of any discrepancies (other than minor variations in axle spacings) and then continue with subtask 3 (if applicable) or section G2.4.

Continued on next page

G2.3 Validating vehicle details continued

3. Validating load share

Note: This subtask applies only to vehicles with a rear tandem axle set with a twin-tyred axle and a single large-tyred axle.

Follow the steps below to validate the load share ratio.

Step	Action
1	<p>Refer to the 'Axle information' table on the application form.</p> <p>Is the rear axle set a tandem axle with a twin-tyred axle and a single large-tyred axle?</p> <ul style="list-style-type: none"> • If yes, go to step 2. • If no, this check is not required. Continue with section <i>G2.4 Checking vehicle safety</i>.
2	<p>Note the load share ratio that is checked on the application form (either 60/40 or 55/45).</p>
3	<p>Refer to the evidence of load share submitted with the application.</p> <p>Acceptable evidence of load share is either a:</p> <ul style="list-style-type: none"> – photograph of the compliance plate – weight certificate from a Waka Kotahi approved heavy vehicle specialist certifier, or – letter from the vehicle manufacturer.
4	<p>Does the evidence of the load share ratio match the load share option selected on the application form?</p> <ul style="list-style-type: none"> • If yes, continue with section <i>G2.4 Checking vehicle safety</i>. • If no, contact the applicant before doing further checks – see section <i>G2.5 Attempting to resolve issues</i>.

G2.4 Checking vehicle safety

Why do this check?

The purpose of this check is to confirm that the masses applied for are within the specialist vehicle's certified ratings or 'design limits'.

It is a legal requirement that permits must not be issued with mass limits that exceed a vehicle's design limits.

Prerequisite

You must have validated the vehicle details on the application form in LANDATA (or against manufacturer's information, a weight certificate or attributes check sheet) as described in the previous section before doing this check.

Procedure

Follow the steps below to confirm that the mass limits applied for are within the specialist vehicle's design limits.

Step	Action
1	<p>On the application form, is the total mass applied for less than or equal to the GVM?</p> <ul style="list-style-type: none"> • If yes, go to step 2. • If no, make a note of the issue to resolve with the applicant, and then go to step 2.
2	<p>Refer to the 'Axle information' table on the application form and note or add up the total mass for the front axle set and for the rear axle set.</p> <p>Note: Axle 'set' can also mean an individual axle.</p>
3	<p>In LANDATA, look up the mass ratings for the front axle set and the rear axle set.</p>
4	<p>Are the masses on the application form for the front and rear axle sets (that is the sums from step 2) less than or equal to the ratings in LANDATA?</p> <ul style="list-style-type: none"> • If yes, the axle set masses applied for are within the vehicle's safety limits. Go to step 5. • If no, contact the applicant and attempt to resolve the issue – see section <i>G2.5 Attempting to resolve issues</i>.

Continued on next page

G2.4 Checking vehicle safety continued

Procedure (continued)

Step	Action									
5	Refer to this table to determine your next step:									
	<table border="1"> <thead> <tr> <th>If...</th> <th>Then continue with section...</th> </tr> </thead> <tbody> <tr> <td>you noted any issues with the application</td> <td><i>G2.5 Attempting to resolve issues</i></td> </tr> <tr> <td>the route is entirely on local roads</td> <td><i>G2.7 Forwarding a specialist vehicle permit application for local RCA processing</i></td> </tr> <tr> <td>the route includes state highways</td> <td rowspan="2"><i>G2.8 Referring a specialist vehicle permit application for regional processing</i></td> </tr> <tr> <td>it is unclear whether the route includes state highways</td> </tr> </tbody> </table>	If...	Then continue with section...	you noted any issues with the application	<i>G2.5 Attempting to resolve issues</i>	the route is entirely on local roads	<i>G2.7 Forwarding a specialist vehicle permit application for local RCA processing</i>	the route includes state highways	<i>G2.8 Referring a specialist vehicle permit application for regional processing</i>	it is unclear whether the route includes state highways
If...	Then continue with section...									
you noted any issues with the application	<i>G2.5 Attempting to resolve issues</i>									
the route is entirely on local roads	<i>G2.7 Forwarding a specialist vehicle permit application for local RCA processing</i>									
the route includes state highways	<i>G2.8 Referring a specialist vehicle permit application for regional processing</i>									
it is unclear whether the route includes state highways										

G2.5 Attempting to resolve issues

When to attempt to resolve issues

As a general guideline, it is best to gather issues with an application to avoid contacting an applicant multiple times. Use your judgment and experience to determine at what point in the process it is best to attempt to resolve issues with an application.

Procedure

Follow the steps below to attempt to resolve issues with a permit application.

Step	Action
1	Refer to the issues you noted during the screening checks and contact the applicant by telephone or email.
2	Explain the issues and allow the applicant to respond. If appropriate, offer options or solutions.
3	If the issues are minor and can be resolved immediately, update the application data in the portal or request missing attachments to be sent by email. Otherwise return the application – see section <i>G2.6 Returning or declining a specialist vehicle permit application</i> .
4	Repeat any of the screening checks in this chapter, as necessary. For example, if the applicant needed to provide a better photo of the compliance plate or manufacturer's information, repeat the load share validation described in section G2.3, subtask 2.
5	Does the application now pass all initial checks? <ul style="list-style-type: none"> • If yes, go to step 6. • If no, decline the application – see section <i>G2.6 Returning or declining a specialist vehicle permit application</i>.

Continued on next page

G2.5 Attempting to resolve issues continued

Procedure (continued)

Step	Action	
6	Refer to this table to determine your next step:	
	If...	Then continue with section...
	the route is entirely on local roads	<i>G2.7 Forwarding a specialist vehicle permit application for local RCA processing</i>
	the route includes state highways	<i>G2.8 Referring a specialist vehicle permit application for regional processing</i>
it is unclear whether the route includes state highways		

G2.6 Returning or declining a specialist vehicle permit application

When to return an application You should return a specialist vehicle permit application if there is missing or incorrect information that the applicant has been unable to provide or correct.

When to decline an application You must decline an application if it fails to meet the requirements for a specialist vehicle permit and you have been unable to resolve the issues with the applicant. Reasons for declining an application include:

- the operator is not legally entitled to hold a permit, for example if the TSL number is invalid or the company is not a legally registered entity
- the vehicle is not an eligible specialist vehicle, or
- the mass applied for exceeds the vehicle's design limits.

Returning or declining an application Follow the steps below to return or decline a specialist vehicle permit application.

Step	Action
1	<p>If the application was received by email, respond by clicking Forward and change the subject line as follows:</p> <ul style="list-style-type: none"> – ‘Specialist vehicle permit application – Returned’, or – ‘Specialist vehicle permit application – Declined’. <p>If you prefer to start a new email, also use the above subject lines.</p>
2	<p>If you have started a new email, attach the application form and any other application documents (for example a photo of the compliance plate or a weight certificate) to your email.</p> <p>Tip: A quick way to do this is to:</p> <ul style="list-style-type: none"> – grab the file attachments from the application email with your mouse – drag them to your new email, and – drop them into the body of your email.

Continued on next page

G2.6 Returning or declining a specialist vehicle permit application continued

Returning or declining an application (continued)

Step	Action
3	<p>In your email, give the reasons why the application has been returned or declined.</p> <p>Refer to efforts made to resolve any issues, for example in telephone calls or email correspondence.</p>
4	<p>Quickly check your email for any spelling mistakes or errors. Confirm that you have included your full signature and attached all the right documents.</p> <p>When you are satisfied that everything is correct, send the email to the applicant.</p>
5	<p>In the permit portal, update the status of the application to 'Returned' or 'Declined' and record the reasons.</p>

End of process

The specialist vehicle permitting process ends here for returned or declined applications.

Note: Applicants are only invoiced if a permit has been issued. They are currently not required to pay a permit fee if their application has been returned or declined.

G2.7 Forwarding a specialist vehicle permit application for local RCA processing

When to forward an application to a local RCA

If a route is entirely on local roads, then you forward it to the local RCAs involved when you have completed the checks described in the previous sections.

If a route includes state highways, then you refer the application to the regional PIO (see the next section G2.8). The PIO will liaise with local RCAs in their region according to local arrangements.

Procedure

Follow these steps to forward applications to the relevant RCAs.

Step	Action
1	<p>Locate the route on the application in Google Maps or a similar map tool and identify the local RCAs responsible for the local roads on the route.</p> <p>Tip: You can find maps with local council boundaries on the Local Government NZ website at lgnz.co.nz/nzs-local-government/new-zealands-councils.</p>
2	<p>Draft an email to each local RCA involved and inform them that:</p> <ul style="list-style-type: none"> • Waka Kotahi has already done operator compliance checks and vehicle safety checks, and • if there are any operator compliance or safety concerns, Waka Kotahi recommends a reduced permit period (specify the recommended period).
3	<p>Attach the application and any other application documents and send the email to the relevant local RCA contacts.</p> <p>Note: Check with the regional PIO if you are unsure who to contact at the local RCA. Regional PIOs generally have established relationships with local council permitting staff through HPMV permitting.</p>

End of process

This ends the process for specialist vehicle permit applications for local roads.

G2.8 Referring a specialist vehicle permit application for regional processing

When to refer an application for regional processing

If a specialist vehicle route includes state highways or you are unsure whether it includes state highways, you must refer it to the PIO in the region where the operator is based.

Regional PIOs conduct technical checks and analyse routes for specialist vehicle permit applications. They refer applications to a regional structures management consultant (SMC) for specialist analysis and liaise with local RCAs if a route involves local roads.

Depending on the arrangements with Local RCAs in their region, PIOs issue specialist vehicle permits either for state highways only, or for both local roads and state highways.

Procedure

Follow these steps to refer an application for regional processing.

Step	Action
1	Access the application in the permit portal.
2	Ensure that comments and notifications are complete and up to date, for example that you have recorded a reduced permit period if there are operator compliance or safety concerns.
3	Refer to the route description and confirm that the applicant has selected the correct region. If not, change the region in the portal to the region where the operator is based.
4	Update the status of the application in the permit portal to Sent to PIO . The regional PIO will receive email notification that the application is ready for further processing.

End of process for Permitting team

This ends the process for receiving and screening specialist vehicle permit applications in the Permitting team.

Chapter G3: Regional processing of specialist vehicle permit applications (PIOs)

Overview

About this chapter

This chapter describes how permit issuing officers (PIOs) in Waka Kotahi regional offices conduct the technical checks and route analysis for specialist vehicle permit applications. It also covers how to process a specialist vehicle feasibility application.

Audience

The primary audience for this chapter is Waka Kotahi PIOs and permitting contractors in regional offices.

In this chapter

This chapter contains the following sections:

Section	See page
G3.1 About specialist vehicle mass compliance checks	G3-2
G3.2 Checking total mass and front axle mass compliance	G3-4
G3.3 Checking rear axle mass compliance	G3-6
G3.4 Entering specialist vehicle details into OPermit	G3-11
G3.5 Analysing specialist vehicle routes	G3-13
G3.6 Dealing with joint permit requests from local RCAs	G3-14
G3.7 Processing a specialist vehicle feasibility application	G3-15

G3.1 About specialist vehicle mass compliance checks

Why check mass limits?

The purpose of mass limit checks is to confirm that the axle masses on a specialist vehicle permit application are within the legal limits for specialist vehicles.

Manual checks

The mass limit checks for specialist vehicles need to be done **manually** as described in the following sections. OPermit is not configured for specialist vehicle mass limits.

Both general access and specialist vehicle mass limits apply

Both general access mass limits and specialist vehicle mass limits apply to a specialist vehicle, as follows:

VDAM Rule mass limits	Apply to...
General access	<ul style="list-style-type: none"> total mass, and the front axle set
Specialist vehicle	the rear axle set, which may be: <ul style="list-style-type: none"> a single twin-tyred axle two twin-tyred axles, or a tandem axle set comprising a twin-tyred axle and a single large-tyred axle

Ineligible rear axle types

Vehicles with the following rear axle set configurations are **not eligible** for a specialist vehicle permit:

- a single standard-tyred axle (ie, not twin-tyred)
- a tri-axle set, or
- a quad-axle set.

Help with axle and tyre types

You need to understand different axle configurations to correctly identify the applicable legal mass limit.

For help with axle types and tyre sizes, see the definitions in *Part I: Definitions and glossary* in volume 1.

For example, there are definitions of single axle, twin-tyred axle and tandem axle sets, as well as explanations of different tyre sizes. There are also drawings of different axle and tyre configurations.

Continued on next page

G3.1 About specialist vehicle mass compliance checks continued

Overview of specialist vehicle mass checks

The table below gives an overview of the mass limits that need to be checked on a specialist vehicle, and the applicable reference sources for the legal limits.

What to check	VDAM Rule schedule 3 reference	Permitting manual reference (volume 2)
Total mass compliance	part 2, table 2.1	<i>D7.6 Table 6: Maximum total mass limits (General access)</i>
Front axle mass compliance:		
• Single front axle	part 1, table 1.1B	<i>D7.1 Table 1: Maximum mass on individual axles (General access)</i>
• Two twin-steer front axles	part 1, table 1.2	<i>D7.2 Table 2: Maximum sum of axle mass on two axles in a tandem axle set (General access)</i>
Rear axle mass compliance:		
• Single twin-tyred axle	part 3, table 3.6	<i>G1.3 Maximum mass limits under a specialist vehicle permit</i>
• Two twin-tyred axles		
• Tandem axle with a twin-tyred axle and a single large-tyred axle and load share		

For the detailed checking steps see the next sections:

- *G3.2 Checking total mass and front axle mass compliance, and*
- *G3.3 Checking rear axle mass compliance*

G3.2 Checking total mass and front axle mass compliance

General access limits apply General access mass limits apply to the front axle set and to the total mass of a specialist vehicle.

Even though the specialist vehicle mass limits in the VDAM Rule apply only to the rear axle set, you still need to confirm that the vehicle complies with all other legal limits.

Two subtasks Checking a specialist vehicle's compliance with general access mass limits involves two subtasks:

1. **Checking total mass compliance**, and
2. **Checking front axle compliance**.

These subtasks are described in detail below.

1. Checking total mass compliance Follow the steps below to confirm that the total mass applied for is within **general access limits** for the wheelbase of the vehicle.

Step	Action	Reference
1	Add up the axle spacings to calculate the distance from the first axle to the last axle (that is the vehicle's wheelbase).	Axle information table on the application form
2	Look up the maximum general access mass limit for the distance you calculated in step 1.	<ul style="list-style-type: none"> • VDAM Rule schedule 3, table 2.1, or • section <i>D7.6 Maximum total mass limits (General Access)</i> in part D of this volume
3	<p>Is the total mass applied for less than or equal to the general access mass limit for the distance from the first to the last axle?</p> <ul style="list-style-type: none"> • If yes, continue with subtask 2. <i>Checking front axle compliance</i>. • If no, make a note of the issue and then continue with subtask 2. You will need to contact the applicant and discuss lowering the mass applied for after you have completed all checks in this section. 	<ul style="list-style-type: none"> • section <i>D7.6 Maximum total mass limits (General Access)</i> in part D of this volume

Continued on next page

G3.2 Checking total mass and front axle mass compliance continued

2. Checking front axle compliance

Follow the steps below to confirm that the application mass for the front axle set is within **general access limits**.

Step	Action						
1	<p>On the application form, note the mass applied for on the front axle set.</p> <p>If it consists of two axles, add up the total mass for the set.</p>						
2	<p>Note the type of axle (single standard-tyred, twin-tyred, etc).</p> <p>Then look up the maximum legal mass limit for the axle type, as follows:</p> <table border="1"> <thead> <tr> <th>If the front axle set consists of...</th> <th>Then refer to...</th> </tr> </thead> <tbody> <tr> <td>a single axle</td> <td> <ul style="list-style-type: none"> VDAM Rule schedule 3, part 1, table 1.1B, or section <i>D7.1 Maximum mass on individual axles (General Access)</i> in part D of this volume </td> </tr> <tr> <td>two twin-steer axles</td> <td> <ul style="list-style-type: none"> VDAM Rule schedule 3, part 1, table 1.2, or section <i>D7.2 Maximum sum of axle masses on two axles in a tandem axle set (General Access)</i> in part D of this volume </td> </tr> </tbody> </table>	If the front axle set consists of...	Then refer to...	a single axle	<ul style="list-style-type: none"> VDAM Rule schedule 3, part 1, table 1.1B, or section <i>D7.1 Maximum mass on individual axles (General Access)</i> in part D of this volume 	two twin-steer axles	<ul style="list-style-type: none"> VDAM Rule schedule 3, part 1, table 1.2, or section <i>D7.2 Maximum sum of axle masses on two axles in a tandem axle set (General Access)</i> in part D of this volume
If the front axle set consists of...	Then refer to...						
a single axle	<ul style="list-style-type: none"> VDAM Rule schedule 3, part 1, table 1.1B, or section <i>D7.1 Maximum mass on individual axles (General Access)</i> in part D of this volume 						
two twin-steer axles	<ul style="list-style-type: none"> VDAM Rule schedule 3, part 1, table 1.2, or section <i>D7.2 Maximum sum of axle masses on two axles in a tandem axle set (General Access)</i> in part D of this volume 						
3	<p>Is the application mass for the front axle set less than or equal to the general access mass limit?</p> <ul style="list-style-type: none"> If yes, continue with section <i>G3.3 Checking rear axle mass compliance</i>. If no, make a note of the issue to follow up with the applicant later and then continue with section G3.3. 						

G3.3 Checking rear axle mass compliance

Specialist vehicle limits apply

The specialist vehicle mass limits in the VDAM Rule apply to the rear axle set of a specialist vehicle, but only to the specific axle types and tyre sizes specified in the rule.

Four subtasks

Checking a specialist vehicle's rear axle mass compliance involves one or two of the subtasks listed below, depending on the axle configuration.

Identify the axle type first and then do the relevant subtasks.

Single rear axle

1. **Checking mass compliance of a single rear axle** to confirm that the mass applied for is within the specialist vehicle limit.

Tandem rear axle

2. **Confirming load share**, and
3. **Checking mass compliance in a rear tandem axle with load share**,
OR
4. **Checking mass compliance of two twin-tyred axles.**

These subtasks are described in detail below.

1. Checking mass compliance of a single rear axle

Do this check if the rear axle set is a **single axle**.

Step	Action
1	<p>Is the rear axle type selected on the application form a (T) Twin Tyred Axle?</p> <ul style="list-style-type: none"> • If yes, go to step 2. • If no (it is a single tyred axle), continue with section <i>G4.5 Declining a specialist vehicle permit application</i> and advise the applicant that the vehicle is not eligible for a specialist vehicle permit.

Continued on next page

G3.3 Checking rear axle mass compliance continued

1. Checking mass compliance of a single rear axle

(continued)

Step	Action
2	<p>Is the rear axle mass applied for on the application form less than or equal to 12,000kg¹?</p> <ul style="list-style-type: none"> • If yes, the rear axle mass is within the legal limit. Continue with <i>G3.4 Entering specialist vehicle details into OPermit</i>. • If no, the rear axle mass exceeds the legal limit. Contact the applicant to discuss lowering the mass applied for. If the mass cannot be reduced, continue with section <i>G4.5 Declining a specialist vehicle permit application</i>.

Reference:

1. See VDAM Rule schedule 3, table 3.6, or section *G1.3 Maximum mass limits under a specialist vehicle permit* above.

2. Confirming load share

Do this check if the vehicle has a tandem rear axle set with a twin-tyred axle and a single large-tyred axle. This type of axle configuration is mainly used on buses (but could be used on other specialist vehicle types).

You need to validate the load share selected on the application form as a prerequisite to identifying the correct specialist vehicle mass limit that applies to this axle configuration.

Step	Action																																
1	<p>Add up the total mass applied for on the rear tandem axle set.</p> <p>Example:</p> <table border="1"> <thead> <tr> <th>Steering Axle</th> <th>Axle Set</th> <th>Axle Type</th> <th>Tyre Size</th> <th>Suspension Type</th> <th>Track Outer</th> <th>Mass (kg)</th> <th>Spacing from prev (m)</th> </tr> </thead> <tbody> <tr> <td>Yes</td> <td>(IN) Individual</td> <td>(SL) Single Large Tyred Axle</td> <td>355/50 R22.5</td> <td>(H) Hydraulic</td> <td>2.45</td> <td>7200.00</td> <td>0.00</td> </tr> <tr> <td>No</td> <td>(T) Tandem</td> <td>(T) Twin Tyred Axle</td> <td>Standard</td> <td>(H) Hydraulic</td> <td>2.45</td> <td>9900.00</td> <td>6.07</td> </tr> <tr> <td>No</td> <td>(T) Tandem</td> <td>(SL) Single Large Tyred Axle</td> <td>355/50 R22.5</td> <td>(H) Hydraulic</td> <td>2.45</td> <td>8100.00</td> <td>1.50</td> </tr> </tbody> </table> <p style="text-align: center;">$9900\text{kg} + 8100\text{kg} = 18,000\text{kg}$</p>	Steering Axle	Axle Set	Axle Type	Tyre Size	Suspension Type	Track Outer	Mass (kg)	Spacing from prev (m)	Yes	(IN) Individual	(SL) Single Large Tyred Axle	355/50 R22.5	(H) Hydraulic	2.45	7200.00	0.00	No	(T) Tandem	(T) Twin Tyred Axle	Standard	(H) Hydraulic	2.45	9900.00	6.07	No	(T) Tandem	(SL) Single Large Tyred Axle	355/50 R22.5	(H) Hydraulic	2.45	8100.00	1.50
Steering Axle	Axle Set	Axle Type	Tyre Size	Suspension Type	Track Outer	Mass (kg)	Spacing from prev (m)																										
Yes	(IN) Individual	(SL) Single Large Tyred Axle	355/50 R22.5	(H) Hydraulic	2.45	7200.00	0.00																										
No	(T) Tandem	(T) Twin Tyred Axle	Standard	(H) Hydraulic	2.45	9900.00	6.07																										
No	(T) Tandem	(SL) Single Large Tyred Axle	355/50 R22.5	(H) Hydraulic	2.45	8100.00	1.50																										

Continued on next page

G3.3 Checking rear axle mass compliance continued

2. Confirming load share (continued)

Step	Action
2	<p>Calculate the proportion of the total mass on either one or the other axle in the tandem set.</p> <p>Example: Proportion of total mass on the twin-tyred axle: $(9900\text{kg} \div 18,000\text{kg}) \times 100 = 55\%$ or Proportion of total mass on the single large-tyred axle: $(8100\text{kg} \div 18,000\text{kg}) \times 100 = 45\%$</p>
3	<p>Do the proportions you calculated in step 2 correspond to the load share ratio selected on the application (either 55/45 or 60/40)?</p> <ul style="list-style-type: none"> • If yes, continue with subtask 3. <i>Checking mass compliance in a rear tandem axle with load share.</i> • If no, contact the applicant and try to resolve the issue, either by changing the load share ratio on the application or adjusting the mass applied for. If the issue cannot be resolved, decline the application – see section <i>G4.5 Declining a specialist vehicle permit application.</i>

3. Checking mass compliance in a rear tandem axle with load share

Do this check if the vehicle has a rear tandem axle set with a twin-tyred axle and a single large-tyred axle with load share.

Prerequisite

You must have completed subtask 2 and validated the load share ratio selected on the application form.

Step	Action
1	Add up the total mass applied for on the rear tandem axle set (or refer to the calculations you did in subtask 2).
2	Note the load share ratio selected on the application form.

Continued on next page

G3.3 Checking rear axle mass compliance continued

3. Checking mass compliance in a rear tandem axle with load share (continued)

Step	Action						
3	<p>Refer to this table for the applicable legal mass limit:</p> <table border="1"> <thead> <tr> <th>If the load share is...</th> <th>Then the legal mass limit is¹...</th> </tr> </thead> <tbody> <tr> <td>60/40</td> <td>16,000kg</td> </tr> <tr> <td>55/45</td> <td>18,000kg</td> </tr> </tbody> </table>	If the load share is...	Then the legal mass limit is ¹ ...	60/40	16,000kg	55/45	18,000kg
If the load share is...	Then the legal mass limit is ¹ ...						
60/40	16,000kg						
55/45	18,000kg						
4	<p>Is the mass applied for on the tandem rear axle less than or equal to the specialist vehicle legal mass limit for the load share selected?</p> <ul style="list-style-type: none"> • If yes, the rear axle set mass is within the legal limit. Continue with <i>G3.4 Entering specialist vehicle details into OPermit</i>. • If no, the rear axle set mass exceeds the legal limit. Contact the applicant to discuss lowering the mass applied for. If the mass cannot be reduced, decline the application – see section <i>G4.5 Declining a specialist vehicle permit application</i>. 						

Reference:

1. See VDAM Rule schedule 3, table 3.6, or section *G1.3 Maximum mass limits under a specialist vehicle permit* above.

Continued on next page

G3.3 Checking rear axle mass compliance continued

4. Checking mass compliance of two twin-tyred axles

Do this check if the rear axle set is a tandem axle set with two twin-tyred axles.

Note: Load share does not apply to this axle type. You do not need to check the mass on the individual axles, only the mass for the set.

Step	Action						
1	Add up the total mass applied for on the rear axle set.						
2	<p>Note the spacing between the two axles and refer to this table for the applicable legal mass limit.</p> <table border="1"> <thead> <tr> <th>If the spacing is...</th> <th>Then the legal mass limit is'...</th> </tr> </thead> <tbody> <tr> <td>less than 1.3m from the first axle to the last axle</td> <td>17,000kg</td> </tr> <tr> <td>1.3m or more from the first axle to the last axle</td> <td>18,000kg</td> </tr> </tbody> </table>	If the spacing is...	Then the legal mass limit is'...	less than 1.3m from the first axle to the last axle	17,000kg	1.3m or more from the first axle to the last axle	18,000kg
If the spacing is...	Then the legal mass limit is'...						
less than 1.3m from the first axle to the last axle	17,000kg						
1.3m or more from the first axle to the last axle	18,000kg						
3	<p>Is the mass applied for less than or equal to the legal mass limit?</p> <ul style="list-style-type: none"> • If yes, the mass applied for on the rear axle set complies with the legal limit. Continue with section <i>G3.4 Entering specialist vehicle details into OPermit</i>. • If no, contact the applicant to discuss lowering the mass applied for. If the mass cannot be reduced, continue with section <i>G4.5 Declining a specialist vehicle permit application</i>. 						

Reference:

1. See VDAM Rule schedule 3, table 3.6, or section *G1.3 Maximum mass limits under a specialist vehicle permit* above.

G3.4 Entering specialist vehicle details into OPermit

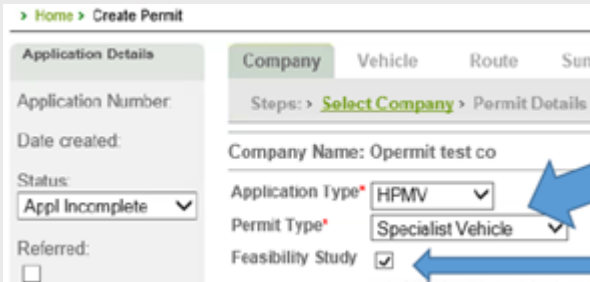
System workarounds

Broadly, processing a specialist vehicle permit application in OPermit is done in the same way as processing an HPMV permit application. However, OPermit has not been configured for all aspects of specialist vehicle permit processing and workarounds are required.

This section describes the workarounds for processing a specialist vehicle permit application in OPermit.

Procedure

Follow the steps below to enter specialist vehicle permit details in OPermit.

Step	Action
1	Select the Create Permit workflow in OPermit.
2	<p>Select the following settings:</p> <ul style="list-style-type: none"> – Application type: HPMV – Permit type: Specialist Vehicle – Feasibility study: <input checked="" type="checkbox"/>  <p>Note: You need to process the application as a feasibility study to allow bypassing axle set checks because OPermit has not been configured for specialist vehicle mass limits.</p>
3	<p>On the Permit Details page:</p> <ul style="list-style-type: none"> – Ignore the message that ‘permit axle weights entered do not require a permit.’ Select the following check boxes: <p><input checked="" type="checkbox"/> Bypass Axle Set Checks?, and</p> <p><input checked="" type="checkbox"/> Check here to acknowledge violations and continue</p>

Continued on next page

G3.4 Entering specialist vehicle details into OPermit continued

Procedure
(continued)

Step	Action
4	Follow the standard steps in OPermit for selecting, editing or adding route details.
5	When you have set up the route details in OPermit, continue with section <i>G3.5 Analysing specialist vehicle routes</i> .

G3.5 Analysing specialist vehicle routes

Follow procedures for HPMV route analysis

To analyse specialist vehicle routes, follow the same procedures as for HPMV permitting, ie:

Procedure	In accordance with...
Forward applications with multi-region routes to the other PIOs involved	<i>Chapter D3: Analysing routes in part D of this volume</i>
Run the structural analysis in OPermit, generate bridge analysis reports and refer the application to the regional SMC (bridge consultant) for specialist bridge analysis	
Attempt to resolve any issues	
Amend application details in OPermit and rerun the structural analysis, as necessary	

No bridge restrictions

Like HPMVs, specialist vehicles operating under a permit are not subject to bridge crossing restrictions. If the OPermit structural analysis indicates any restrictions, they should be treated as 'Do Not Cross'. In such cases, discuss reducing axle weights with the operator to resolve the issue if possible.

Next step

When the SMC has completed the analysis of the specialist vehicle route, refer to this table to determine your next step:

If the SMC...	Then continue with section...
has approved the route	<i>G4.3 Liaising with local road controlling authorities</i>
advises to decline the application	<i>G4.5 Declining a specialist vehicle permit application</i>

G3.6 Dealing with joint permit requests from local RCAs

When you may receive a joint permit request

If a local road controlling authority (RCA) receives a specialist vehicle permit application that includes state highways, they may contact you to obtain consent to the inclusion of the state highways in the permit they wish to issue.

Just as Waka Kotahi may issue specialist vehicle permits for routes that include local roads with consent from the local RCAs involved, local RCAs may issue permits that include state highways with the consent of Waka Kotahi.

PIOs may grant such consent under the existing permitting delegation.

Legislation reference: VDAM Rule 2016, section 5(3).

Procedure

Follow the steps below if a local RCA requests consent to the inclusion of state highways in a specialist vehicle permit issued by the local RCA.

Step	Action
1	Ensure you have received a copy of the permit application and route description from the local RCA. If necessary, contact the local RCA to clarify any information.
2	Follow the standard procedures for route analysis in OPermit.
3	Refer the application and the structural analysis reports to the regional SMC (bridge consultant) for specialist analysis.
4	When you have received the SMC's decision in writing, forward it to the local RCA. State clearly in the body of your email whether consent to the use of state highways is granted or has been declined.
5	Save all records related to the request for a joint permit, such as emails, attachments and draft permit.

End of process

This ends the process for dealing with joint permit requests from local RCAs.

G3.7 Processing a specialist vehicle feasibility application

Standard procedures

If you receive a specialist vehicle feasibility application, follow the same procedures as for processing a permit application, but with a few differences as described below.

Procedure


Follow the steps below to process a specialist vehicle feasibility application.

Step	Action
1	Ensure you tick the Feasibility Study tick box on the Permit Details page in OPermit.
2	Run the structural analysis in OPermit, generate the standard bridge analysis reports and refer the application to the regional SMC (bridge consultant) as you would for a permit application.
3	If applicable, forward applications for multi-region routes to other regional PIOs.
4	When you have the responses from the SMC and other PIOs, amend application details in OPermit, if necessary, and rerun the structural analysis.
5	Generate a 'permit' document in OPermit and save it, then open the document in Microsoft Word. Note: The document will have a prominent 'Feasibility Study Only' watermark.
6	Make the following changes to the document: <ul style="list-style-type: none"> <input type="checkbox"/> Delete the words 'is hereby authorised to use' and highlight 'Feasibility Study Only - Not for use as a permit' in that line <input type="checkbox"/> Delete the permit period dates and leave the space blank. <input type="checkbox"/> Delete the typed PIO name and date of signature, and do not insert a signature.
7	When you are satisfied that all details are correct for a feasibility study, save the document as a PDF file. Close the document in Microsoft Word.
8	Draft an email to the applicant and emphasise that the feasibility study document is not a permit . Attach the PDF file of the feasibility study document and send the email.

Continued on next page

G3.7 Processing a specialist vehicle feasibility application continued

Procedure (continued)

Step	Action
9	<p>Upload the issued feasibility study document to the permit portal.</p> <p>Then update the status of the application. In the 'Update Application' pop-up:</p> <ul style="list-style-type: none"> <input type="checkbox"/> change the status of the application to Issued <input type="checkbox"/> record the feasibility study document number in the Permit Number field, and <input type="checkbox"/> enter the total mass approved. 
10	Save any emails or notes related to the feasibility application in the application folder.

End of process This completes the processing of a specialist vehicle permit feasibility application.

Chapter G4: Completing a specialist vehicle permit or declining an application (PIOs)

Overview

About this chapter

This chapter describes how regional permit issuing officers (PIOs) create a specialist vehicle permit document, and how they issue a permit or decline an application.

Audience

The main audience for this chapter is PIOs and permitting contractors in regional offices.

In this chapter

This chapter contains the following sections:

Section	See page
G4.1 Creating a specialist vehicle permit	G4-2
G4.2 Sample specialist vehicle permit	G4-6
G4.3 Liaising with local road controlling authorities	G4-9
G4.4 Issuing a specialist vehicle permit	G4-12
G4.5 Declining a specialist vehicle permit application	G4-13

G4.1 Creating a specialist vehicle permit

- Prerequisites** Before you create a specialist vehicle permit, you must have:
- received written confirmation from the SMC (bridge consultant) that a permit can be issued, and
 - if applicable, collated inputs from other regions for multi-region routes and amended route details or axle masses in OPermit for the weakest structure on the route.

No permits with VINs Permits must be issued with registration numbers. Do not issue a specialist vehicle permit with vehicle identification numbers (VINs) instead of registration numbers.

Applications for unregistered vehicles are treated as feasibility studies – see section *G3.7 Processing a specialist vehicle feasibility application*.

- Two subtasks** Creating a specialist vehicle permit involves two subtasks:
1. **Generating the permit document in OPermit**, and
 2. **Manually editing permit details**.

These subtasks are described in detail below.

1. Generating the permit document in OPermit

Follow the steps below to generate the specialist vehicle permit in OPermit.

Step	Action
1	In OPermit, access the application you want to create the permit for from the Pending Applications list.
2	Click the tick box below the Messages and Errors panel to confirm that all messages and errors have been investigated. If applicable, enter details of how any errors were resolved in the Comments box.
3	Enter and confirm the fees information required for this permit.

Continued on next page

G4.1 Creating a specialist vehicle permit continued

1. Generating the permit document in OPermit (continued)

Step	Action
4	<p>On the Instructions page, click Issue, then save the document to the appropriate file location in your system.</p> <p>Tip: To retain the formatting, do not open the document directly from OPermit. Save it first before you open it in Microsoft Word.</p>
5	Continue with subtask 2. <i>Manually editing permit details.</i>

2. Manually editing permit details

Follow the steps below to manually edit permit details.

This is a workaround because OPermit is not configured for specialist vehicle permit processing.

Example: See section *G4.2 Sample specialist vehicle permit* for an example showing the manual edits described below.

Step	Action
1	Open the permit document in Microsoft Word.
2	<p>Remove the 'Feasibility Study Only' watermark and all other references to feasibility.</p> <p>Edit the page header so that it says 'Permit No' instead of 'Feasibility No'.</p>
3	<p>In the first line of page 1, add the rule reference, ie:</p> <p style="padding-left: 40px;">This permit is issued under section 5 of the Land Transport Rule (41001): Vehicle Dimensions and Mass 2016.</p>
4	<p>Replace the vehicle description 'High Productivity Motor Vehicle' with the correct vehicle type, for example:</p> <p style="padding-left: 40px;">Specialist Vehicle – Bus, or Specialist Vehicle – Rubbish Truck.</p>

Continued on next page

G4.1 Creating a specialist vehicle permit continued

2. Manually editing permit details

(continued)

Step	Action
5	<p>Check in the permit portal for a comment that a variation to the standard 24-month permit period applies.</p> <p>Add the permit period to the document, ie:</p> <p style="padding-left: 40px;">For Specialist Vehicle trips between <i>[start date]</i> to <i>[end date]</i></p> <p>Note: Specialist vehicle permits may be issued for longer than 24 months to align the permit with the duration of a public service contract. However, this does not apply if the operator is subject to a reduced permit period because of safety or compliance concerns.</p>
6	<p>Under the heading 'Additional Conditions', delete conditions <i>6. Identification Sign</i> and <i>7. Trailer Roll Stability Control (RSC)</i>.</p>
7	<p>Under the 'Route and Special Instructions' heading, enter the route details.</p> <p>For options see <i>Specialist vehicle route descriptions</i> below.</p> <p>IMPORTANT: If the route description refers to an external source, such as a public transport route published on a website, you must include the permit date in the route description, for example:</p> <p style="padding-left: 40px;">Wellington Airport Flyer route (Queensgate – City – Airport) published at https://www.metlink.org.nz/timetables/bus/91 as at <i>[permit issue date]</i>.</p>
8	<p>Under the 'Special Instructions' heading, insert any special conditions that apply, for example region-specific or local RCA conditions.</p> <p>Note: Waka Kotahi policy for specialist vehicle permit conditions is the same as for HPMVs, that is no bridge crossing restrictions are allowed. If a local RCA requires, for example, a 'Crawl Central' bridge condition, do not issue a joint permit with affected local roads. Advise the applicant to apply directly to the local RCA for a permit.</p>
9	<p>Add or change the PIO name and issue date, as necessary, and insert an image file of your signature.</p>
10	<p>Delete everything past the 'Fees Payable' table, that is the pages with the bridge restrictions.</p>
11	<p>Adjust any formatting or page breaks, and then save the document as a PDF file.</p> <p>Save and close the document in Microsoft Word.</p>

Continued on next page

G4.1 Creating a specialist vehicle permit continued

Specialist vehicle route descriptions

Specialist vehicle route descriptions may be:

- a list of all state highways and route positions (RPs), including local roads if applicable in your region
- a reference to an external source, such as a public service contract or a **published** map or plan of public transport routes (but not simply a document prepared by the operator)
- an operating area with clearly specified boundaries, for example local council boundaries or a radius from a base of operation
- by exclusion (that is specifying an area and listing roads that must not be used), or
- a combination of these descriptions.

IMPORTANT: If the route description is a reference to an external source, you must include 'as at [*the permit issue date*]' in the route description because external references may be changed after the permit is issued.

Next steps

When you have created and manually edited the permit document, refer to this table to determine your next step:

If the route includes...	Then continue with section...
local roads	<i>G4.3 Liaising with local road controlling authorities</i>
only state highways	<i>G4.4 Issuing a specialist vehicle permit</i>

G4.2 Sample specialist vehicle permit

Sample permit Yellow highlights indicate manually edited text.



Permit No.: AK/SV/18/0310

This permit is issued under section 5 of the Land Transport Rule (41001): Vehicle Dimensions and Mass 2016

Wairau Transport Ltd, Po Box 987123 North Harbour Auckland 0751, Attn: Hans Porter, Fax: , Phone:

TSL No.

is hereby authorised to use (vehicle description): Specialist Vehicle – Bus

Registered N^o(s): BUS123

For Specialist Vehicle trips between 18-04-2018 to 18-04-2020

For the transport of: Passengers

On Route: SV Route Wairau Road to Fanshawe Street

Over the route specified below, subject to the conditions, restrictions, and maximum mass limits in this Permit.

VAI : 1.17

Axle Number	1	2	3
Axle Type*	S	T	S
Individual Axle Mass Limit (kg)	7200	8800	7200
Axle Combination Mass Limit (2-3) (kg)			16000
Axle Combination Mass Limit (1-3) (kg)			23200
Spacing from previous axle (m)	0.00	6.07	1.50
Tyre Size	355/50R22.5	Standard	355/50R22.5

* S=Single tyred axle, T=Twin tyred axle, SS=Super Single tyred axle, SL=Single Large tyred axle, M=Mega tyred axle
The tyre sizes shall be as indicated above.

The total mass on any individual axle, axle set or combination of axles must not exceed the sum of the mass limits shown for those axles in the table above.

Critical Conditions

The vehicle must not—

1. exceed the maximum permitted gross weight, **23,200** (Kilograms)
2. exceed design limits, such as GVM
3. breach a travel restriction or requirement for a specified bridge or culvert.

Additional Conditions

1. *Separate Plant* - The carriage or towing of separate items of plant, equipment or materials not specifically nominated in the description of load is not permitted.
2. *Mass* - The mass of any axle shall not exceed the mass specified in this permit. The gross mass of the vehicle or combination of vehicles must not exceed the limit specified on the current certificate of loading issued to the vehicles.
3. *Authorised Agent* - The vehicle shall not be operated on a road or bridge under this permit when in the opinion of an authorised agent of the road controlling authority, as communicated to the operator, it would be contrary to public interest to do so.
4. *Non Transferable* - This permit is not transferable either to other users of or to any vehicle other than the vehicle described by this permit.
5. *Weighing*- Police are authorised to divert vehicles up to five kilometres from the approved route for the purpose of weighing, provided under strength bridges are not included on the route.

Continued on next page

G4.2 Sample specialist vehicle permit continued

Sample permit (page 2)



Permit No.: AK/SV/18/0310

~~6. Identification Sign—The vehicle shall display a high productivity motor vehicle sign in accordance with Clause 5.10 of the Land Transport Rule: Vehicle Dimensions and Mass 2016, when operating as a high productivity motor vehicle.~~

Delete conditions 6 and 7

~~7. Trailer Roll Stability Control—A trailer with a GVW of 2010 must have roll stability control fitted and active, this is an active roll stability control function turned on. Alternatively if the trailer(e) were first registered before 1 May 2010 or are log trailers carting round wood first registered before 1 April 2016 and do not have EBS and RSC—these must instead operate with a minimum Static Roll Threshold (SRT) of 0.4 g provided SRT compliance documentation is kept with this permit and produced to enforcement officers.~~

ROUTE AND SPECIAL INSTRUCTIONS:

Route

Section	Highway	From RP	From Junction	To RP	To Junction
1	OB1D	0 / 15.1	1D9	0 / 11.49	1E9
Wairau Road On & Off Ramps (Ramps 7 & 8)					
1	SH1N	414 / 7.8		414 / 12.15	
SH1N - Exit 424A (Fanshawe Street Motorway Off Ramp 1)					

Permit mass limits are only applicable on the routes specified above. If the vehicle deviates from this general route general mass limits will apply.

Special Instructions

[Insert as applicable]

Requirement to observe permit conditions

A breach of weight limits specified on this form, or any permit condition, is an offence as provided in the *Land Transport (Offences and Penalties) Regulations 1999*.

Permit is invalid if:

1. The permit is altered without authority.
2. The vehicles or persons operating the vehicles are not those described on the permit.

Revocation

This permit can be revoked, under clause 5.7 of the Rule.

Continued on next page

G4.2 Sample specialist vehicle permit continued

Sample permit (page 3)



Permit No.: AK/SV/18/0310

Authorised Issuing Officer

... **[Insert image file]** (Signature)
 [Pat Oliver] (Name)
 (Date)
 Permit Issuing Officer (for) NZ Transport Agency (Designation)
 Auckland (Controlling Authority)
 (Location)
 118823 – 18 April 2018 (Permit Dated)

Note:

1. This permit is an exemption from the mass limits set out in the Land Transport Rule: Vehicle Dimensions and Mass 2016, and does not authorise the user to exceed the exemption so permitted or exempt the user from complying with all other acts, regulations and other laws (including those relating to certificate of loading, road user charges or Static Roll Threshold).
2. This permit must be carried on the vehicle, and must be surrendered for inspection on the demand of any enforcement officer, or an authorised agent of the NZ Transport Agency or a road controlling authority.
3. The conditions on the reverse of this form shall apply together with any other conditions on the attached sheets.
4. *Overdimension* - For the transport of vehicles and loads that exceed the limits specified in Section 6 of the Land Transport Rule: Vehicle Dimensions and Mass 2016, a separate permit must be obtained from the Overdimension Permit Issuing Agency (OPIA) at the NZ Transport Agency, Palmerston North. OPIA contact number 0800 OVERSIZE / 0800 683774.
5. *Railway Level Crossings* - Travel over level crossings is not fully covered by this permit. Operators of overweight and overdimension vehicles may require permission from KiwiRail or their agents for travel over railway level crossings
6. *Tyre pressure* - Tyres must be operated at the pressures recommended by either the manufacturer or the Tyre and Rim Associations but not exceeding the maximum pressures stated in the Land Transport Rule 32013: Tyres and Wheels 2001.

Fees Payable:

Permit Issuing Fee (As specified in Schedule 4A of the Heavy Motor Vehicle Regulations 1974)	\$54.55
Bridge Supervision Fee (0 Trips)	\$0.00
Total Fee	\$54.55
GST	\$8.18
Total	\$62.73

Delete everything past the fees table, ie pages 4 and 5

G4.3 Liaising with local road controlling authorities

Different local arrangements

Depending on the arrangements with local RCAs in your region, you may issue specialist vehicle permits for state highways only, or include local roads in the permit with the consent of the local RCAs involved.

Even if you issue specialist vehicle permits for state highways only in your region, you should attempt to liaise with local RCAs and, if possible, align permit details such as permit mass limits or permit periods.

For example, permits may be issued for a longer period than the standard 24 months if they relate to a local authority service contract, provided there are no operator safety or compliance concerns.

RCA-issued permits with Waka Kotahi consent

Just as Waka Kotahi may issue specialist vehicle permits for routes that include local roads with the consent of local RCAs, a local RCA may issue a specialist vehicle permit that includes state highways with the consent of Waka Kotahi. See section *G3.6 Dealing with joint permit requests from local RCAs*.

Two subtasks

Depending on the arrangements in your region, liaising with local RCAs may involve either subtask 1 or 2:

1. **Liaising with local RCAs to align permit details** if the local RCAs issue their own specialist vehicle permits.
2. **Obtaining local RCA consent** for the use of local roads if Waka Kotahi issues specialist vehicle permits for both state highways and local roads.

1. Liaising with local RCAs to align permit details

Follow the steps below if a local RCA issues its own specialist vehicle permits.

Step	Action
1	Open the specialist vehicle permit application and/or the permit you want to discuss.
2	Contact the relevant person in the local RCA. Use your judgment and experience to determine whether to email or telephone the person.

Continued on next page

G4.3 Liaising with local road controlling authorities

continued

1. Liaising with local RCAs to align permit details (continued)

Step	Action
3	<p>Ask whether the local RCA intends to issue a specialist vehicle permit for local roads relevant to the application.</p> <ul style="list-style-type: none"> • If yes, go to step 4. • If no, go to step 7
4	<p>Ask the local RCA whether it will:</p> <ul style="list-style-type: none"> – grant an extended permit period (for example because the permit relates to a local authority service contract) and if so, for how long, and – issue the permit for lower masses than applied for because of concerns about weak structures.
5	<p>If the local RCA's permit details vary from the permit you were about to issue for the state highway part of the route, confirm those details in writing.</p>
6	<p>Amend any details such as permit duration or permit masses in OPermit to align with the local RCA's permit and recreate the permit document.</p> <p>Note: Do not extend the permit period if a reduced period applies because of operator safety concerns.</p>
7	<p>If the local RCA intends to decline the application for local roads, is it still feasible to issue a permit for state highways only?</p> <ul style="list-style-type: none"> • If yes, amend the route details in OPermit as necessary and recreate the permit document. Then continue with section <i>G4.4 Issuing a specialist vehicle permit</i>. • If no, decline the application – see section <i>G4.5 Declining a specialist vehicle permit application</i>.

Continued on next page

G4.3 Liaising with local road controlling authorities

continued

2. Obtaining local RCA consent


If applicable in your region, follow the steps below to obtain a local RCA's consent to the inclusion of local roads in a specialist vehicle permit.

Step	Action
1	<p>Draft an email to each local RCA involved in the route.</p> <p>In the email:</p> <ul style="list-style-type: none"> – request each local RCA's consent by return email that the specialist vehicle is allowed to operate on the local roads on the route applied for, and – ask for any special conditions the local RCA wishes to include on the permit (but do not include RCA conditions that are incompatible with Waka Kotahi policy for permit conditions).
2	<p>Attach the following documents to the email:</p> <ul style="list-style-type: none"> <input type="checkbox"/> draft permit <input type="checkbox"/> SMC's route approval, and <input type="checkbox"/> any other documents requested by the local RCA.
3	<p>If a local RCA raises concerns about or objects to the use of a local road, attempt to find a resolution in consultation with the applicant and the local RCA.</p> <p>This may involve changing application details such as route or weights, rerunning structural analysis reports in OPermit and resending the reports to the regional SMC for analysis.</p>
4	<p>Has each local RCA involved given written consent to the route?</p> <ul style="list-style-type: none"> • If yes, finalise the draft permit and continue with section <i>G4.4 Issuing a specialist vehicle permit</i>. • If no, go to step 5.
5	<p>Is it feasible to issue a permit for state highways only?</p> <ul style="list-style-type: none"> • If yes, amend the permit details in OPermit and create a new permit document. Continue with section <i>G4.4 Issuing a specialist vehicle permit</i> and advise the applicant to apply directly to the local RCAs for a permit for the local roads on the route. • If no, continue with section <i>G4.5 Declining a specialist vehicle permit</i>.

G4.4 Issuing a specialist vehicle permit

Procedure

Follow the steps below to issue a specialist vehicle permit.

Step	Action
1	Open the PDF file of the permit document.
2	<p>Quickly check the file. Confirm the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> No more references to 'Feasibility' (use Find to check) <input type="checkbox"/> Correct specialist vehicle type <input type="checkbox"/> Mass limits table on page 1 <input type="checkbox"/> Correct route details <input type="checkbox"/> Special instructions applicable in your region, and <input type="checkbox"/> Correct signature and date.
3	<p>Using the standard email template, draft an email to the applicant and attach the PDF file of the permit. Send the email to the applicant.</p> <p>IMPORTANT: Only permits issued as PDF files are valid legal documents.</p>
4	<p>Update the status of the application in the permit portal. In the 'Update Application' pop-up:</p> <ul style="list-style-type: none"> <input type="checkbox"/> change the status of the application to Issued <input type="checkbox"/> record the permit number, and <input type="checkbox"/> enter the total mass approved on the permit. 
5	Upload the issued permit to the portal. Ensure the file name includes the full permit number.
6	Save any emails or notes related to the application in the application folder.

End of process This completes the processing of a specialist vehicle permit application.

G4.5 Declining a specialist vehicle permit application

When to decline

You must decline a specialist vehicle permit application if:

- the mass applied for exceeds the design limits of the vehicle
- the mass applied for exceeds the legal mass limits
- there are weak structures on the route and an alternative route is not acceptable or feasible, or
- the application fails in any other respect to meet requirements and you have been unable to resolve the issues.

Procedure

Follow the steps below to decline a specialist vehicle permit application.

Step	Action
1	Telephone the applicant and advise them verbally that their specialist vehicle permit application has been declined.
2	Write a formal letter to advise the applicant in writing. Describe the reasons why the application has been declined and refer to efforts made to resolve any issues.
3	Draft an email and attach: <ul style="list-style-type: none"> – a PDF version of the letter, and – the original permit application and any attachments. Send the email to the applicant.
4	Save all documents related to the application in the application folder and update the application status in the permit portal to Declined .

End of process

This completes the process for declined specialist vehicle permit applications.

Vehicle dimensions and mass permitting manual (volume 2)

Part H:

Higher mass permitting procedures for structures management consultants

Current as at 1 February 2022

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.

Waka Kotahi NZ Transport Agency does not accept any responsibility or liability whatsoever, whether in contract, tort, equity or otherwise for any action taken, or reliance placed, as a result of reading any part of this publication or for any error, inadequacy, deficiency, flaw or omission from the information provided in this publication.

Record of amendments in this part

Note: Amendments to the *Vehicle dimensions and mass permitting manual* can affect individual or multiple parts in a volume. Gaps in the amendment number in the table below indicate amendments in the other volume. For a complete record of all amendments to the manual, please refer to the 'Record of amendments' at the start of both volumes.

Amendment to 2nd edition	Description of main changes in this part	Effective date
Amendment 6	<p>Approved full HPMV routes: For HPMV permit applications, OPermit or other structural analysis is not required for routes that are approved for full HPMV loads. With the majority of state highways now approved for full HPMV, OPermit analysis is a diminishing part of the process. See section <i>H1.1 General principles</i>.</p> <p>Axle weight flexibility (AWF): The requirements for general access and HPMV AWF have been clarified. Outdated references to 'User Defined' AWF have been removed. See section <i>H2.2 Understanding axle weight flexibility (AWF)</i>.</p> <p>General access AWF: Clarification has been added that checks of bridge decks are generally not required for general access AWF. See section <i>H2.4 Assessing bridge decks</i>.</p> <p>Bridges proposed to be approved for full HPMV loads should be independently assessed. See section <i>H3.1 How to conduct an independent bridge assessment</i>.</p> <p>Increased FOCs: The guidelines for when to use higher stress levels have been revised and clarified. If a FOC higher than 0.86 is to be allowed on a restricted bridge, the requirement for six-monthly inspection and structural data confirmation has been removed. Specific inspection programmes for critical bridges should be discussed with Waka Kotahi first. See section <i>H3.2 Allowing increased material stresses</i>.</p>	1 February 2022

Contents

	See page
Introduction	H-1
Chapter H1: General guidelines for assessing bridges for higher mass permit applications	H1-1
Overview	H1-1
H1.1 General principles	H1-2
H1.2 Overview diagrams of assessing bridges for higher mass permits	H1-4
Chapter H2: Assessing a bridge using OPermit data	H2-1
Overview	H2-1
H2.1 Reviewing OPermit reports	H2-2
H2.2 Understanding axle weight flexibility (AWF)	H2-6
H2.3 Specialist vehicle permitting procedures	H2-8
H2.4 Assessing bridge decks	H2-11
H2.5 Assessing bridge spans	H2-13
Chapter H3: Conducting an independent assessment of a bridge	H3-1
Overview	H3-1
H3.1 How to conduct an independent bridge assessment	H3-2
H3.2 Allowing increased material stresses	H3-4
H3.3 Reporting back to the PIO	H3-5

Part H: Higher mass permitting procedures for structures management consultants

Introduction

About this part	This part of the <i>Vehicle dimensions and mass permitting manual</i> (volume 2) describes the Waka Kotahi NZ Transport Agency guidelines for assessing high productivity motor vehicle (HPMV) and specialist vehicle permit applications for their impact on bridges.	
Purpose	The purpose of this part is to be a 'how-to' reference for the specialist analysis of the impact on bridges of the higher mass limits available under HPMV and specialist vehicle permits. It is intended to document best practice and make the permitting processes transparent to all stakeholders.	
Audience	The primary audience for this part are structures management consultants (SMCs) who work with permit issuing officers (PIOs) on assessing bridge capacities for permit applications to exceed standard mass limits. PIOs, local road controlling authorities and transport operators may also have an interest in the technical analysis of such applications.	
Scope	This part contains information and procedures for assessing higher mass HPMV and specialist vehicle permit applications. It does not cover how to assess overweight permit applications. The procedures for dealing with overweight permit applications are well established and documented elsewhere.	
In this part	This part contains the following chapters:	
	Chapter	See page
	Chapter H1: General guidelines for assessing bridges for higher mass permit applications	H1-1
	Chapter H2: Assessing a bridge using OPermit data	H2-1
	Chapter H3: Conducting an independent assessment of a bridge	H3-1

Chapter H1: General guidelines for assessing bridges for higher mass permit applications

Overview

About this chapter

This chapter describes the general principles for assessing HPMV or specialist vehicle permit application for their impact on bridges. It includes overview diagrams of different assessment approaches.

In this chapter

This chapter contains the following sections:

Section	See page
H1.1 General principles	H1-2
H1.2 Overview diagrams of assessing bridges for higher mass permits	H1-4

H1.1 General principles

Terminology	Permits for HPMVs and specialist vehicles to exceed standard mass limits are collectively referred to in this manual as 'higher mass' permits, as opposed to 'overweight' permits for indivisible loads or overweight vehicles.
Approved full HPMV routes	<p>For HPMV permit applications, OPermit or other structural analysis is not required for routes that are approved for full HPMV loads.</p> <p>'Full HPMV' refers to the maximum mass limits that are specified in the VDAM Rule and available under a permit.</p>
Two approaches	<p>The guidelines described in this part involve two approaches to the assessment:</p> <ul style="list-style-type: none">• an independent analysis of the bridge, and/or• an analysis based on the data in OPermit. <p>For an illustration of the two approaches, see diagram 1 in the next section <i>H1.2 Overview diagrams of assessing bridges for higher mass permits</i>.</p>
Modifying OPermit data	OPermit was designed for the permitting of overweight vehicles. To review an HPMV or specialist vehicle permit application, you need to modify the OPermit output data. This is because different load factors and impact factors are used for assessing HPMVs and specialist vehicles compared with overweight vehicles.
Posting assessment	HPMVs and specialist vehicles are to be treated in the same manner as normal heavy vehicles in terms of posting assessment.
No restrictions other than route	<p>Unlike for overweight permits, Waka Kotahi does not specify travel time, speed restrictions or special bridge crossing requirements on HPMV and specialist vehicle permits.</p> <p>The only restrictions that may be placed on an HPMV or specialist vehicle permit are on weight and route. This means there are only two options for bridge crossings:</p> <ul style="list-style-type: none">• either the vehicle will have unrestricted access, or• it will be denied access altogether.

Continued on next page

H1.1 General principles continued

Axle weight flexibility for HPMVs

As for general access vehicles, operators of HPMVs require axle weight flexibility (AWF) to allow some variation in how the vehicles are loaded. This applies particularly to logging trucks, where it is difficult to achieve accurate distribution of loads consistently. Without AWF, many operators are unable to ensure axle weight compliance.

For details see section *H2.2 Understanding axle weight flexibility (AWF)*.

Note: AWF is not available for specialist vehicle permits.

Use engineering judgment and knowledge

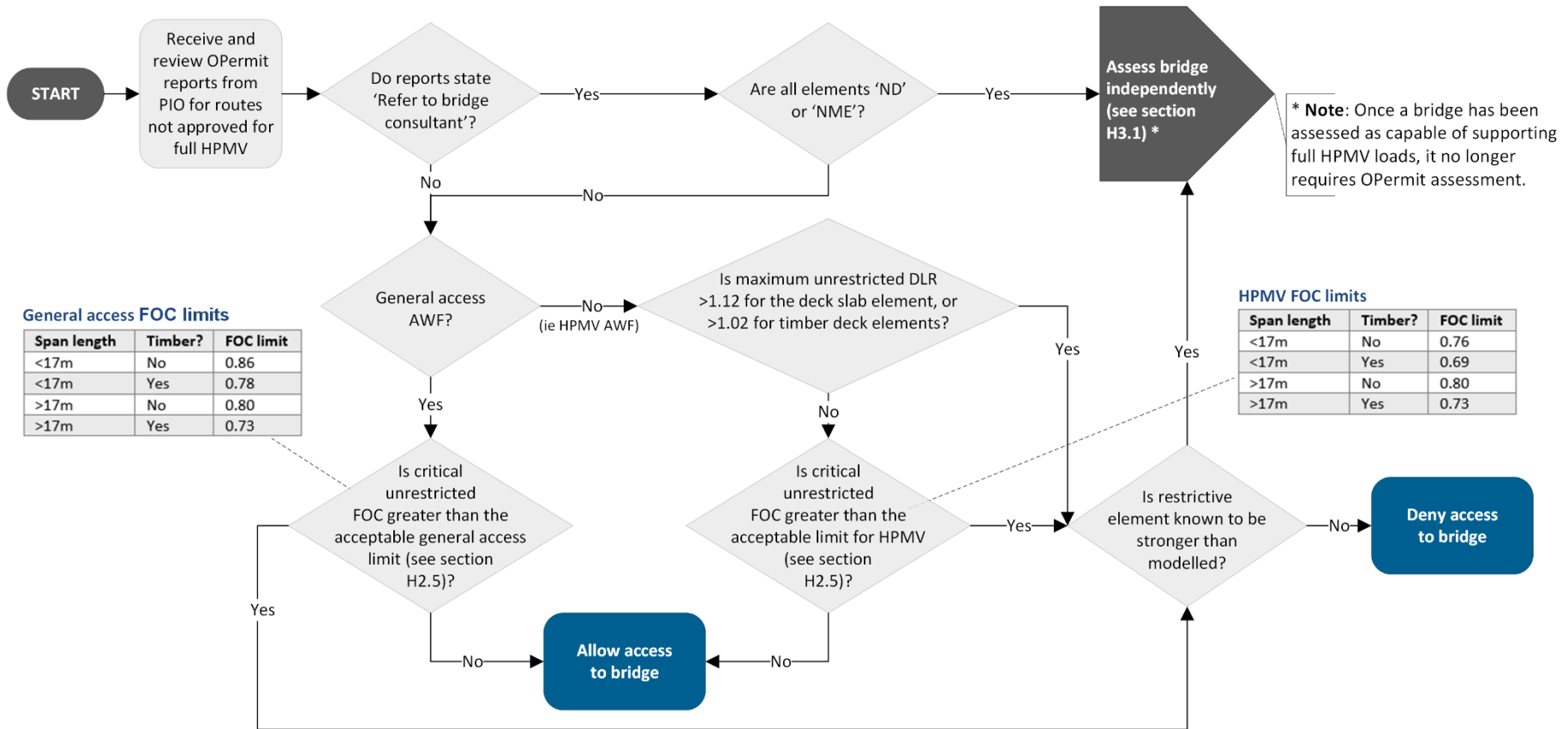
Use your engineering judgment and your knowledge of your bridge stock at all times when assessing bridge capacity for a higher mass permit.

Clarification and help

If you find any anomalies in the output from OPermit that mean these guidelines are not applicable, or if you are unsure of any step in the process, contact the Principal Structures Engineer at Waka Kotahi for clarification in the first instance.

H1.2 Overview diagrams of assessing bridges for higher mass permits

Diagram 1: HPMV permits This diagram summarises the steps involved in assessing an HPMV permit application. This process is only required on routes that have not been approved for full HPMV.

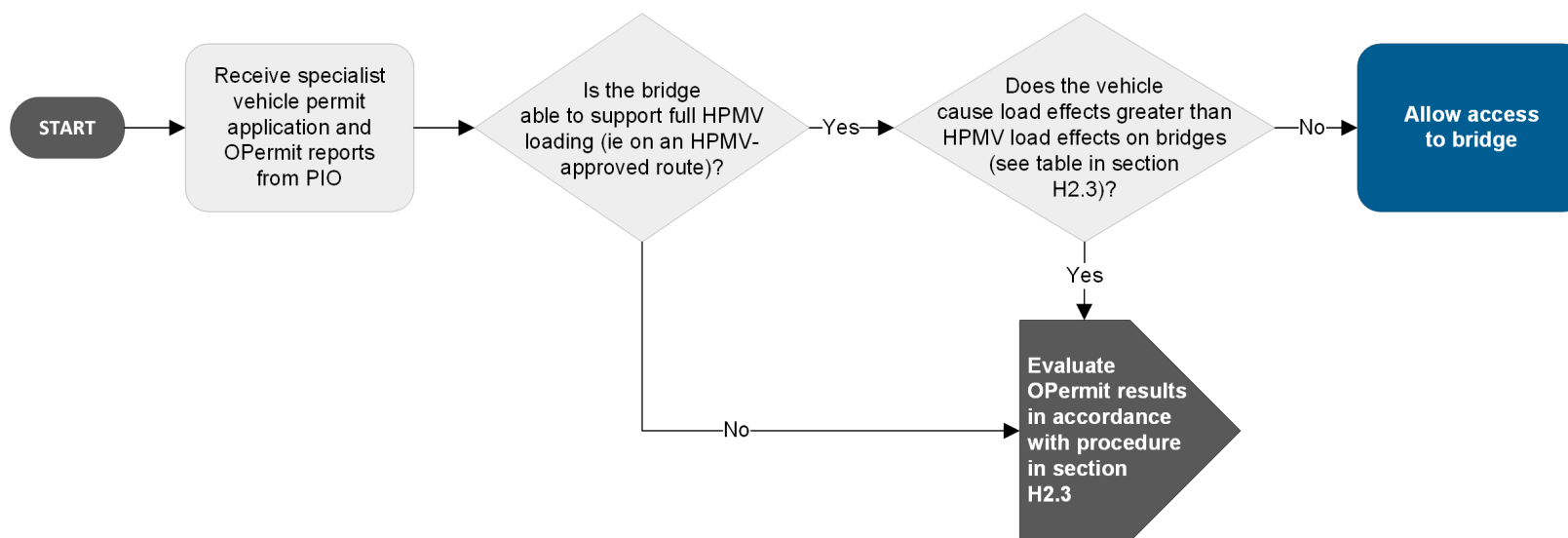


Continued on next page

H1.2 Overview diagrams of assessing bridges for higher mass permits continued

**Diagram 2:
Specialist
vehicle
permits**

This diagram gives a high-level overview of the steps involved in assessing specialist vehicle permit applications.



Chapter H2: Assessing a bridge using OPermit data

Overview

About this chapter

This chapter describes how to assess bridge capacity using OPermit data.

In this chapter

This chapter contains the following sections:

Section	See page
H2.1 Reviewing OPermit reports	H2-2
H2.2 Understanding axle weight flexibility (AWF)	H2-6
H2.3 Specialist vehicle permitting procedures	H2-8
H2.4 Assessing bridge decks	H2-11
H2.5 Assessing bridge spans	H2-13

H2.1 Reviewing OPermit reports

When OPermit analysis is required

OPermit analysis is only required for routes that are not approved for full HPMV.

The HPMV permit application form explains to applicants that a permit gives them automatic access to the full HPMV network and directs them to apply only for routes that are not already approved for full HPMV.

Three types of OPermit reports

For routes that are not approved for full HPMV, permit issuing officers (PIOs) should provide you the following reports from OPermit:

- Summary Report
- Element Comparison Report, and
- Detailed Report.

These reports will be in PDF format. They are also available as Excel files.

This section describes how to use the Element Comparison Report. When to use the Detailed Report is explained in sections *H2.4 Assessing bridge decks* and *H2.5 Assessing bridge spans*.

Finding information

You can find particular bridges in the OPermit reports using the search function.

Element Comparison Report

The Element Comparison Report lists the elements of the bridge structures across a number of columns. Each bridge element is given a code.

The table below shows the codes used in the critical restriction section of the Element Comparison Report and their meanings.

Code	Meaning
-1	Unrestricted
0	50km/h own lane
1	20km/h own lane
2	Crawl own lane
3	Crawl central
4	Do not cross
ND	No data
NME	Not modelled using this element
[No code – blank]	Refer to bridge consultant

Continued on next page

H2.1 Reviewing OPermit reports continued

Bridge description

In the right-hand column of the Element Comparison Report is the critical restriction description of the bridge:

Critical Restriction:	
Code	Description
3	Crawl Central
2	Crawl Own Lane
1	20 km/h Own Lane
-1	Unrestricted
	<i>Refer to bridge consultant</i>

The restriction may be:

- a specific level of restriction (for example '50km/h Own Lane', 'Crawl Own Lane' or 'Do Not Cross')
- 'Unrestricted', or
- 'Refer to bridge consultant'.

The meaning of these restrictions is explained below.

Some restriction

If the description on the Element Comparison Report does not read 'Refer to bridge consultant', or 'Unrestricted', there will be some level of restriction shown.

The five levels of restriction correspond to codes 0 to 4 in the table on the previous page.

Unrestricted

If the description on the Element Comparison Report reads 'Unrestricted', the bridge will show the number -1 for all of the elements modelled.

This means that under a rating load check, the vehicle would not require a restriction on the bridge for an overweight permit. However, the vehicle may still be unable to cross the bridge safely under posting load assessment as an HPMV.

'Refer to bridge consultant'

If the description on the Element Comparison Report reads 'Refer to bridge consultant', the report will have either:

- 'ND' (no data) or 'NME' (not modelled using this element) for each of the elements, or
- the deck slab element will be restricted to 'Do not cross' (that is the deck slab column will have the number 4).

Continued on next page

H2.1 Reviewing OPermit reports continued

'NME' (not modelled using this element)

'NME' means the element can be ignored because it has been considered non-critical to the structure.

Procedure

Follow the steps below to review the Element Comparison Report.

Step	Action								
1	Refer to the description on the Element Comparison Report and to the table below to determine your next step.								
	<table border="1"> <thead> <tr> <th>If the description is ...</th> <th>Then continue with ...</th> </tr> </thead> <tbody> <tr> <td>'Refer to bridge consultant'</td> <td>step 2.</td> </tr> <tr> <td>Some other restriction</td> <td>step 3.</td> </tr> <tr> <td>'Unrestricted'</td> <td>the procedures in sections H2.3 to H2.5.</td> </tr> </tbody> </table>	If the description is ...	Then continue with ...	'Refer to bridge consultant'	step 2.	Some other restriction	step 3.	'Unrestricted'	the procedures in sections H2.3 to H2.5.
	If the description is ...	Then continue with ...							
	'Refer to bridge consultant'	step 2.							
Some other restriction	step 3.								
'Unrestricted'	the procedures in sections H2.3 to H2.5.								
2	<p>Are all the elements in the Element Comparison Report 'ND' or 'NME'?</p> <ul style="list-style-type: none"> • If yes, continue with section <i>H3.1 How to conduct an independent bridge assessment</i>. • If no, go to step 3. <p>Note: If the bridge has ND (no data) or NME (not modelled using this element) for all of its elements, there is no structural information held on the bridge in the Bridge Data System (BDS). This means you will need to undertake an independent posting assessment of the bridge in accordance with section 7 of the Waka Kotahi <i>Bridge manual</i> (3rd edition).</p>								

Continued on next page

H2.1 Reviewing OPermit reports continued

Procedure (continued)

Step	Action
3	<p>Is the only restricted element the deck slab?</p> <ul style="list-style-type: none"> • If yes, continue with section <i>H2.4 Assessing bridge decks</i>. • If no, go to step 4. <p>Note: If the only restricted element is the deck slab, then the following will appear in the Element Comparison Report:</p> <ul style="list-style-type: none"> – a number between 0 and 4 will be in the deck slab column – either -1 (unrestricted) or NME (not modelled using this element) will be in the other columns. <p>‘NME’ means the element can be ignored because it has been considered non-critical to the structure.</p> <p>If the deck slab is the only restricted element, the bridge may be able to safely support the HPMV as most deck slabs are known to be stronger than modelled in OPermit. However, the other elements still need to be checked.</p> <p>If the deck slab is not the only restricted element on the structure, then another element on the structure is also restricted. This other element will have a Fraction of Capacity (FOC) greater than 1.0 when the vehicle is unrestricted. This, in turn, means that the element will be restricted for HPMVs.</p>
4	<p>Is the restrictive element likely to be stronger than modelled?</p> <ul style="list-style-type: none"> • If yes, continue with section <i>H3.1 How to conduct an independent bridge assessment</i>. • If no, deny the vehicle access to the bridge. Continue with section <i>H3.3 Reporting back to the PIO</i>.

H2.2 Understanding axle weight flexibility (AWF)

For HPMV permits only

Axle weight flexibility (AWF) allows operators to manage loads that are difficult to distribute uniformly and precisely across all axles. It is only available for HPMV higher mass permits and does not apply to specialist vehicle permits.

Two types of AWF

There are two types of axle weight flexibility:

- **General access:** The applicant provides actual axle weights (which add up to the requested gross mass). Flexibility is accommodated by restricting axles, axle sets and pairs of axle sets on the permit to the general access mass limits in the VDAM Rule schedule 3, parts 1 and 2.
 - **HPMV:** The applicant provides actual axle weights (which add up to the requested gross mass). Flexibility is accommodated by restricting axles, axle sets and pairs of axle sets on the permit to the HPMV mass limits in the VDAM Rule schedule 3, parts 3 and 4.
-

General access AWF

By limiting axle sets to general access mass limits, all transverse elements on unposted bridges (decks, transoms, etc) should safely support the HPMV even with flexibility on the axle weights.

These requirements apply to general access AWF:

- Individual axle masses and axle set masses must not exceed the general access mass limits defined in the VDAM Rule schedule 3, part 1.
 - Adjacent pairs of axle sets must also be limited to general access limits, as defined in the VDAM Rule schedule 3, part 2.
 - Groups of three or more axle sets are limited to the HPMV mass limits prescribed in the VDAM Rule schedule 3, part 4, and the total mass for the group must equal the sum of the individual axle weights applied for.
 - The vehicle gross mass is restricted to the total mass applied for, which must equal the sum of all individual axle masses applied for.
-

Continued on next page

H2.2 Understanding axle weight flexibility (AWF) continued

HPMV AWF

These requirements apply to HPMV AWF:

- Individual axle weights must be no more than the HPMV limits defined in the VDAM Rule schedule 3, part 3, tables 3.1–3.5.
 - Adjacent pairs of axle sets and groups of axle sets must be limited to the HPMV limits specified in the VDAM Rule schedule 3, part 4.
 - Any group of three or more axle sets is limited to the mass applied for (that is the sum of the weights of individual axles on the application).
 - The vehicle gross mass on the permit is restricted to the total mass the applicant has applied for, which must equal the sum of all individual axle masses applied for.
-

Impact of AWF

AWF can have a significant impact on the load effects caused by a vehicle. If the mass of axle groups of three or more axle sets is restricted to the mass applied for, the maximum increase in load effects due to axle weight flexibility may be up to 7% for longer span bridges for both general access AWF and HPMV AWF, and up to 12% for shorter span bridges for HPMV AWF.

Applicants with high loading accuracy may be better off with general access flexibility (and higher GVM) than with HPMV AWF and reduced GVM.

Simplified solution

An accurate assessment of AWF would require multiple permutations of the same vehicle being run through OPermit, with the critical results from each run being used to determine the final restrictions on the vehicle. This is both difficult and time-consuming.

The procedures in the following sections therefore provide a simpler solution that involves applying a reduction to the limiting fraction of capacity (FOC) or deck loading ratio (DLR) value to account for the increased load effects caused by AWF.

Information on critical axle groups

Further information on the axle sets that are critical for various types of vehicles can be found in section *D8.1 Critical axle groups for HPMVs* in part D of this volume.

H2.3 Specialist vehicle permitting procedures

Introduction

Applications for specialist vehicle permits should be processed in a similar way to permit applications for HPMVs. In particular, specialist vehicle applications are to be processed as a posting assessment using OPermit, with no restrictions to be imposed other than weight and route.

OPermit information will come through from the PIO in a similar format as for an HPMV permit application. The information should indicate that the permit is for a specialist vehicle.

Specialist vehicle axle mass limits and effects on structures

Specialist vehicle operators can apply for increased axle weights as set out in the VDAM Rule schedule 3, part 3, table 3.6.

The *Load effects table* on the next page shows axle masses and spacings that cause load effects that are no worse than HPMV loading across all bridge elements. Therefore, if a bridge has been independently assessed as being able to support HPMV loading, it should also be able to support specialist vehicles with the axle mass and spacings that comply with the final column in the table.

Where the axle mass of a specialist vehicle is greater than the values in the last column of the load effects table, the load effects can be greater than HPMVs. Therefore, specialist vehicles with these heavier axle masses could be declined access, even if the bridge has been assessed as suitable to support HPMVs. These vehicles require assessment through OPermit, and may require further detailed bridge analysis if deck data is considered overly conservative.

This assessment process is illustrated in diagram 2 in section *H1.2 Overview diagrams of assessing bridges for higher mass permits*.

All elements of bridges designed to HN-72 and free of any defects which may reduce load capacity have been shown to be capable of supporting the full specialist vehicle axle mass limits. Therefore, the majority of modern bridges are expected to be unrestrictive to specialist vehicles.

No axle weight flexibility

Axle weight flexibility does not apply to specialist vehicle permits.

Continued on next page

H2.3 Specialist vehicle permitting procedures continued

Load effects table This table shows specialist vehicle axle masses causing load effects equivalent to HPMVs.

Type of axle set	Spacing between tandem axles (m)	HPMV axle mass limits (kg)	Specialist vehicle axle mass limits (kg)	Maximum HPMV equivalent mass (kg)
Twin-tyred axle in any axle set	–	8800	12,000	8800
Two axles in a tandem axle set comprising:				
(a) a twin-tyred axle with a single large-tyred axle and a 60/40 load share	≥1.0	13,600	16,000	13,600
	≥1.1	13,600	16,000	14,200
	≥1.2	13,600	16,000	14,700
	≥1.3	13,600	16,000	15,200
(b) a twin-tyred axle with a single large-tyred axle and a 55/45 load share	≥1.0	14,500	18,000	14,500
	≥1.1	14,500	18,000	15,000
	≥1.2	14,500	18,000	15,400
	≥1.3	14,500	18,000	15,700
Two twin-tyred axles:				
(a) spaced less than 1.3m from the first axle to the last axle	≥1.0	15,000	17,000	15,000
	≥1.1	15,000	17,000	15,300
	≥1.2	15,000	17,000	15,600
(b) spaced 1.3m or more but less than 1.8m from the first axle to the last axle	≥1.3	16,000	18,000	16,000
(c) spaced 1.8m or more from the first axle to the last axle	≥1.8	16,000	18,000	16,000

H2.3 Specialist vehicle permitting procedures continued

Procedure

Follow the steps below to assess a specialist vehicle permit application.

Step	Action
1	<p>Is the specialist vehicle travelling on an approved full HPMV route (that is has the bridge been assessed as capable of supporting full HPMV loading, in accordance with the <i>Waka Kotahi Bridge manual 3rd edition</i>)?</p> <ul style="list-style-type: none"> • If yes, go to step 2. • If no, go to step 3.
2	<p>Do the axle weight limits fit within the 'Maximum HPMV equivalent mass' limits given in the load effects table above?</p> <ul style="list-style-type: none"> • If yes, allow vehicle access to the bridge. • If no, go to step 3.
3	<p>Undertake an assessment of the bridge deck in accordance with section <i>H2.4 Assessing bridge decks</i>. Then go to step 4.</p>
4	<p>Undertake an assessment of the bridge span in accordance with section <i>H2.5 Assessing bridge spans</i> and then determine if the vehicle can be allowed access to the bridge.</p>
5	<p>When you have completed your assessment, continue with section <i>H3.3 Reporting back to the PIO</i>.</p>

Continued on next page

H2.4 Assessing bridge decks

Checks not required for general access AWF

By limiting axle sets to general access mass limits, all transverse elements on unposted bridges (decks, transoms, etc) should safely support the HPMV even with flexibility on the axle weights.

Note: The maximum increase in axle weight of an HPMV is 10% above legal general access mass limits (for example for a quad-axle set). However, for many axle combinations, this increase is less (the maximum increase on twin-tyred axles in a tandem axle set is 3–7% above general access limits, depending on axle spacing). Therefore, the majority of deck slabs with general access capacity are expected to be able to safely support HPMV loads. If the structure is in sound condition and performing suitably under general access loads, no further check of transverse elements is required.

Which report to use?

You need the Detailed Report for assessing bridge decks.

DLR limiting values

Concrete decks

The deck loading ratio (DLR) limit for concrete deck slabs is less than the overweight vehicle value of 1.3 for the following reasons:

- Only 'Unrestricted' conditions are allowed (restriction level -1)
- The load factor for overweight analysis is 1.49. The load factor for evaluation of existing structures for normal loads is 1.9. HPMVs and specialist vehicles are considered to be normal vehicles.
- The dynamic load factor (DLF) for overweight vehicles (restriction level -1) is 1.43 for concrete deck slabs (OPermit impact code of 2). The DLF for normal and HPMV vehicles is 1.3.
- Hence the limiting DLR for concrete deck slabs becomes:

$$\text{DLR limit} = 1.3 \times (1.49/1.9) \times (1.43/1.3) = 1.12$$

Timber decks

The DLR limit for timber decks is further reduced for the following reasons:

- The dynamic load factor (DLF) for overweight vehicles (restriction level -1) is 1.0 for timber decks (OPermit impact code of 1). This is due to the ability of timber decks to sustain higher stresses under short duration loads, based on the 1st edition of the Waka Kotahi *Bridge manual* (1995).
- A DLF of 1.0 is also assumed for normal and HPMV vehicles, based on the same rationale as above.
- Hence the limiting DLR for timber decks becomes:

$$\text{DLR limit} = 1.3 \times (1.49/1.9) = 1.02$$

Continued on next page

H2.4 Assessing bridge decks continued

Procedure

Follow the steps below to assess the bridge deck using OPermit data.

Step	Action
1	<p>Is the application for a specialist vehicle?</p> <ul style="list-style-type: none"> • If yes, go to step 3. • If no, go to step 2.
2	<p>What type of AWF has the applicant requested?</p> <ul style="list-style-type: none"> • If general access AWF, go to section <i>H2.5 Assessing bridge spans</i>. • If HPMV AWF, go to step 3.
3	<p>Calculate the unrestricted deck loading ratios (DLRs) for the deck slab element (or timber deck element) with the maximum restricted value.</p> <p>Unrestricted DLR = $1.1(\text{VAI} / \text{DCF})$ where:</p> <ul style="list-style-type: none"> - VAI = vehicle axle index, and - DCF = deck capacity factor. <p>For details see <i>DLR limiting values</i> above.</p>
4	<p>Is the highest unrestricted DLR greater than 1.12 (1.02 for timber elements)?</p> <ul style="list-style-type: none"> • If yes, deny access to the bridge. <i>Continue with section H3.3 Reporting back to the PIO.</i> • If no, continue with section <i>H2.5 Assessing bridge spans</i>.

H2.5 Assessing bridge spans

Which report to use?

If the description of the critical bridge restriction is 'Unrestricted', the critical unrestricted shear and moment FOCs can be taken from the Element Comparison Report.

However, if the bridge description is 'Refer to bridge consultant' or some level of restriction, the Element Comparison Report will show FOC values based on the restriction level, or may show no FOC values at all.

Whenever the description does **not** read 'Unrestricted', use the Detailed Report to find the critical unrestricted FOCs for the bridge.

HPMV limiting FOC values

FOC = 1.0 is the limiting criterion for overweight vehicles. For HPMVs the limiting value for the critical FOC limit is 0.86 and 0.78 for timber elements. These limits are further altered to account for axle weight flexibility (AWF), as outlined below.

The FOC limits are less than the overweight vehicle value of 1.0 for the following reasons:

- Only 'Unrestricted' conditions are allowed (restriction level -1)
- The load factor for overweight analysis is 1.49. The load factor for evaluation of existing structures for normal loads is 1.9. HPMVs and specialist vehicles are considered to be normal vehicles.
- The dynamic load factor (DLF) for overweight vehicles (restriction level -1) is 1.43. The DLF for normal and HPMV vehicles is 1.3.
- Hence the limiting factor becomes $1.0 \times (1.49/1.9) \times (1.43/1.3) = 0.86$.

The FOC limit of 0.86 (and 0.78 for timber) is based on the maximum axle weights being entered into OPermit for permit assessment.

With AWF, some axle weights could increase with others decreasing, altering the load distribution of a vehicle. To account for the effects of AWF, the FOC limit is reduced.

Timber elements

Note that the above limiting FOC is $1.0 \times (1.49/1.9) = 0.78$ for timber members. Although OPermit uses a DLF of 1.0 for timber members, this is balanced with a reduced load duration factor of 1.0.

However, the DLR check is less sophisticated than the FOC check for timber decks, and the FOC check should be used for each of the elements. Note that the FOC limit for timber decks is not shown on the Element Comparison Report and will need to be checked using the Detailed Report. If the critical DLR is below 1.3, the FOC values may not be shown. In this case, you will need to check the DLR value.

Continued on next page

H2.5 Assessing bridge spans continued

Table of FOC limits

The critical FOC limits for various criteria are shown in the table below.

AWF type	Span length	Timber components	FOC limit
General access	≤ 17 metres	No	0.86
		Yes	0.78
	> 17 metres	No	0.80
		Yes	0.73
HPMV	≤ 17 metres	No	0.76
		Yes	0.69
	> 17 metres	No	0.80
		Yes	0.73
Specialist vehicle	All spans	No	0.86
		Yes	0.78

Notes:

- Although AWF increases the load effects on spans, a bridge with spans of 17 metres or less that has general access posting weight capacity should be able to support HPMVs with general access AWF. However, bridges with spans longer than 17 metres will potentially have load effects in excess of general access effects.
- For short span bridges (less than 17-metre span), the load effects for vehicles with HPMV AWF on their axle weights exceed the effects of general access vehicles by a maximum of 12%. Therefore, a bridge that can safely support legal general access vehicles (that is the bridge is not posted) should be able to safely support vehicles with HPMV AWF at a FOC limit reduced by 12%.

Continued on next page

H2.5 Assessing bridge spans continued

Procedure

Follow the steps below to assess the application against the FOC limits.

Step	Action
1	Identify the critical unrestricted FOC for the bridge and refer to the <i>Table of FOC limits</i> above.
2	Is the critical unrestricted FOC greater than the relevant limit in the table? <ul style="list-style-type: none">• If yes, deny vehicle access to the bridge.• If no, allow vehicle access to the bridge.
3	Continue with section <i>H3.3 Reporting back to the PIO</i> .

Chapter H3: Conducting an independent assessment of a bridge

Overview

About this chapter

This chapter describes how to conduct an independent bridge assessment. It also covers how to report the bridge analysis results for a permit application back to the PIO.

In this chapter

This chapter contains the following sections:

Section	See page
H3.1 How to conduct an independent bridge assessment	H3-2
H3.2 Allowing increased material stresses	H3-4
H3.3 Reporting back to the PIO	H3-5

H3.1 How to conduct an independent bridge assessment

When to assess a bridge independently

You may need to undertake an independent assessment of the bridge in addition to or instead of the OPermit analysis for a number of reasons, such as:

- the bridge is proposed to be added to an approved full HPMV route
- there is no structural data for the bridge in OPermit
- a particular element is known to be stronger than modelled in OPermit
- data in OPermit is overly conservative
- the posted speed for the bridge is below 100km/h
- the span of the bridge or the length of a continuous section is considerably longer than the vehicle (that is multiple vehicles can load a span at the same time)
- the deck slab is the only restricted bridge element, or
- the timber deck is the only restricted element (and OPermit has no FOC values for the timber deck).

Use judgment

You should use engineering judgment and the best structural information that you have when conducting an independent assessment of a bridge.

Assessment guideline

To decide whether to give the vehicle access to the bridge, do the assessment in accordance with the Posting Evaluation criteria ($\gamma_{LL} = 1.9$) in section 7 of the Waka Kotahi *Bridge manual* (3rd edition), using the best structural information available on the bridge.

Allowing increased load

Higher stress levels (that is lower load factors and higher FOCs) may be justified where only one or two bridges are restricted on an important route.

Refer to section 7 of the Waka Kotahi *Bridge manual* (3rd edition) for further information and see section *H3.2 Allowing increased material stresses* below.

Safe bridge standards

Analysis for various HPMVs has shown that all bridges designed to HN-HO-72 and the majority of bridges designed to H20-S16-T16 with spans less than 30 metres are expected to safely support HPMVs, provided the bridge elements have no known weaknesses or deterioration.

Continued on next page

H3.1 How to conduct an independent bridge assessment continued

Incorrect values in OPermit

OPermit currently assesses concrete deck slabs conservatively. Most concrete deck slabs should safely support HPMVs provided the deck does not have known weaknesses.

During the national screening process, a number of elements were found that were not modelled correctly in OPermit. Similarly, there are instances of incorrect structural capacity data. These data discrepancies continue to be identified and remedied.

Updating OPermit

If you find any data in OPermit that is overly conservative or non-conservative, update it as soon as possible to reflect the true capacity of the element.

Excluded from OPermit reports

If a structure has been assessed to be adequate for HPMV loading through an independent assessment, the structure can be excluded from review of OPermit reports.

Most state highway routes in New Zealand have now been assessed as suitable for full HPMV loads. The approved full HPMV routes are published on the Waka Kotahi website at nzta.govt.nz/commercial-driving/high-productivity/full-hpmv-network-map.

Approved full HPMV routes are excluded from the PIO permitting process.

H3.2 Allowing increased material stresses

Introduction This section provides additional information to section *H3.1 How to conduct an independent bridge assessment*.

Increased FOCs Higher stress levels (that is lower load factors and higher FOCs) may be justified where only one or two bridges are restricted on an important route.

Note that due to the limitations of OPermit to replicate highly complex structural analyses, it is beneficial to confirm structural adequacy for HPMV loading with higher stress levels as part of the structural analysis. The structure may then be excluded from future review of OPermit reports.

Criteria for allowing increased stress For this approach to be adopted, the following criteria should be met, as recommended in section 7 of the *Bridge manual*:

- The bridge must be one of a small number of bridges restricting vehicles on an important route.
- The deterioration factors for the bridge should be accurately assessed. This should be confirmed by undertaking an initial inspection to assess the condition of the bridge.
- Engineers should satisfy themselves that the structure has a ductile failure mode.
- The accuracy of the bridge structural data should be confirmed.
- The bridge should be inspected at no more than six-monthly intervals.
- Engineers should satisfy themselves that early replacement or strengthening is feasible.

For full details, refer to section 7.4.3 of the *Bridge manual* (3rd edition).

Discuss with Waka Kotahi You should discuss your decision to implement a specific inspection programme for a critical bridge to justify higher stress levels with the Waka Kotahi Principal Structures Engineer.

Waka Kotahi would want to be satisfied that:

- the cost of regular inspections is justified due to high HPMV and specialist vehicle demand, and
 - the bridge is in good condition and regular inspections are relatively easy to undertake.
-

H3.3 Reporting back to the PIO

Introduction Once you have assessed all the bridges on the proposed route, including assessments of axle weight flexibility, you must report the results back to the PIO.

What to report The report must be in writing. Send an email to the PIO and include, as a minimum:

- your name
- the date of your assessment
- the permit application number
- your recommendation for either granting or declining the permit, and
- any other information you feel may be relevant to the permit application.

If you recommend that the permit application be declined, also include in your report:

- a list of bridges to which access is denied, and
- if feasible, advice on the changes to the permit type (for example from HPMV AWF to general access AWF) or a reduction in axle weights that would make it probable that the application would succeed for the specified route.

Note: Permits must not be issued with axle masses **below** general access limits.
