Vehicle dimensions and mass permitting manual (volume 2)

Part C

Processing overdimension permit applications

Current as at 1 August 2021

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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	**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 *C2.6 Checking a category 4B engineering assessment*. **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 Previously, category 4B piloting requirements applied, but this has been replaced by two new conditions depending on height.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 *C2.8 Requirements for overheight*. **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 *Chapter C2: Processing overdimension permit applications*. **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 *C2.10 Returning or declining an application*.	1 August 2021

Contents

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 C1: Process overview and general information

Overview

About this chapter

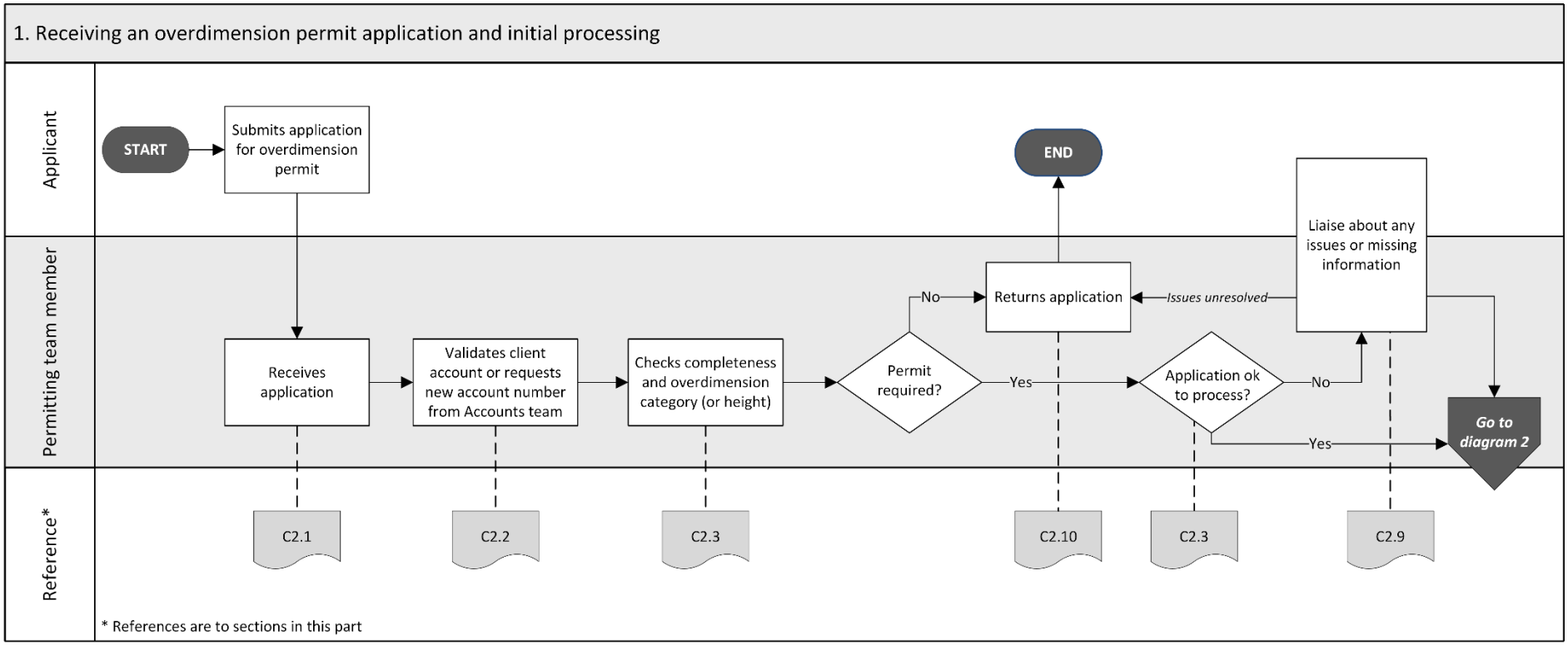
This chapter gives an overview of the overdimension permitting process.

In this chapter

This chapter contains the following sections:

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.



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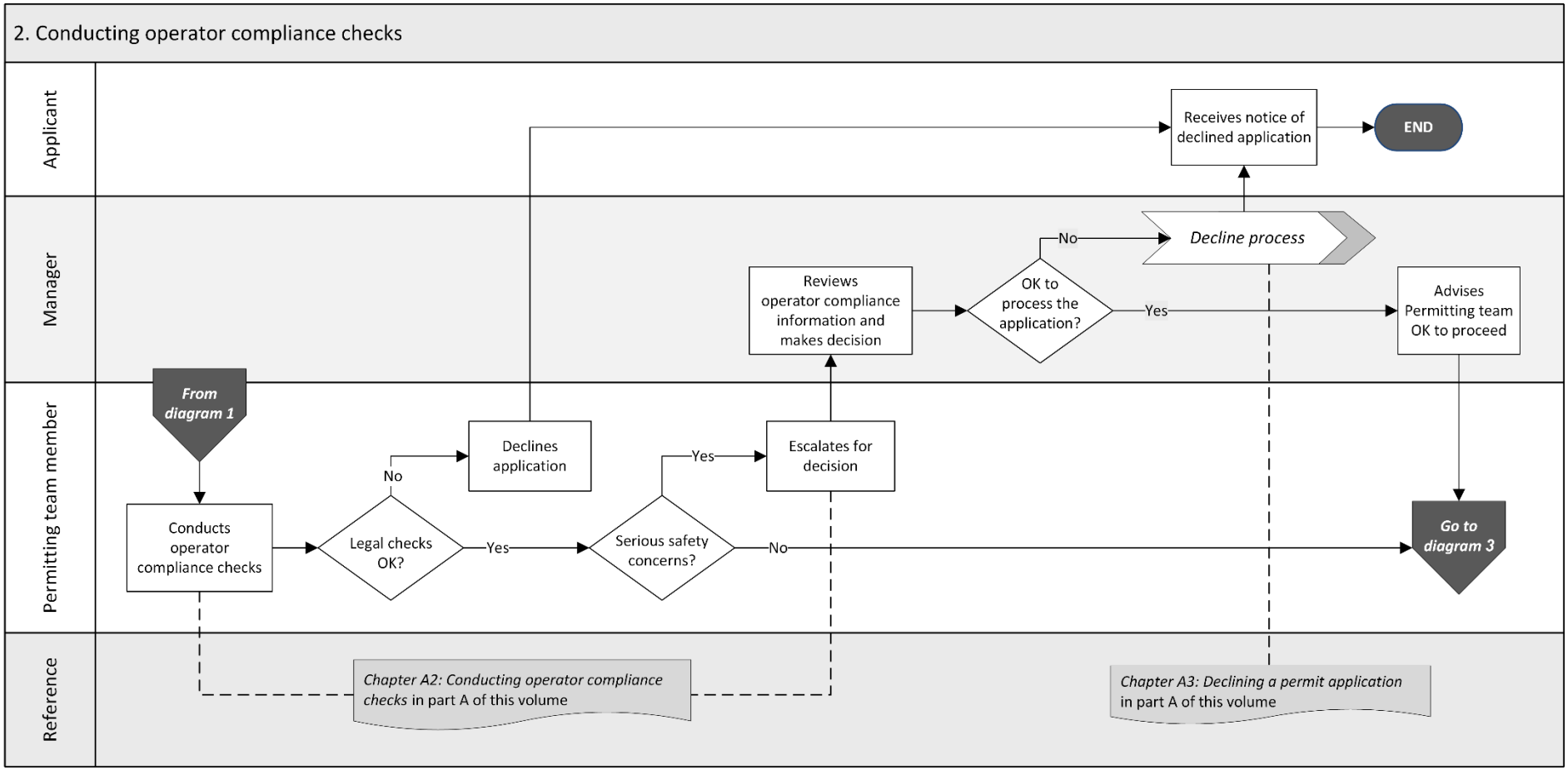
C1.1 Overview diagrams of the overdimension permitting process continued

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



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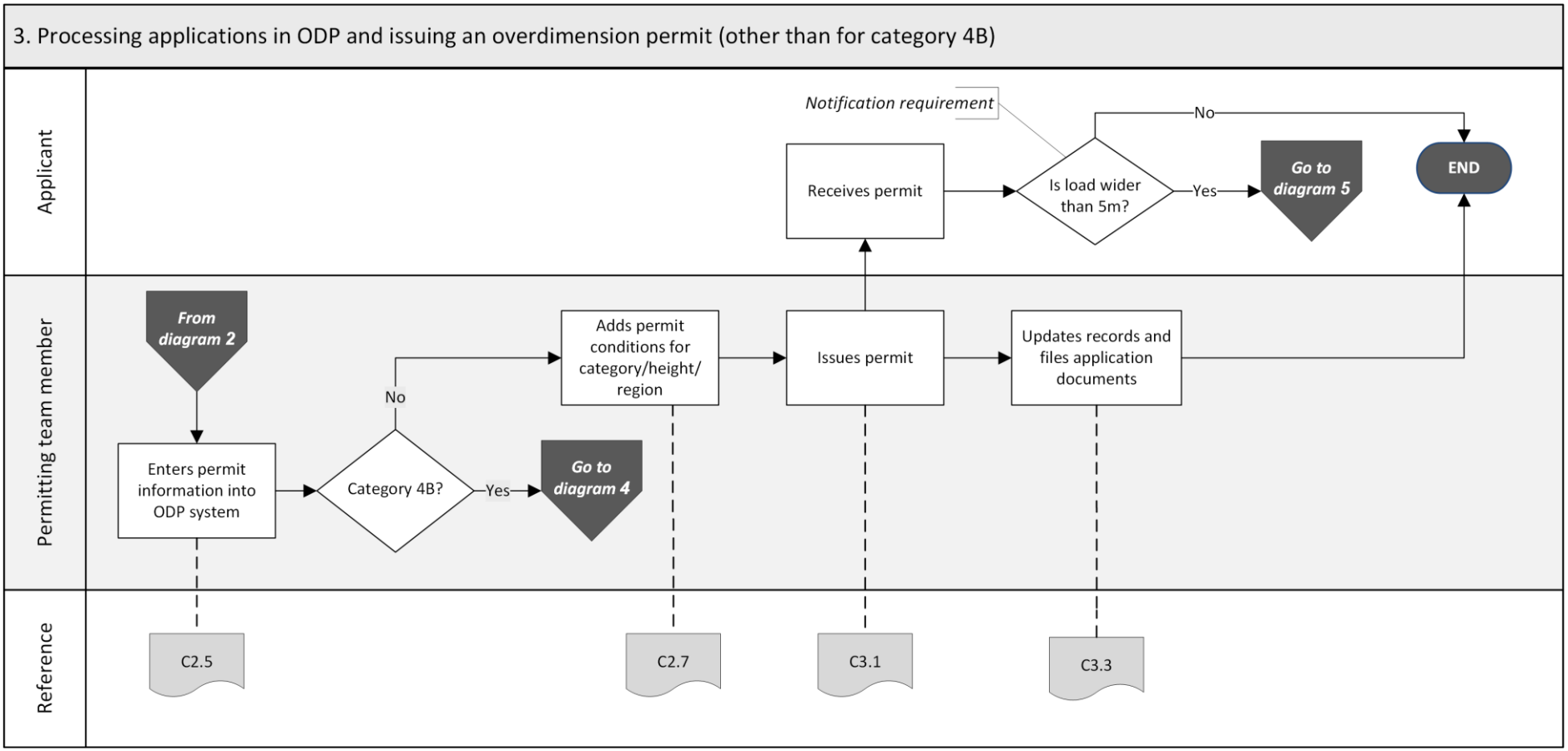
C1.1 Overview diagrams of the overdimension permitting process continued

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



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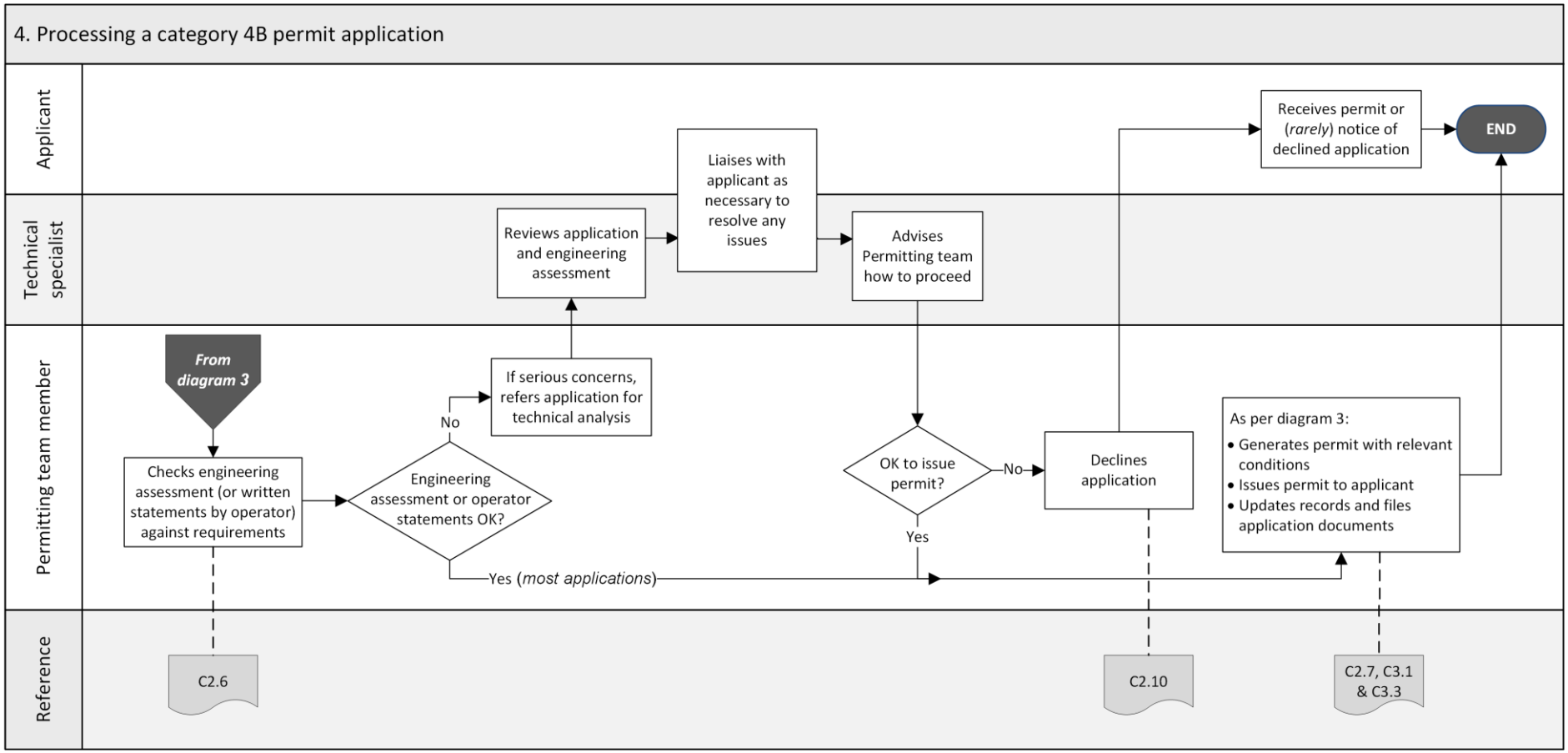
C1.1 Overview diagrams of the overdimension permitting process continued

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



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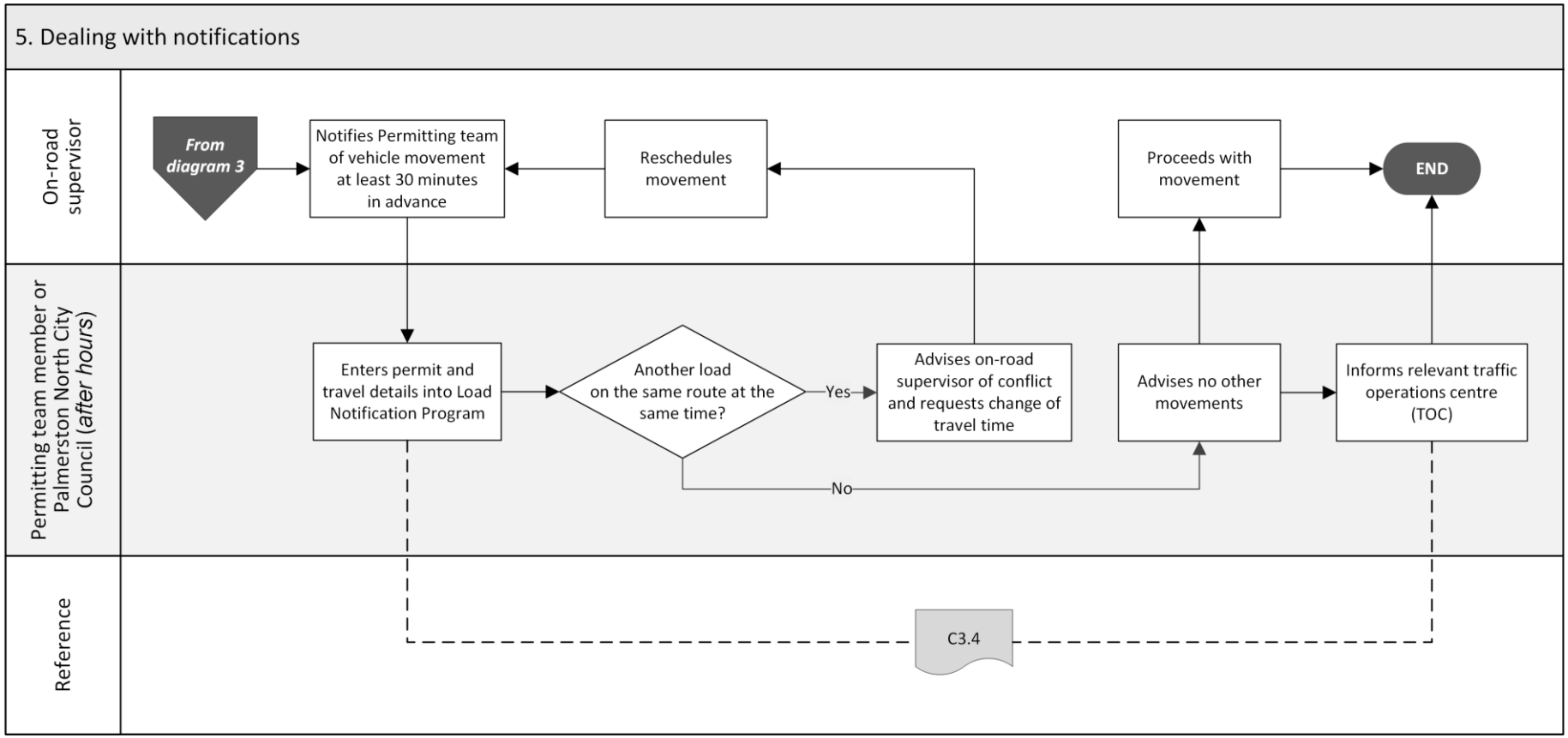
C1.1 Overview diagrams of the overdimension permitting process continued

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	• 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	• 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)	• 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.

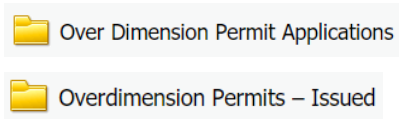
As a guideline, email is more appropriate if there are multiple or major issues with an application. Minor issues and straightforward queries can often be resolved more quickly by telephone.

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:



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.

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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:

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	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. Is the applicant already in the ODP database? • If **yes**, go to step 2. • If **no**, continue with subtask *2. Requesting a new client account.*
2	Open the company record and compare the information in ODP with the operator details on the application form. Do the existing details match the operator details on the application form? • If **yes**, continue with section *C2.3 Checking overdimension category and completeness.* • If **no**, go to step 3.
3	Update the operator's details in the ODP database. If necessary, contact the operator to confirm any details. Then continue with section *C2.3 Checking overdimension category and completeness.*

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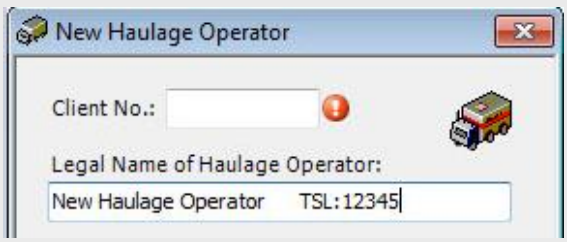
C2.2 Validating or requesting a client account continued

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	Send an email to accounts.receivable@nzta.govt.nz and request that a new client account be set up. Include the following details in your email: – Applicant/company name – Contact name and billing address – Telephone number, and – Email address. The Accounts team will send you a new client number.
2	If you have not had a response on the same day, send a follow-up email to the Accounts team.
3	When you have received the new client number, add the operator details from the application form into the ODP database under 'Operators'. Add the TSL number (if applicable) in the operator name field after the operator's name: 
4	When you have entered the new operator details into the ODP database, continue with the next section *C2.3 Checking overdimension category and completeness.*

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:

1. **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.
2. **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	Open the **Load** tab in ODP and enter the vehicle dimensions from the 'Excess dimensions' section of the application form. When you have entered the dimensions, the system will display the overdimension category. **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.
2	Refer to the table below to determine your next step:

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: • category 2 if length exceeds 25m, • categories 3 or 4, or • height exceeds 5m)	continue with subtask *2. Checking completeness.*

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C2.3 Checking overdimension category and completeness continued

1. Checking overdimension category (continued)

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

2. Checking completeness

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

Step	Action
1	Has the applicant used the current online application form? • If **yes**, go to step 3. • If **no**, go to step 2.
2	Return the application by email and include a link to the online form. Request the applicant to resubmit the application on the current form.
3	Quickly scan through the submitted information. Has the applicant provided valid-looking information, particularly in the text fields? • If **yes**, go to step 4. • If **no**, make a note of any missing or problematic information and then go to step 4.
4	If the load is wider than 8 metres, has the applicant provided a sufficiently detailed route description? **Note**: A route description is helpful (especially for local councils) in case the overdimension movement causes damage along the route.

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C2.3 Checking overdimension category and completeness continued

2. Checking completeness (continued)

Step	Action
5	For category 4A or 4B applications, has the applicant: – 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)? • If **yes,** go to step 6. • If **no**, make a note of the missing information and then go to step 6.
6	Is any information missing or incorrect? • If **yes**, continue with section *C2.9 Attempting to resolve issues with an application.* • If **no**, continue with section *C2.4 Conducting operator compliance checks.*

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 Reissuing an overdimension permit*).
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. Validating and entering route information.*

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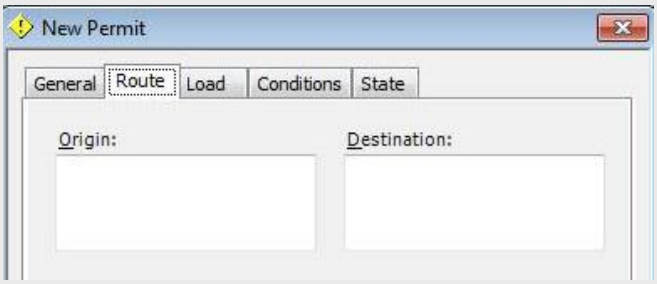
C2.5 Processing an overdimension permit application in ODP continued

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.  **Note**: Do not use a comma to separate the road name, suburb and town, and do not use the Enter key.
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.

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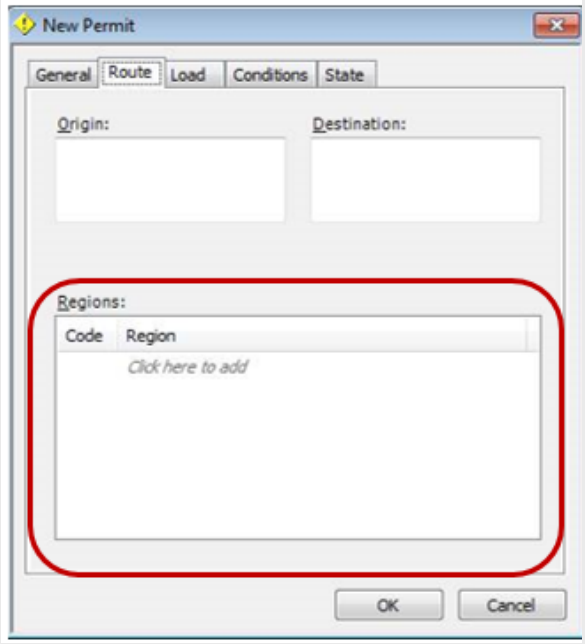
C2.5 Processing an overdimension permit application in ODP continued

2. Validating and entering route information (continued)

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

3. Entering load information

Follow the steps below to enter load details into ODP.

Step	Action
1	Open the **Load** tab in ODP.
2	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. Add more specific information in the Description box, if necessary. **Example:** For house removals, select 'Building' from the list of load types and add 'House' in the Description box.

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C2.5 Processing an overdimension permit application in ODP continued

3. Entering load information (continued)

Step	Action
3	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. When you have entered the dimensions, the system will display the category. **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.
4	Refer to the table below to determine your next step:

For…	Continue with section…
category 1 or 2, if height exceeds 5m or length exceeds 25m	*C2.7 Adding permit conditions*
category 3 or 4A	
category 5 (that is category 4B)	*C2.6 Checking a category 4B engineering assessment*

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:

1. **Checking against requirements** to confirm that all required information is covered, and
2. **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	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:

Dimension	Load type
• 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

Step	Action
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	Was the engineering assessment done by a chartered professional engineer (CPEng)? You can confirm CPEng registration at engineeringnz.org/public-tools/find-engineer. • If **yes**, go to step 4. • If **no**, go to step 6.
4	Using the *Category 4B checklist* below, go through the engineering assessmentand/or operator statements.
5	Have the correct documents been submitted and do they cover all required information on the checklist? • If **yes**, go to step 7. • If **no**, go to step 6.
6	Contact the applicant and request the missing information or confirm that the engineering assessment was done by a chartered engineer. When you receive new information, check it against the checklist to confirm that all required information is now covered. If you have not received the missing information within 5 working days, return the application.
7	Do you have any concerns about the safety of the load or vehicle, or any information in the engineering assessment or operator statements? • If **yes**, continue with subtask *2. Escalating for technical review.* • If **no**, continue with section *C2.7 Adding permit conditions.*

Continued on next page

C2.6 Checking a category 4B engineering assessment
continued

Category 4B checklist

1. Verification of load origin, destination and route		
Acceptable document	***Required information***	***Information provided?***
Both load type L and G: ☐ Operator statement	• Verification of the origin and destination of the load	Yes / No
	• Route details	Yes / No
	• Distance from journey origin to destination	Yes / No

2. Verification of maximum load dimensions **Note:** Dimensions must be stated to the nearest 0.1m.		
Acceptable document	***Required information***	***Information provided?***
☐ Load type L: Operator statement ☐ Load type G: Engineering assessment from a chartered engineer (CPEng)	• Overall width **Note**: See section *C5.5 Engineering assessment requirements for category 4B loads* in volume 1 for width details of buildings.	Yes / No
	• Overall height	Yes / No
	• Overall length	Yes / No
	• Reasons for exceeding (and why the load cannot be reduced): – length of 50m – height of 6.5m, or – width of 11m	Yes / No

3. Verification of route suitability		
Acceptable document	***Required information***	***Information provided?***
Both load type L and G: ☐ Engineering assessment from a chartered engineer, OR ☐ Operator statement	• Brief description of how traffic will be managed at choke points	Yes / No
	• Identification of any permanent structures needing removal	Yes / No
	• Identification of any sections of critical road geometry where problems are likely to occur and may result in delays to other traffic	Yes / No

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C2.6 Checking a category 4B engineering assessment
continued

Category 4B checklist (continued)

4. Hauling limitations		
Acceptable document	***Required information***	***Information provided?***
Both load type L and G: ☐ Engineering assessment from a chartered engineer	• 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 **Load type L:** • Static roll threshold (SRT) rating for the load	Yes / No Yes / No Yes / No Yes / No
5. Verification of contingency plan		
Acceptable document	***Required information***	***Information provided?***
Both load type L and G: ☐ Engineering assessment from a chartered engineer, OR ☐ Operator statement	• Evidence that the operator has a contingency plan in place to manage problems such as vehicle breakdown or the load getting stuck.	Yes / No

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:

If the technical specialist's advice is to…	Then continue with…
issue a permit	section *C2.7 Adding permit conditions*
decline the application	section *C2.10 Returning or declining an application.*

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: – 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:

Condition	For…
Route restriction	restricted routes specified in the VDAM Rule (see volume 1, section *C2.3 Specific route restrictions for overdimension vehicles*)
Travel time restriction	category 3 or 4 (see volume 1, section *C3.3 Travel time and zone restrictions*)
Engineer's report	category 4B
Load notification	width exceeding 5 metres
Height conditions	height exceeding 5 metres – see section *C2.8 Requirements for overheight*
Convoy	vehicles travelling in convoy

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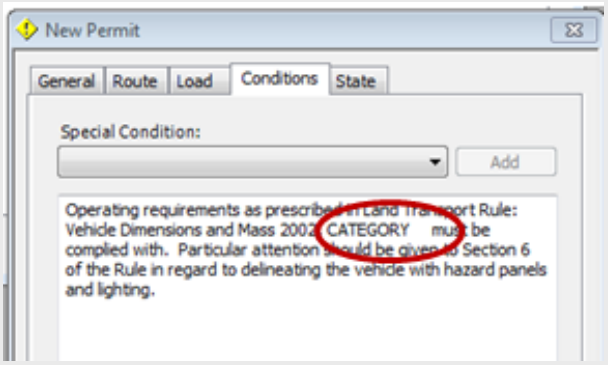
C2.7 Adding permit conditions continued

Procedure (continued)

Step	Action
4	Except for overheight permits, insert the applicable operating requirements category in the space after 'CATEGORY' (circled in red below).  **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.
5	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: 'Must not be transported if the wind is a factor and affects the stability of the load.'
6	When you have selected all relevant permit conditions, continue with section *C3.1 Issuing an overdimension permit.*

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

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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	• Written permission from the owner of an overhead obstruction that the vehicle cannot clear • Written approval from relevant access provider if: – 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	As above, plus: • 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: – 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 *C2.10 Returning or declining an application.*

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 *C3.3 Record-keeping and filing*.

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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.

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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 *C3.3 Record-keeping and filing.*.

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.

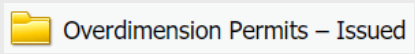
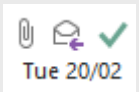
In this chapter

This chapter contains the following sections:

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: – 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: – 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 *C3.3 Record-keeping and filing*.

C3.2 Reissuing an overdimension permit

When to reissue a permit

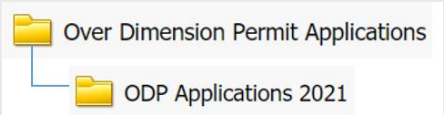
You may need to reissue an overdimension permit if:

- 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:  This completes the process for reissuing a copy of a permit.

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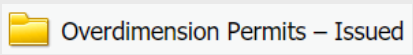
C3.2 Reissuing an overdimension permit continued

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:  This completes the process for reissuing an expired permit.

C3.3 Record-keeping and filing

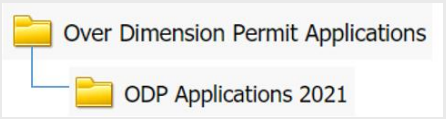
When to file application documents

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	Ensure the subject line includes the company name, and add the permit number. **Example:** 'A1 Building Movers Ltd Permit#98062'
3	Confirm that any required documents are attached to the application email, For example, for a category 4B application: – an engineering assessment (or operator statement, as applicable), and – a route map.
4	Drag and drop the application email into the corresponding subfolder for the year under the 'Over Dimension Permit Applications' folder in InfoHub, for example: 
5	Also file other documents related to the application in the same folder, such as: – 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: – 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**.

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C3.4 Dealing with notifications of overdimension movements continued

Procedure (continued)

Step	Action
7	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. Is there a possible conflict? • If **yes**, go to step 8. • If **no**, advise the on-road supervisor that the route is clear. Then go to step 9.
8	Advise the on-road supervisor of a potential conflict of movements. 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.
9	Record all call details in the Load Notifications Program and the HEAT ticket and then save and close both.
10	Share the time and load details of the movement with the relevant traffic operations centre.

End of notification process

This ends the notification process.