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publication may be replaced or amended subsequent to this publication, and any references to legislation may become out of date if that legislation is amended.

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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 main changes in this part	Effective date
Amendment 6	**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 The new section includes information on: • three categories of pro-forma designs (new, current and superseded) • non pro-forma designs (unique and one-off designs), and • entry certification documentation requirements. **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. **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). **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. **E4.2 Returning or declining an overlength permit application:** Clarification added for when to return and when to decline an overlength permit application.	1 July 2021

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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.

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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 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:

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	• meets the 2019 PBS • eligible for an overlength permit
2. Current	• meets the pre-2019 PBS • remains eligible for an overlength permit until replaced by a new design
3. Superseded	• 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

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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…
Pro-forma designs	
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)
Non pro-forma designs	
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

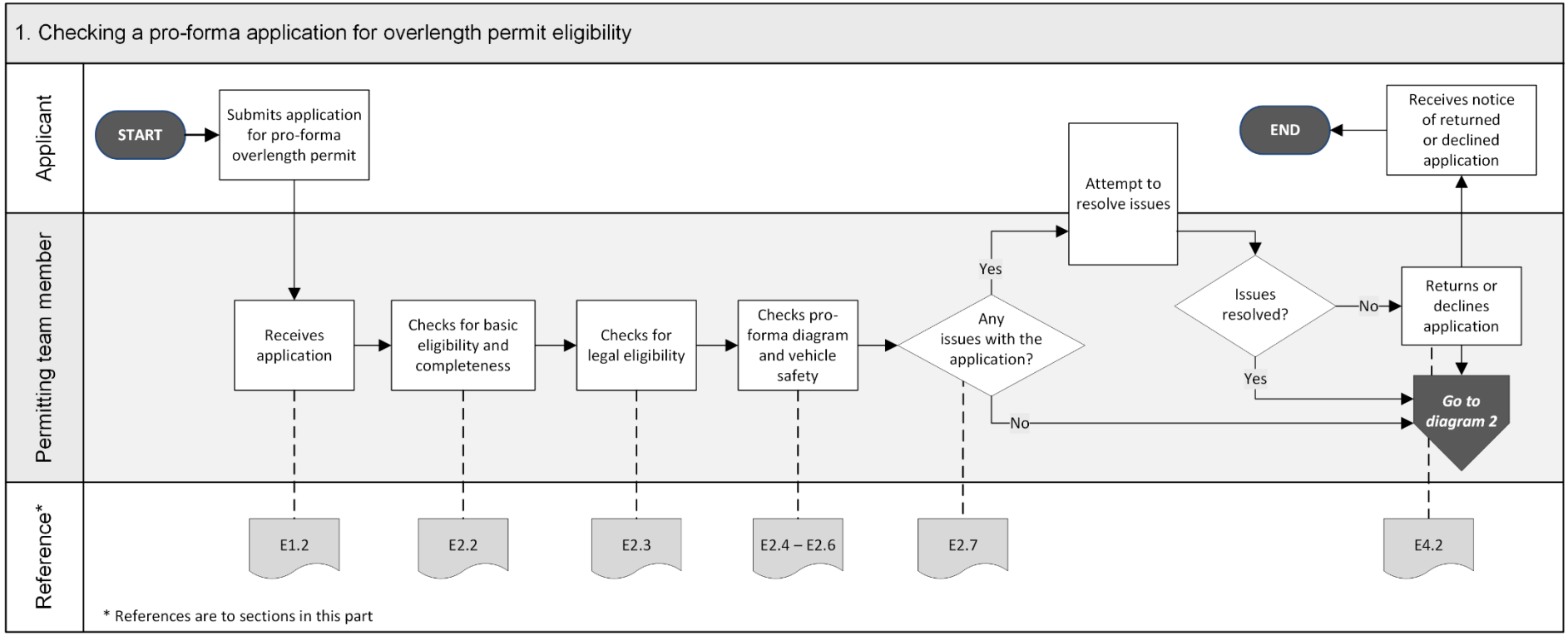
This chapter contains the following sections:

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*



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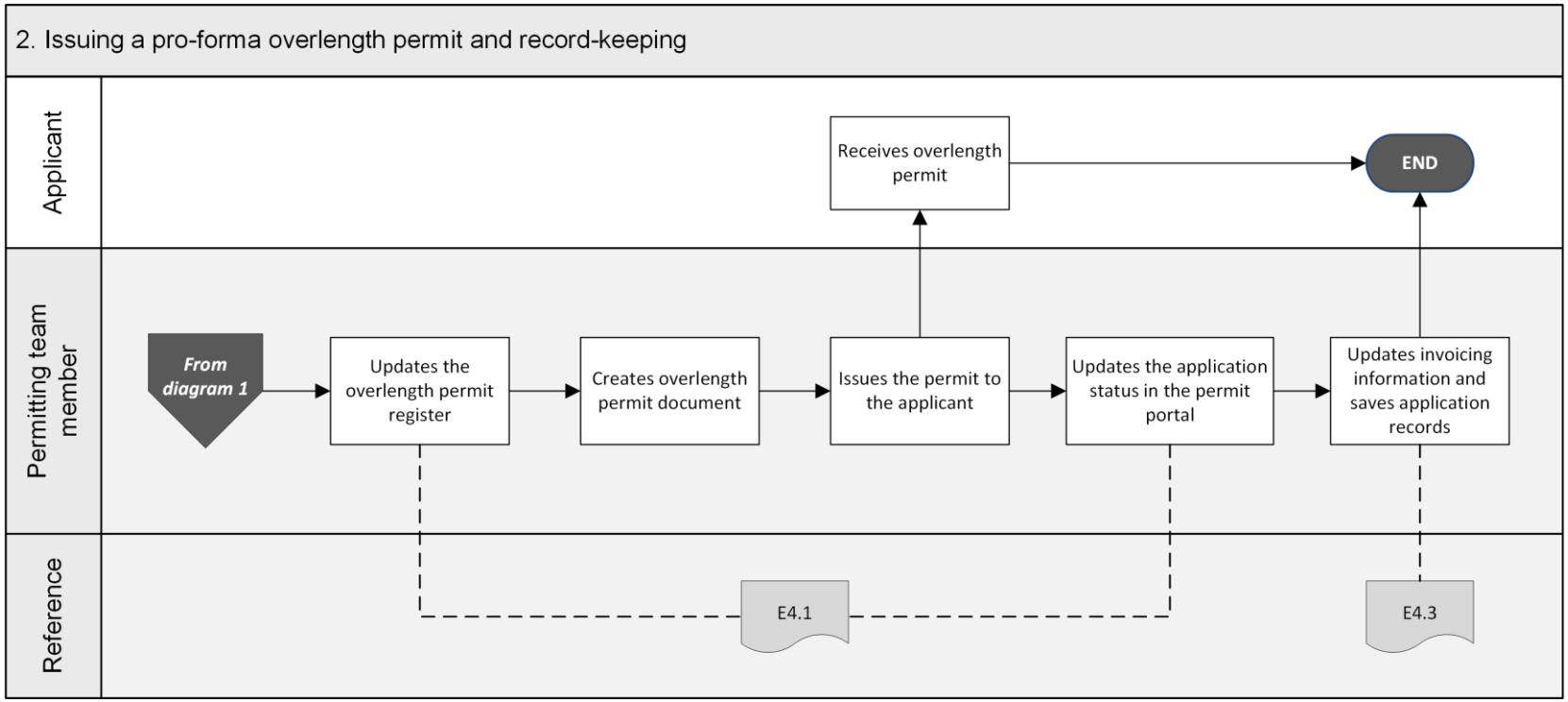
E2.1 Overview diagrams of the pro-forma overlength permitting process continued

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	If the application is for an overlength permit only, is the total mass applied for equal to or less than 46,000kg? • 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	Refer to the unit information on the application form and note how many units the applicant has applied for. Has the applicant provided either a: – HPMV attributes check sheet **for each unit** applied for, or – 50MAX attributes check sheet for each combination? • If **yes**, go to step 4. • If **no**, make a note of any missing information and then go to step 4.

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E2.2 Checking basic eligibility and completeness continued

Procedure
(continued)

Step	Action
4	Has each attributes check sheet been completed and signed by an approved heavy vehicle specialist certifier? Refer to the list of approved certifiers at nzta.govt.nz/resources/heavy-vehicle-specialist-certifiers. • If **yes**, go to step 5. • If **no**, make a note of the issue and then go to step 5.
5	Has the applicant attached a pro-forma design diagram with all the required vehicle dimensions? • If **yes**, the application is complete. Continue with section *E2.3 Conducting legal eligibility checks*. • If **no**, go to step 6.
6	Is the application for a **non pro-forma** design? • If **yes**, continue with *Chapter E3: Processing non pro-forma (one-off) overlength permit applications*. • 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 *E2.3 Conducting legal eligibility checks*.

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	Is the name of the TSL holder in DLR the same as the company name on the application? **Note:** Applicants must provide their legally registered company name, not their trading name, on permit applications. • 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. NZBN Register check.*

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E2.3 Conducting legal eligibility checks continued

1. Checking the TSL number
(continued)

Step	Action
3	Is the TSL in DLR 'Current'? • If **yes**, continue with section *E2.4 Checking a pro-forma vehicle design*. • If **no**, decline the application. Continue with section *E4.2 Returning or declining an overlength permit application*.

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	Note the search result and refer to the table below to determine your next step:

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: • '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 *E4.2 Returning or declining an overlength permit application*.

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E2.3 Conducting legal eligibility checks continued

2. NZBN Register check (continued)

Step	Action
4	Contact the applicant to confirm either: – the correct TSL number, and/or – the correct TSL holder name. **Note**: The company name must be the same as the TSL holder's name.
5	Have you been able to establish that: – the applicant is a valid legal entity, and – holds a current TSL? • If **yes**, continue with section *E2.4 Checking a pro-forma vehicle design*. • If **no**, decline the application – continue with section *E4.2 Returning or declining an overlength permit* application.

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	Open the pro-forma design diagram attached to the application. **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.
2	Compare the diagram with the approved pro-forma design diagrams on the Waka Kotahi website depending on the permit type applied for, ie: **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.

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E2.4 Checking a pro-forma vehicle design continued

Procedure
(continued)

Step	Action
4	Has the applicant provided an eligible current pro-forma design diagram for the permit type applied for? • 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	On the pro-forma design diagram: – has the applicant entered all required dimensions, and – are the dimensions within the minimum and maximum values allowed? • If **yes**, continue with section *E2.5 Checking roll stability*. • 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	Refer to the attributes check sheet for the trailer. Does it contain SRT information? • If **yes**, go to step 2. • If **no**, continue with subtask *2. Checking roll stability on the SRT compliance certificate*.

Continued on next page

E2.5 Checking roll stability continued

1. Checking roll stability on the attributes check sheet (continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>2</td><td>Note the SRT information on the attributes check sheet and then refer to the table below to determine your next step:
<table>
<tr><th>If the attributes check sheet indicates that…</th><th>Then…</th></tr>
<tr><td>• roll stability control is activated, and
• the trailer meets an SRT of 0.35g</td><td>the trailer meets stability requirements – continue with section E2.6 Checking overlength attributes.</td></tr>
<tr><td>• 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>
</table></td></tr>
<tr><td>3</td><td>Was the trailer first registered before:
– 1 May 2010, OR
– 1 May 2016 if it is a log trailer carrying round wood?

• If yes, the trailer is eligible for an HPMV permit. Continue with section E2.6 Checking overlength attributes.
• If no, the trailer is not eligible for an HPMV permit. Decline the application – continue with section E4.2 Returning or declining an overlength permit application.</td></tr>
</table>

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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

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E2.5 Checking roll stability continued

2. Checking roll stability on the SRT compliance certificate (continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3</td><td>Refer to the table below to determine your next step:
<table>
<tr><th>If the SRT compliance certificate indicates that…</th><th>Then…</th></tr>
<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 E2.6 Checking overlength attributes.</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>
</table></td></tr>
<tr><td>4</td><td>Was the trailer first registered before:
– 1 May 2010, OR
– 1 May 2016 if it is a log trailer carrying round wood?

• If yes, the trailer is eligible for an HPMV permit. Continue with section E2.6 Checking overlength attributes.
• If no, the trailer is not eligible for an HPMV permit. Decline the application – continue with section E4.2 Returning or declining an overlength permit application.</td></tr>
</table>

E2.6 Checking overlength attributes

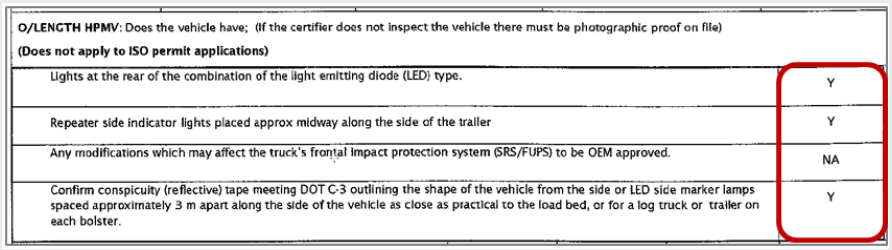
Why check overlength attributes?

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	Refer to the OVERLENGTH HPMV section on the attributes check sheet for the trailer. 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?  **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 (SRS/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 **Note**: The wording on 50MAX attributes check sheets differs slightly from the example shown. • If **yes**, go to step 2. • If **no**, make a note of any issues and then go to step 2.
2	Determine your next step from the table below: **If…** / **Then…** there are no issues with the application — issue the permit – continue with section *E4.1 Issuing an overlength permit.* you have noted issues with the application during processing — contact the applicant – continue with section *E2.7 Attempting to resolve issues with an application.*

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:

If…	Then…
all issues are resolved	continue with section *E4.1 Issuing an overlength permit*.
issues are not resolved	continue with section *E4.2 Returning or declining an overlength permit* application.

Chapter E3: Processing non pro-forma (one-off) overlength permit applications

Overview

In this chapter

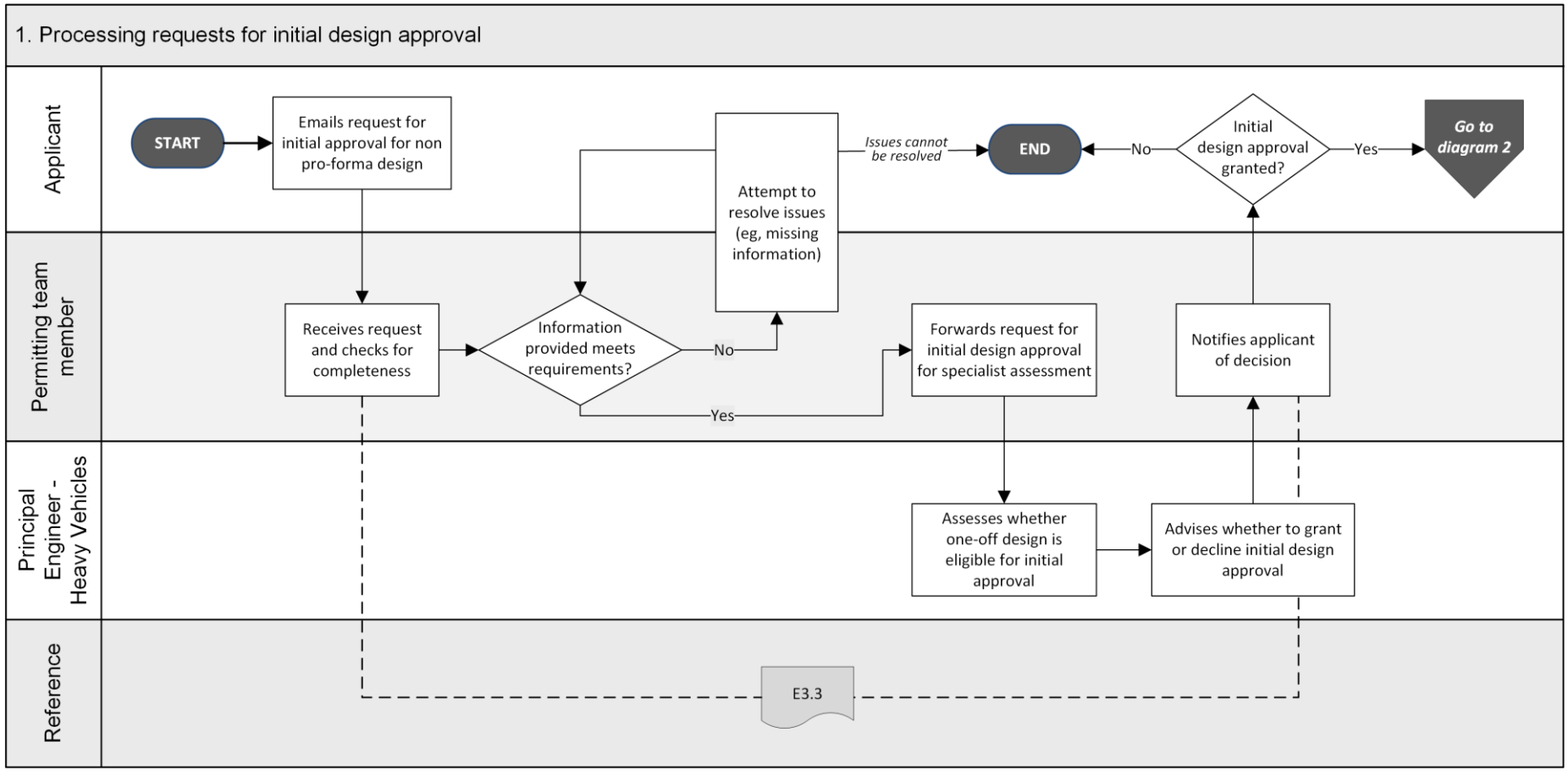
This chapter explains how to process an application for an HPMV overlength permit for a non pro-forma (one-off) vehicle design.

In this chapter

This chapter contains the following sections:

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

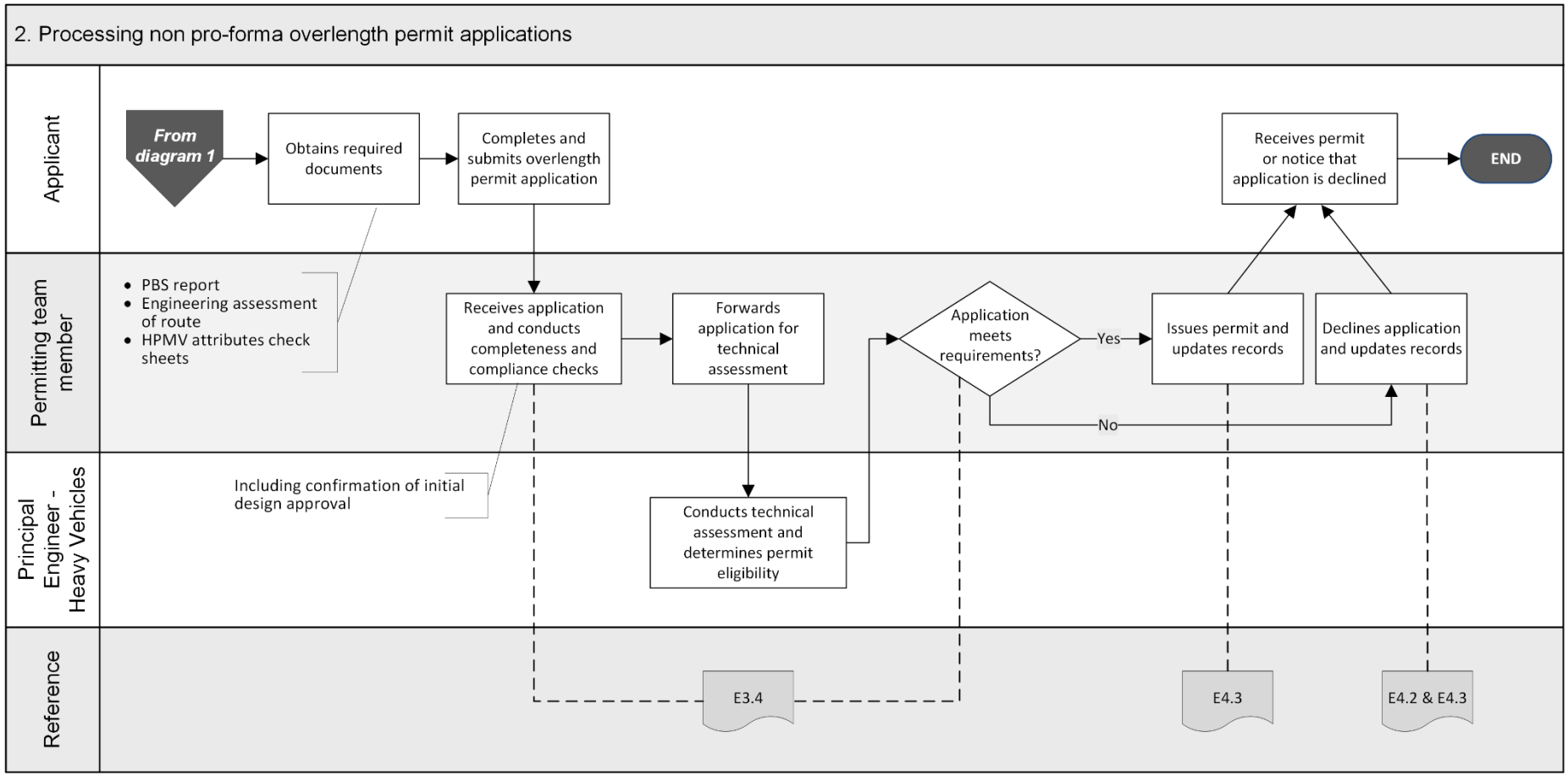
Diagram 1 This diagram illustrates the tasks involved in processing requests for initial design approval (the first stage of the non pro-forma permitting process).



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

Non pro-forma overlength vehicle designs are only eligible for a permit if they meet **all** the following requirements:

- 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.

All non pro-forma applications must be approved by the Waka Kotahi Principal Engineer – Heavy Vehicles.

Not eligible

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.

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.

Refer the applicant to section *E1.3 Approval process for new pro-forma designs* in volume 1 of this manual.

Restricted permit period

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.

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.

Renewals of existing non pro-forma permits

Non pro-forma permits that were issued before the adoption of new PBS in May 2019 may be eligible for renewal.

For details see section *E3.5 Renewing a non pro-forma overlength permit.*

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 *Checklist for initial design approval* 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. Informing the applicant.* **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	
☐	Operator details, including the company name, contact person and contact details.
☐	A description of the specific load the vehicle is to carry. **Note**: A generic load description is not acceptable.
☐	Reasons why a standard or pro-forma design is not suitable for the intended load.
Vehicle information	
☐	Attachment with a schematic diagram of the proposed vehicle design showing the following details: ☐ Overall length ☐ Forward distance ☐ Front and rear overhang ☐ Rear trailing unit distance ☐ Articulated vehicle point of attachment ☐ Tow coupling position ☐ Coupling point distance ☐ Inter-vehicle spacing ☐ Axle spacings ☐ Gross mass and individual axle masses ☐ Any special features (such as steering axles or bogies)
Route information	
☐	Either: ☐ A detailed description of the intended route listing all roads plus entry and exit points, or ☐ A large-scale map with the route clearly marked. **Note**: The proposed route must be short (5–10km).

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? • 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 *Chapter E3: How to apply for a non pro-forma (one-off) overlength permit* 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: ☐ Give the reasons why the non pro-forma design is not eligible. ☐ Suggest that the design may be considered as a new pro-forma design if there is wider industry support. Refer the applicant to *Part E: HPMV overlength permits* 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	Open the 'Non Proforma Applications' spreadsheet and search for a record of the applicant or operator. Non Proforma Applications - Approvals and Declines from Aug 2020.xlsx
2	Has the applicant or operator: – previously requested initial design approval, and – was the initial design approval granted? • 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. Refer the applicant to section *E3.3 Applying for initial design approval in principle* in volume 1 of this manual.

Continued on next page

E3.4 Processing a non pro-forma overlength permit application continued

1. Confirming initial design approval (continued)

Step	Action
3	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). Do the diagrams match and show the same vehicle design with identical dimensions? • If **yes**, continue with subtask *2. Checking for eligibility and completeness.* • 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. Checking for eligibility and completeness.*

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 *E2.3 Conducting legal eligibility checks*.
2	Has the applicant attached the following: ☐ An HPMV attributes check sheet for each unit, or a 50MAX combination attributes check sheet ☐ If there is no SRT information on the attributes check sheet, an SRT compliance certificate for each trailer ☐ A PBS report, and ☐ A detailed route description and an engineering assessment of the route. • If **yes**, continue with subtask *3. Checking overlength safety requirements*. • 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? • If **yes**, continue with section *E4.1 Issuing an overlength permit*. • If **no**, decline the application – see section *E4.2 Returning or declining an overlength permit application.*

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: – 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): ☐ company name and TSL number, and ☐ vehicle registration numbers? • If **yes**, go to step 3. • If **no**, the application is not eligible for renewal. Continue with section *E4.2 Returning or declining an overlength permit application.*
3	Compare the following details on the renewal application with the existing permit (or the original application): ☐ vehicle design and dimensions, and ☐ route details. Make a note of any differences you notice.
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. Mention any changes to the vehicle or route you may have noticed.
5	Has the Principal Engineer approved the renewal? • If **yes**, continue with section *E4.1 Issuing an overlength permit.* • If **no**, decline the application – continue with section *E4.2 Returning or declining an overlength permit application.*

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	Open the renewal application and: – the permit that is to be renewed, or – the PDF file of the original application.
2	Confirm that the following details are the same on the renewal application and the existing permit (or the original application): ☐ company name and TSL number ☐ vehicle registration numbers (except for the unit that is to be replaced), and ☐ route details. • If **yes** (all the above details match), go to step 3. • If **no**, the application is not eligible for renewal. Continue with section *E4.2 Returning or declining an overlength permit application.*
3	Compare the diagram on the renewal application with the diagram in the PBS report submitted with the original application. If you do not have the original PBS report on file, request it from the applicant. Do the following details of the replacement unit match the details in the PBS report for the original unit: ☐ Overall length of the replacement unit ☐ Forward distance ☐ Turntable or tow coupling position **Note**: A minor variation in the wheelbase is acceptable. • If **yes** (all the above details match), the permit is eligible for renewal. Continue with section *E4.1 Issuing an overlength permit.* • 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:

E4.1 Issuing an overlength permit

Three subtasks

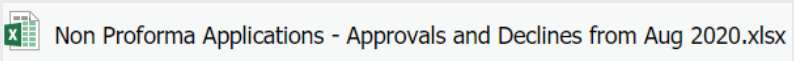
Issuing an overlength permit consists of the following three subtasks:

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: 
5	Then continue with subtask *2. Creating an overlength permit document.*

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: – 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:

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 *Entry certification* 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.

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E4.1 Issuing an overlength permit continued

2. Creating an overlength permit document (continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>2 (cont'd)</td><td>
<table>
<tr><th>Content</th><th>Action</th></tr>
<tr><td>Date of issue</td><td>You do not need to insert a date. The date automatically defaults to the current day.</td></tr>
<tr><td>Date of expiry</td><td>• 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.</td></tr>
</table>
</td></tr>
<tr><td>3</td><td>Check the document to ensure you have not missed anything and the information you added is accurate.

When you are satisfied that everything is correct, save the document as a PDF file and then close both the Word and PDF files.</td></tr>
<tr><td>4</td><td>Continue with subtask 3. Issuing the permit to the applicant.</td></tr>
</table>

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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	Draft an email to the applicant with the subject line: 'HPMV permit application – Approved [*Company name*] [*Registration numbers/VIN*]'. Including the company name and registration numbers makes it easy to search for application records. **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.
2	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. Also see *Initial higher mass checks* below.
3	Attach the PDF file of the overlength permit to the email and send to the applicant. **Important:** You must always send permits as PDF files. Word documents can be edited and are not legally valid permits.
4	Save the email in InfoHub.
5	In the permit portal: – 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 *E4.3 Record-keeping, filing and invoicing for overlength permits*.

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:

1. 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.
2. 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	If the application was received by email, respond by clicking **Forward** and change the subject line as follows: – 'Overlength permit application – Returned', or – 'Overlength permit application – Declined'. If you prefer to start a new email, also use the above subject lines.
2	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. **Tip:** A quick way to do this is to: – 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	In your email, give the reasons why the application has been returned or declined. Refer to efforts made to resolve any issues, for example in telephone calls or email correspondence.
4	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. When you are satisfied that everything is correct, send the email to the applicant.
5	If the application was received in the permit portal, update the status to 'Returned' or 'Declined'.

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.