

# Vehicle dimensions and mass permitting manual (volume 2)

## Part G

### Processing specialist vehicle permit applications

**Current as at 1 November 2021**

#### **Disclaimer**

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publication may be replaced or amended subsequent to this publication, and any references to legislation may become out of date if that legislation is amended.

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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	<p><b>Evidence of load share:</b> A letter on official letterhead or branded documentation from the vehicle manufacturer is acceptable as evidence of load share. Compliance plates, which indicate load share, are no longer required to be displayed on buses. See subtask 3. <i>Validating load share</i> in section G2.3.</p> <p><b>Route descriptions:</b> Applicants should provide lists of routes required. Maps without sufficient details may be returned. See section <i>G2.2 Screening applications for completeness</i>.</p> <p><b>Identifying specialist vehicles:</b> Information has been added about how to identify eligible specialist vehicle types. See section <i>G2.3 Validating vehicle details</i>.</p> <p><b>More detailed mass compliance checks:</b> The procedures for regional PIOs for checking compliance with legal mass limits have been clarified. New step-by-step instructions for checking mass compliance for various axle configurations have been added. See sections:</p> <ul style="list-style-type: none"> <li>• <i>G3.1 About specialist vehicle mass compliance checks</i></li> <li>• <i>G3.2 Checking total mass and front axle mass compliance, and</i></li> <li>• <i>G3.3 Checking rear axle mass compliance.</i></li> </ul> <p><b>Local RCA conditions</b> on joint permits must be consistent with Waka Kotahi policy. For example, a specialist vehicle permit must not include bridge or speed restrictions. See subtask 2. <i>Manually editing permit details</i> in section G4.1.</p> <p><b>Permit period from operator compliance checks prevails:</b> A permit period must not be extended to align with a contract period or local RCA permit if there are operator safety concerns and a shorter permit period applies. See section <i>G4.1 Creating a specialist vehicle permit</i>.</p>	1 November 2021



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# Part G: Processing specialist vehicle permit applications

## Introduction

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**About this part**

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

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**Purpose**

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

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**Legal background**

A specialist vehicle permit is a permit to exceed general access mass limits for certain vehicle types (see *What are 'specialist vehicles'?* in section G1.2 below).

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

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

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

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

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**Audience**

The main audience for this part is Waka Kotahi permitting and technical staff and contractors involved in specialist vehicle permitting.

Local road controlling authorities, permit applicants and enforcement officers may also be interested in how Waka Kotahi processes applications for specialist vehicle permits.

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## Introduction continued

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### Policy in volume 1

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

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

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

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### 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.

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### In this part

This part contains the following chapters:

Chapter	See page
Chapter G1: General information about specialist vehicles and permitting process overview	G1-1
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# Chapter G1: General information about specialist vehicles and permitting process overview

## Overview

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**About this chapter**

This chapter contains general information about specialist vehicle permits and gives an overview of the specialist vehicle permitting process.

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**Audience**

The audience for this chapter is anyone involved in processing specialist vehicle permit applications.

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**In this chapter**

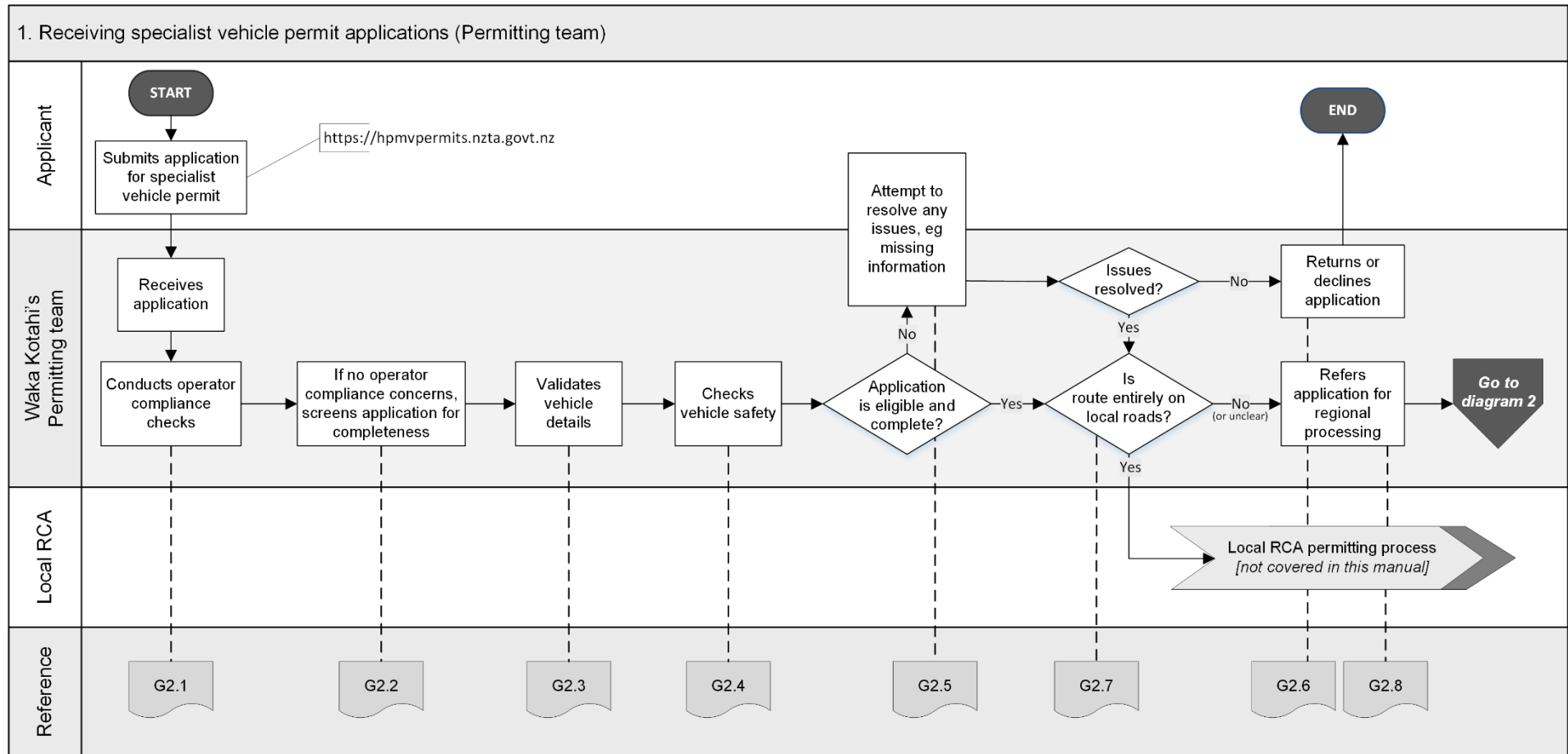
This chapter contains the following sections:

Section	See page
G1.1 Overview diagrams of specialist vehicle permitting	G1-2
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# G1.1 Overview diagrams of specialist vehicle permitting

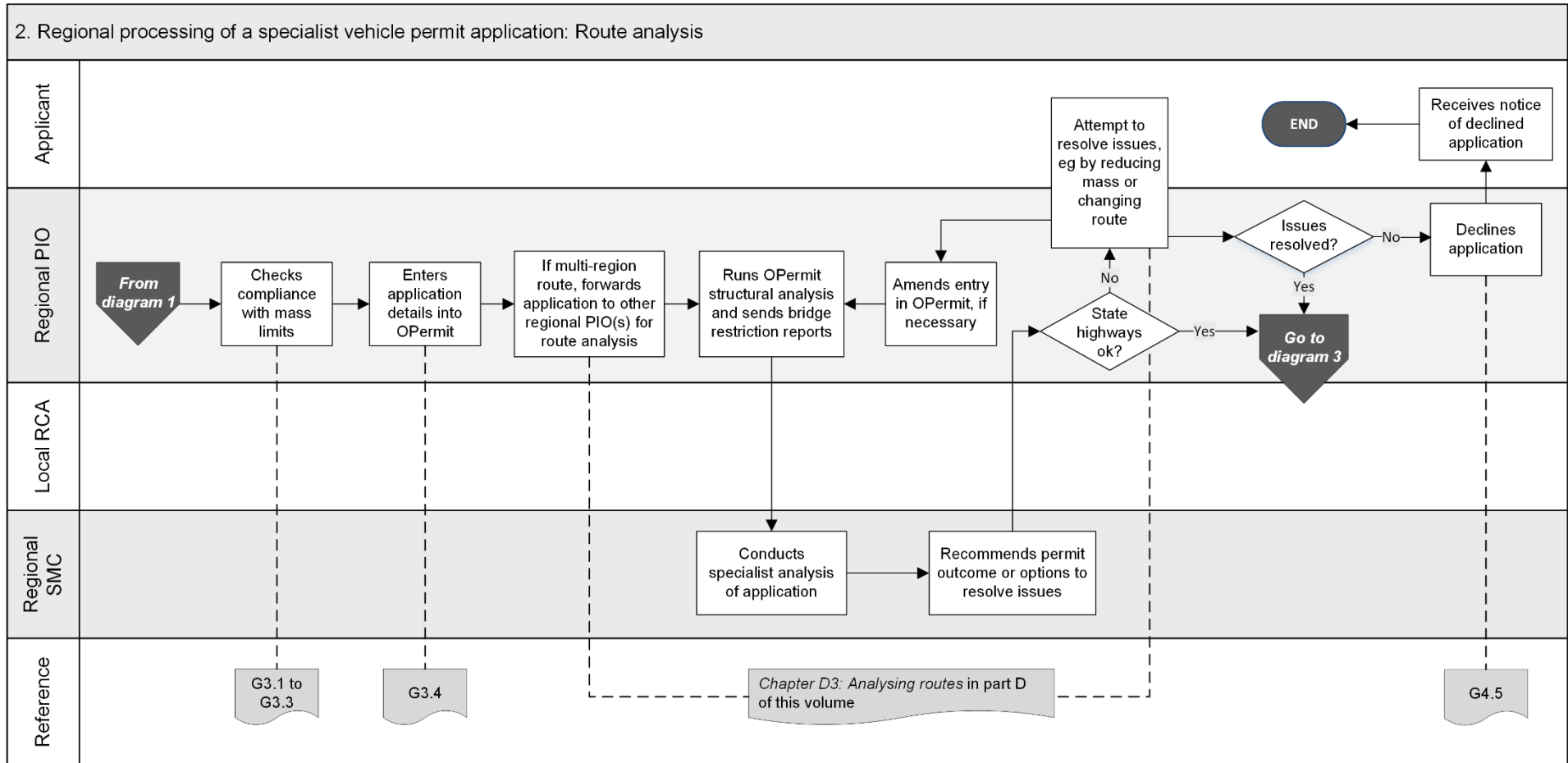
**Diagram 1** This diagram illustrates the initial screening checks done by the Waka Kotahi Permitting team on receipt of an application for a specialist vehicle permit.



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# G1.1 Overview diagrams of specialist vehicle permitting continued

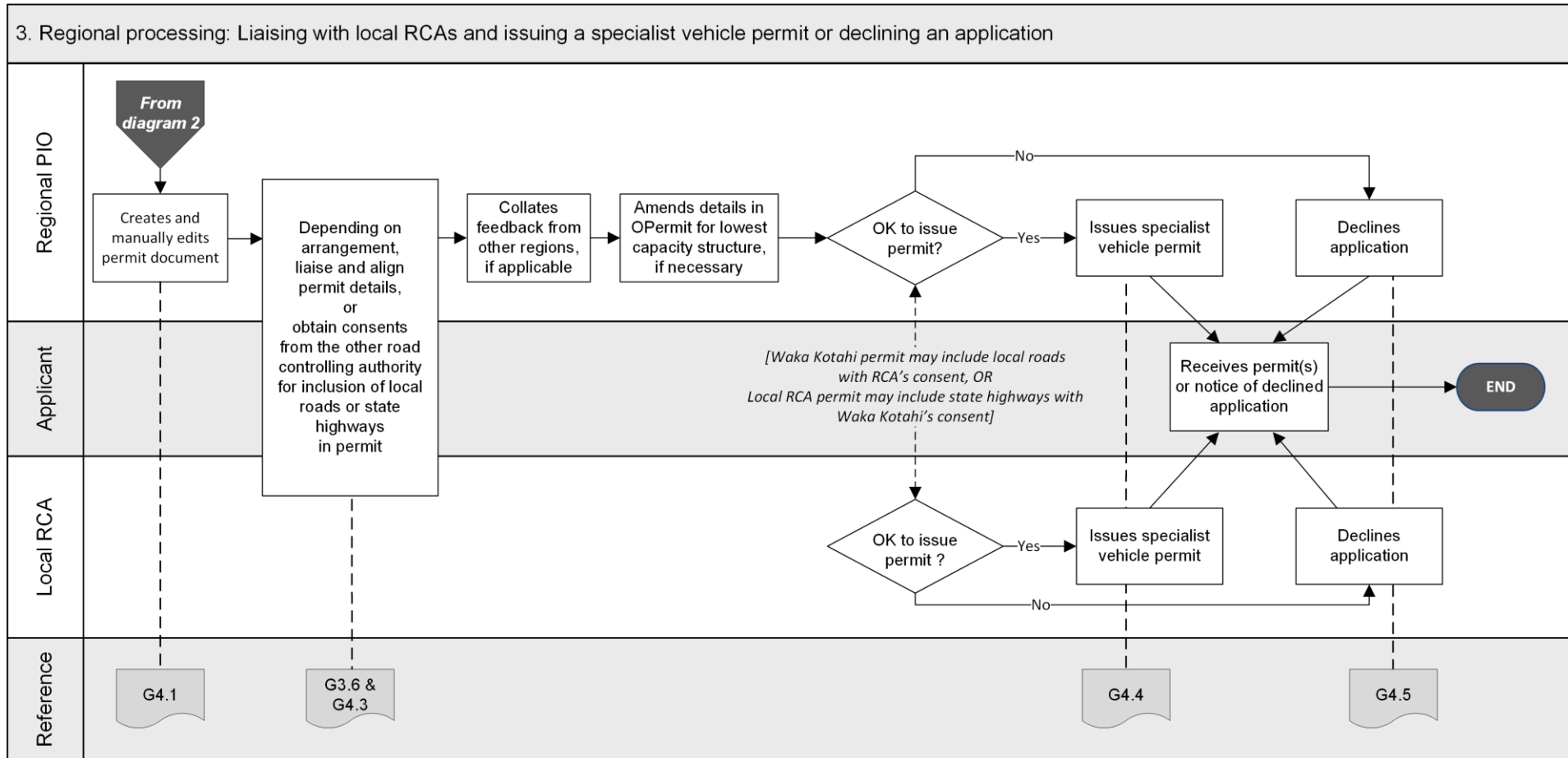
**Diagram 2** This diagram shows how Waka Kotahi regional PIOs analyse specialist vehicle routes.



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# G1.1 Overview diagrams of specialist vehicle permitting continued

**Diagram 3** This diagram illustrates the process for issuing a specialist vehicle permit, or declining an application.



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## G1.2 About specialist vehicle permits

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### Permit to exceed mass limits

Specialist vehicle permits are permits to exceed general access axle mass limits for vehicle types called ‘specialist vehicles’.

For the maximum axle mass limits for specialist vehicles, see the next section *G1.3 Maximum mass limits under a specialist vehicle permit*.

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### What are ‘specialist vehicles’?

The VDAM Rule identifies the following vehicle types as ‘specialist vehicles’:

- passenger service vehicles (buses)
- concrete mixers
- ground-spreader trucks (for agricultural use), and
- rubbish trucks fitted with a compactor.

For illustrations of specialist vehicle types, definitions and additional notes see section *G1.2 Specialist vehicle diagrams* in volume 1.

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### No trailers

A specialist vehicle is not allowed to tow a heavy trailer while operating under a permit. A heavy trailer is a trailer with a gross vehicle mass (GVM) of more than 3500kg.

Towing a light trailer with a GVM of less than 3500kg is permitted.

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### Route specific

Specialist vehicle permits are route specific. For details see *Specialist vehicle route descriptions* in section G4.1.

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### No ‘H’ sign

Vehicles operating under a specialist vehicle permit are not required to display special signage and must not display the ‘H’ sign.

‘H’ signs are only required for HPMVs on route-specific permits.

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## G1.3 Maximum mass limits under a specialist vehicle permit

### Maximum axle mass limits for specialist vehicles

The maximum axle masses available under a specialist vehicle permit are shown in the table below.

**Legislation reference:** VDAM Rule 2016 schedule 3, part 3, table 3.6.

Type of axle set	Mass (kg)
Single large-tyred axle in a tandem axle set with a twin-tyred axle and a 55/45 load share	8100
Twin-tyred axle in any axle set <b>Note:</b> Axle 'set' includes a single axle.	12,000
Two axles in a tandem axle set comprising:	
(a) A twin-tyred axle with a single large-tyred axle and a 60/40 load share	16,000
(b) A twin-tyred axle with a single large-tyred axle and a 55/45 load share	18,000
Two twin-tyred axles:	
(a) Spaced less than 1.3 metres from the first axle to the last axle	17,000
(c) Spaced 1.3 metres or more from the first axle to the last axle	18,000

### Qualifying axle configurations

The above mass limits apply **only to the rear axle set** on a specialist vehicle, and only to the axle and tyre configurations shown in the table.

For example, a concrete mixer with a tri-axle set is **not** eligible for higher mass limits under a specialist vehicle permit.

### General access mass limits otherwise apply

The mass on any axle other than those listed in the table above must comply with the general access mass limits prescribed in the VDAM Rule schedule 3, part 1.

### Gross mass

Gross mass is limited to the general access total mass limits prescribed in the VDAM Rule schedule 3, part 2.

## G1.4 Specialist vehicle permitting roles and responsibilities

### Who does what?

The table below summarises the roles and responsibilities involved in processing specialist vehicle permit applications.

Role	Responsibilities
Permitting team	<ul style="list-style-type: none"> <li>• Receives specialist vehicle permit applications</li> <li>• Conducts operator compliance checks and initial screening checks (including confirmation of eligible vehicle type)</li> <li>• Contacts the applicant for any missing or incorrect information, and returns incomplete or inaccurate applications</li> <li>• Conducts vehicle safety checks</li> <li>• Forwards the application to relevant local road controlling authorities (RCAs) if the route is entirely on local roads</li> <li>• Refers the application to a regional PIO for technical checks and route analysis if the route includes state highways</li> </ul>
Manager Permitting, Case Manager or Senior Case Officer	<ul style="list-style-type: none"> <li>• Informs the applicant of declined applications or reduced permit periods because of operator compliance concerns</li> <li>• Manages requests for reviews of adverse decisions</li> </ul>
Regional permit issuing officer (PIO)	<ul style="list-style-type: none"> <li>• Assesses route suitability in OPermit and refers the application to the regional structures management consultant (SMC) for specialist analysis</li> <li>• Liaises with other regional PIOs for multi-region applications, if applicable</li> <li>• Liaises with local RCAs or seeks local road approval, depending on local arrangements</li> <li>• Works with the applicant to resolve any issues with the application, and</li> <li>• Issues specialist vehicle permits or declines applications</li> </ul>
Regional structures management consultant (SMC) or bridge consultant (RBC)	Assesses application for impact on bridges and structures on state highways and advises permit outcome

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## G1.4 Specialist vehicle permitting roles and responsibilities continued

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### **Relationships with local road controlling authorities**

Under the VDAM Rule, local road controlling authorities (RCAs) have authority for issuing specialist vehicle permits for roads under their control.

In some regions Waka Kotahi works closely with the local RCAs and issues joint specialist vehicle permits covering both state highways and local roads with local RCA consent. This can also work the other way around, with local RCAs issuing specialist vehicle permits for routes that include state highways with the consent of Waka Kotahi.

But in many cases, there may not be established arrangements with local RCAs. PIOs should liaise with the Manager, Permitting or a senior PIO to help establish a consistent approach for specialist vehicle permits with routes covering both state highways and local roads.

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# Chapter G2: Receiving and screening specialist vehicle permit applications (Permitting team)

## Overview

### About this chapter

This chapter describes the initial screening checks done by Waka Kotahi on receipt of a specialist vehicle permit application.

**Note:** Waka Kotahi also conducts these checks on behalf of local road controlling authorities (RCAs), if requested.

### Audience

The primary audience for this chapter are Permitting team members in the Waka Kotahi Palmerston North office.

Regional permit issuing officers (PIOs) and local RCAs may also have an interest in the screening checks of specialist vehicle permit applications.

### Applications received in regional offices

**IMPORTANT:** Regional PIOs must immediately send any specialist vehicle permit applications they receive directly in a regional office to the Permitting team (email to [applyhpmv@nzta.govt.nz](mailto:applyhpmv@nzta.govt.nz)) for the initial screening checks, particularly the operator compliance checks.

### In this chapter

This chapter contains the following sections:

Section	See page
G2.1 Conducting operator compliance checks	G2-3
G2.2 Screening applications for completeness	G2-4
G2.3 Validating vehicle details	G2-7
G2.4 Checking vehicle safety	G2-11
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## Overview continued

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**In this chapter**  
(continued)

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G2.6 Returning or declining a specialist vehicle permit application	G2-15
G2.7 Forwarding a specialist vehicle permit application for local RCA processing	G2-15
G2.8 Referring a specialist vehicle permit application for regional processing	G2-18

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## G2.1 Conducting operator compliance checks

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### All applications

Waka Kotahi conducts operator compliance checks for all specialist vehicle permit applications it receives.

This also applies to applications with routes that are entirely on local roads, for which the local road controlling authority (RCA) issues the permit, if the application was received by Waka Kotahi.

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### Follow the procedures in part A

To do operator compliance checks, follow the procedures described in *Chapter A2: Conducting operator compliance checks* in part A of this volume.

Chapter A2 has detailed instructions for the various operator compliance checks, ie:

1. **Checking legal eligibility** to confirm that the permit applicant is legally entitled to hold a permit.
  2. **Conducting initial compliance checks** to assess an operator's safety and determine whether to process an application.
  3. **Conducting extended compliance checks** if there are some safety concerns that need further investigation.
  4. **Escalating to the Manager** if there are serious safety concerns, and a final decision on whether a permit may be issued or should be declined.
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### Next step

If the operator compliance checks result in a decision to process the application, continue with section *G2.2 Screening applications for completeness*.

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## G2.2 Screening applications for completeness

### Why do this check?

The purpose of checking for completeness is to establish that the applicant has provided all required information so that the application can be successfully processed.

### Procedure

Follow the steps below to confirm that the application is complete.

Step	Action
1	<p>Has the applicant provided registration numbers for each vehicle?</p> <ul style="list-style-type: none"> <li>• If <b>yes</b>, go to step 2.</li> <li>• If <b>no</b>, return the application and advise the applicant to apply for a feasibility study. Unregistered vehicles are not eligible for a specialist vehicle permit.</li> </ul>
2	<p>Has the applicant either:</p> <ul style="list-style-type: none"> <li>– attached a detailed route description listing all required roads and state highways with start and end points, or</li> <li>– referred to an external source that describes the route (for example a local authority service contract or a website with public transport routes)?</li> </ul> <p><b>Note:</b> You may return applications with routes marked on maps if the information is unclear.</p> <ul style="list-style-type: none"> <li>• If <b>yes</b> (the route information is clear), go to step 3.</li> <li>• If <b>no</b>, make a note of the missing information and then go to step 3.</li> </ul>
3	<p>Does the vehicle on the application have a rear tandem axle set with:</p> <ul style="list-style-type: none"> <li>– a twin-tyred axle, and</li> <li>– a single large-tyred axle?</li> </ul> <p><b>Note:</b> Vehicles with this axle configuration would typically be buses (but could also be other specialist vehicle types).</p> <ul style="list-style-type: none"> <li>• If <b>yes</b>, go to step 4.</li> <li>• If <b>no</b>, go to step 5.</li> </ul>

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## G2.2 Screening applications for completeness continued

### Procedure (continued)

Step	Action
4	<p>Has the applicant:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> selected a load share ratio on the application form, and</li> <li><input type="checkbox"/> attached either:               <ul style="list-style-type: none"> <li>– a clearly legible photograph of the vehicle’s compliance plate showing the load share ratio in the rear tandem axle set</li> <li>– a weight certificate, or</li> <li>– load share information on official letterhead or branded documentation from the vehicle manufacturer or NZ distributor?</li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>• If <b>yes</b>, go to step 5.</li> <li>• If <b>no</b>, make a note of the missing information to resolve later and then go to step 5.</li> </ul>
5	<p>Has the applicant ticked the checkbox indicating that the application is related to a local authority service contract?</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <input checked="" type="checkbox"/> This permit is related to a local authority service contract         </div> <ul style="list-style-type: none"> <li>• If <b>yes</b>, go to step 6.</li> <li>• If <b>no</b>, go to step 8.</li> </ul>
6	<p>Has the applicant attached relevant details of the local authority service contract, that is confirmation of the:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> parties to the contract</li> <li><input type="checkbox"/> contract duration</li> <li><input type="checkbox"/> purpose of the contract, and</li> <li><input type="checkbox"/> routes involved (unless route information has been provided separately)?</li> </ul> <ul style="list-style-type: none"> <li>• If <b>yes</b>, go to step 7.</li> <li>• If <b>no</b>, make a note of any missing information and then go to step 7.</li> </ul>

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## G2.2 Screening applications for completeness continued

### Procedure (continued)

Step	Action
7	<p>If the operator is eligible for the full permit period, record the contract duration in the permit portal.</p> <p><b>Note:</b> PIOs may vary the standard 24-month permit period to align with the contract duration in consultation with the local RCA involved, but only if there are no operator safety concerns.</p>
8	<p>Has the applicant completed the declaration on the application form?</p> <ul style="list-style-type: none"> <li>• If <b>yes</b>, go to step 9.</li> <li>• If <b>no</b>, make a note of the missing details and then go to step 9.</li> </ul>
9	<p>Have you noted any missing information or attachments?</p> <ul style="list-style-type: none"> <li>• If <b>yes</b>, contact the applicant to attempt to resolve the issues – see section <i>G2.5 Attempting to resolve issues</i>.</li> <li>• If <b>no</b>, continue with section <i>G2.3 Validating vehicle details</i>.</li> </ul>

## G2.3 Validating vehicle details

### Why do this check?

The purpose of this check is to confirm that the details on the application form match the information in LANDATA. This is a prerequisite for the vehicle safety check described in the next section.

### Attributes check sheets or weight certificates

Applicants are not required to submit attributes check sheets for specialist vehicles. However, if the applicant has submitted an attributes check sheet or a weight certificate, and the document has been completed and signed by a heavy vehicle specialist certifier, you may validate the vehicle details against the attributes check sheet or the weight certificate **instead of** in LANDATA.

### Three subtasks

Validating vehicle details involves three subtasks:

1. **Confirming vehicle eligibility** for a specialist vehicle permit
2. **Validating vehicle details**, and
3. **Validating load share** if the vehicle has a tandem rear axle set with a twin-tyred axle and a single large-tyred axle.

These subtasks are described in detail below.

### 1. Confirming vehicle eligibility

Follow the steps below to confirm that the vehicle is a specialist vehicle type and eligible for a permit.

**Note:** For multi-registration applications, repeat this check for each vehicle.

Step	Action
1	Refer to section <i>G1.2 Specialist vehicle diagrams</i> in part G in volume 1 of this manual.
2	Request a photo or manufacturer's information as evidence of the vehicle type if you are unsure whether the vehicle on the application is a qualifying specialist vehicle. For example, if the vehicle is a rubbish truck, contact the applicant and request confirmation that the truck is fitted with a compactor. Also see the <i>Note</i> below about concrete mixers.

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## G2.3 Validating vehicle details continued

### 1. Confirming vehicle eligibility (continued)

Step	Action
3	<p>Does the vehicle match one of the diagrams and descriptions in section G1.2 in volume 1, that is it is either a:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> passenger service vehicle</li> <li><input type="checkbox"/> concrete mixer</li> <li><input type="checkbox"/> ground-spreader truck for agricultural use, or</li> <li><input type="checkbox"/> rubbish truck fitted with a compactor?</li> </ul> <ul style="list-style-type: none"> <li>• If <b>yes</b>, record a comment in the permit portal that you have confirmed the vehicle type and then continue with subtask 2. <i>Validating vehicle details.</i></li> <li>• If <b>no</b>, decline the application and advise the applicant that the vehicle is not eligible for a permit – see section G2.6 <i>Returning or declining a specialist vehicle permit application.</i></li> </ul>

**Note:** If you are unsure whether an application is for an eligible concrete mixer, request a photo or manufacturer's information as evidence. For example, a truck-mounted concrete pump as shown below is **NOT** eligible for a specialist vehicle permit:



Advise the applicant that a truck-mounted concrete pump may be eligible for an overweight permit.

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## G2.3 Validating vehicle details continued

### 2. Validating vehicle details

Follow the steps below to validate general vehicle details.

Step	Action
1	<p>Confirm that the following details from the application form match the information in LANDATA:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> registration plate number</li> <li><input type="checkbox"/> gross vehicle mass (GVM)</li> <li><input type="checkbox"/> number of axles (maximum of four axles in two axle sets)</li> <li><input type="checkbox"/> axle types</li> <li><input type="checkbox"/> axle spacings, and</li> <li><input type="checkbox"/> tyre sizes.</li> </ul> <p><b>Note:</b> Axle spacings may not exactly match because they differ between laden and unladen vehicles.</p>
2	<p>If the application is for multiple vehicles, repeat step 1 for each vehicle on the application.</p>
3	<p>Do all the above details from the application form match the information in LANDATA?</p> <ul style="list-style-type: none"> <li>• If <b>yes</b>, continue with subtask 3. <i>Validating load share</i> (if applicable), or section <i>G2.4 Checking vehicle safety</i>.</li> <li>• If <b>no</b>, make a note of any discrepancies (other than minor variations in axle spacings) and then continue with subtask 3 (if applicable) or section G2.4.</li> </ul>

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## G2.3 Validating vehicle details continued

### 3. Validating load share

**Note:** This subtask applies only to vehicles with a rear tandem axle set with a twin-tyred axle and a single large-tyred axle.

Follow the steps below to validate the load share ratio.

Step	Action
1	<p>Refer to the 'Axle information' table on the application form.</p> <p>Is the rear axle set a tandem axle with a twin-tyred axle and a single large-tyred axle?</p> <ul style="list-style-type: none"> <li>• If <b>yes</b>, go to step 2.</li> <li>• If <b>no</b>, this check is not required. Continue with section <i>G2.4 Checking vehicle safety</i>.</li> </ul>
2	<p>Note the load share ratio that is checked on the application form (either 60/40 or 55/45).</p>
3	<p>Refer to the evidence of load share submitted with the application.</p> <p>Acceptable evidence of load share is either a:</p> <ul style="list-style-type: none"> <li>– photograph of the compliance plate</li> <li>– weight certificate from a Waka Kotahi approved heavy vehicle specialist certifier, or</li> <li>– letter from the vehicle manufacturer.</li> </ul>
4	<p>Does the evidence of the load share ratio match the load share option selected on the application form?</p> <ul style="list-style-type: none"> <li>• If <b>yes</b>, continue with section <i>G2.4 Checking vehicle safety</i>.</li> <li>• If <b>no</b>, contact the applicant before doing further checks – see section <i>G2.5 Attempting to resolve issues</i>.</li> </ul>

## G2.4 Checking vehicle safety

### Why do this check?

The purpose of this check is to confirm that the masses applied for are within the specialist vehicle's certified ratings or 'design limits'.

It is a legal requirement that permits must not be issued with mass limits that exceed a vehicle's design limits.

### Prerequisite

You must have validated the vehicle details on the application form in LANDATA (or against manufacturer's information, a weight certificate or attributes check sheet) as described in the previous section before doing this check.

### Procedure

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

Step	Action
1	<p>On the application form, is the total mass applied for <b>less than or equal to</b> the GVM?</p> <ul style="list-style-type: none"> <li>• If <b>yes</b>, go to step 2.</li> <li>• If <b>no</b>, make a note of the issue to resolve with the applicant, and then go to step 2.</li> </ul>
2	<p>Refer to the 'Axle information' table on the application form and note or add up the total mass for the front axle set and for the rear axle set.</p> <p><b>Note:</b> Axle 'set' can also mean an individual axle.</p>
3	<p>In LANDATA, look up the mass ratings for the front axle set and the rear axle set.</p>
4	<p>Are the masses on the application form for the front and rear axle sets (that is the sums from step 2) <b>less than or equal to</b> the ratings in LANDATA?</p> <ul style="list-style-type: none"> <li>• If <b>yes</b>, the axle set masses applied for are within the vehicle's safety limits. Go to step 5.</li> <li>• If <b>no</b>, contact the applicant and attempt to resolve the issue – see section <i>G2.5 Attempting to resolve issues</i>.</li> </ul>

*Continued on next page*

## G2.4 Checking vehicle safety continued

### Procedure (continued)

Step	Action									
5	Refer to this table to determine your next step:									
	<table border="1"> <thead> <tr> <th>If...</th> <th>Then continue with section...</th> </tr> </thead> <tbody> <tr> <td>you noted any issues with the application</td> <td><i>G2.5 Attempting to resolve issues</i></td> </tr> <tr> <td>the route is entirely on local roads</td> <td><i>G2.7 Forwarding a specialist vehicle permit application for local RCA processing</i></td> </tr> <tr> <td>the route includes state highways</td> <td rowspan="2"><i>G2.8 Referring a specialist vehicle permit application for regional processing</i></td> </tr> <tr> <td>it is unclear whether the route includes state highways</td> </tr> </tbody> </table>	If...	Then continue with section...	you noted any issues with the application	<i>G2.5 Attempting to resolve issues</i>	the route is entirely on local roads	<i>G2.7 Forwarding a specialist vehicle permit application for local RCA processing</i>	the route includes state highways	<i>G2.8 Referring a specialist vehicle permit application for regional processing</i>	it is unclear whether the route includes state highways
If...	Then continue with section...									
you noted any issues with the application	<i>G2.5 Attempting to resolve issues</i>									
the route is entirely on local roads	<i>G2.7 Forwarding a specialist vehicle permit application for local RCA processing</i>									
the route includes state highways	<i>G2.8 Referring a specialist vehicle permit application for regional processing</i>									
it is unclear whether the route includes state highways										

## G2.5 Attempting to resolve issues

### When to attempt to resolve issues

As a general guideline, it is best to gather issues with an application to avoid contacting an applicant multiple times. Use your judgment and experience to determine at what point in the process it is best to attempt to resolve issues with an application.

### Procedure

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

Step	Action
1	Refer to the issues you noted during the screening checks and contact the applicant by telephone or email.
2	Explain the issues and allow the applicant to respond.  If appropriate, offer options or solutions.
3	If the issues are minor and can be resolved immediately, update the application data in the portal or request missing attachments to be sent by email.  Otherwise return the application – see section <i>G2.6 Returning or declining a specialist vehicle permit application</i> .
4	Repeat any of the screening checks in this chapter, as necessary.  For example, if the applicant needed to provide a better photo of the compliance plate or manufacturer's information, repeat the load share validation described in section G2.3, subtask 2.
5	Does the application now pass all initial checks?  <ul style="list-style-type: none"> <li>• If <b>yes</b>, go to step 6.</li> <li>• If <b>no</b>, decline the application – see section <i>G2.6 Returning or declining a specialist vehicle permit application</i>.</li> </ul>

*Continued on next page*

## G2.5 Attempting to resolve issues continued

### Procedure (continued)

Step	Action	
6	Refer to this table to determine your next step:	
	If...	Then continue with section...
	the route is entirely on local roads	<i>G2.7 Forwarding a specialist vehicle permit application for local RCA processing</i>
	the route includes state highways	<i>G2.8 Referring a specialist vehicle permit application for regional processing</i>
it is unclear whether the route includes state highways		

## G2.6 Returning or declining a specialist vehicle permit application

**When to return an application** You should return a specialist vehicle permit application if there is missing or incorrect information that the applicant has been unable to provide or correct.

**When to decline an application** You must decline an application if it fails to meet the requirements for a specialist vehicle permit and you have been unable to resolve the issues with the applicant. Reasons for declining an application include:

- the operator is not legally entitled to hold a permit, for example if the TSL number is invalid or the company is not a legally registered entity
- the vehicle is not an eligible specialist vehicle, or
- the mass applied for exceeds the vehicle's design limits.

**Returning or declining an application** Follow the steps below to return or decline a specialist vehicle permit application.

Step	Action
1	<p>If the application was received by email, respond by clicking <b>Forward</b> and change the subject line as follows:</p> <ul style="list-style-type: none"> <li>– ‘Specialist vehicle permit application – Returned’, or</li> <li>– ‘Specialist vehicle permit application – Declined’.</li> </ul> <p>If you prefer to start a new email, also use the above subject lines.</p>
2	<p>If you have started a new email, attach the application form and any other application documents (for example a photo of the compliance plate or a weight certificate) to your email.</p> <p><b>Tip:</b> A quick way to do this is to:</p> <ul style="list-style-type: none"> <li>– grab the file attachments from the application email with your mouse</li> <li>– drag them to your new email, and</li> <li>– drop them into the body of your email.</li> </ul>

*Continued on next page*

## G2.6 Returning or declining a specialist vehicle permit application continued

### Returning or declining an application (continued)

Step	Action
3	<p>In your email, give the reasons why the application has been returned or declined.</p> <p>Refer to efforts made to resolve any issues, for example in telephone calls or email correspondence.</p>
4	<p>Quickly check your email for any spelling mistakes or errors. Confirm that you have included your full signature and attached all the right documents.</p> <p>When you are satisfied that everything is correct, send the email to the applicant.</p>
5	<p>In the permit portal, update the status of the application to 'Returned' or 'Declined' and record the reasons.</p>

### End of process

The specialist vehicle permitting process ends here for returned or declined applications.

**Note:** Applicants are only invoiced if a permit has been issued. They are currently not required to pay a permit fee if their application has been returned or declined.



## G2.7 Forwarding a specialist vehicle permit application for local RCA processing

### When to forward an application to a local RCA

If a route is entirely on local roads, then you forward it to the local RCAs involved when you have completed the checks described in the previous sections.

If a route includes state highways, then you refer the application to the regional PIO (see the next section G2.8). The PIO will liaise with local RCAs in their region according to local arrangements.

### Procedure

Follow these steps to forward applications to the relevant RCAs.

Step	Action
1	<p>Locate the route on the application in Google Maps or a similar map tool and identify the local RCAs responsible for the local roads on the route.</p> <p><b>Tip:</b> You can find maps with local council boundaries on the Local Government NZ website at <a href="http://lgnz.co.nz/nzs-local-government/new-zealands-councils">lgnz.co.nz/nzs-local-government/new-zealands-councils</a>.</p>
2	<p>Draft an email to each local RCA involved and inform them that:</p> <ul style="list-style-type: none"> <li>• Waka Kotahi has already done operator compliance checks and vehicle safety checks, and</li> <li>• if there are any operator compliance or safety concerns, Waka Kotahi <b>recommends</b> a reduced permit period (specify the recommended period).</li> </ul>
3	<p>Attach the application and any other application documents and send the email to the relevant local RCA contacts.</p> <p><b>Note:</b> Check with the regional PIO if you are unsure who to contact at the local RCA. Regional PIOs generally have established relationships with local council permitting staff through HPMV permitting.</p>

### End of process

This ends the process for specialist vehicle permit applications for local roads.

## G2.8 Referring a specialist vehicle permit application for regional processing

### When to refer an application for regional processing

If a specialist vehicle route includes state highways or you are unsure whether it includes state highways, you must refer it to the PIO in the region where the operator is based.

Regional PIOs conduct technical checks and analyse routes for specialist vehicle permit applications. They refer applications to a regional structures management consultant (SMC) for specialist analysis and liaise with local RCAs if a route involves local roads.

Depending on the arrangements with Local RCAs in their region, PIOs issue specialist vehicle permits either for state highways only, or for both local roads and state highways.

### Procedure

Follow these steps to refer an application for regional processing.

Step	Action
1	Access the application in the permit portal.
2	Ensure that comments and notifications are complete and up to date, for example that you have recorded a reduced permit period if there are operator compliance or safety concerns.
3	Refer to the route description and confirm that the applicant has selected the correct region. If not, change the region in the portal to the region where the operator is based.
4	Update the status of the application in the permit portal to <b>Sent to PIO</b> .  The regional PIO will receive email notification that the application is ready for further processing.

### End of process for Permitting team

This ends the process for receiving and screening specialist vehicle permit applications in the Permitting team.

# Chapter G3: Regional processing of specialist vehicle permit applications (PIOs)

## Overview

### About this chapter

This chapter describes how permit issuing officers (PIOs) in Waka Kotahi regional offices conduct the technical checks and route analysis for specialist vehicle permit applications. It also covers how to process a specialist vehicle feasibility application.

### Audience

The primary audience for this chapter is Waka Kotahi PIOs and permitting contractors in regional offices.

### In this chapter

This chapter contains the following sections:

Section	See page
G3.1 About specialist vehicle mass compliance checks	G3-2
G3.2 Checking total mass and front axle mass compliance	G3-4
G3.3 Checking rear axle mass compliance	G3-6
G3.4 Entering specialist vehicle details into OPermit	G3-11
G3.5 Analysing specialist vehicle routes	G3-13
G3.6 Dealing with joint permit requests from local RCAs	G3-14
G3.7 Processing a specialist vehicle feasibility application	G3-15

## G3.1 About specialist vehicle mass compliance checks

### Why check mass limits?

The purpose of mass limit checks is to confirm that the axle masses on a specialist vehicle permit application are within the legal limits for specialist vehicles.

### Manual checks

The mass limit checks for specialist vehicles need to be done **manually** as described in the following sections. OPermit is not configured for specialist vehicle mass limits.

### Both general access and specialist vehicle mass limits apply

Both general access mass limits and specialist vehicle mass limits apply to a specialist vehicle, as follows:

VDAM Rule mass limits	Apply to...
General access	<ul style="list-style-type: none"> <li>total mass, and</li> <li>the front axle set</li> </ul>
Specialist vehicle	the rear axle set, which may be: <ul style="list-style-type: none"> <li>a single twin-tyred axle</li> <li>two twin-tyred axles, or</li> <li>a tandem axle set comprising a twin-tyred axle and a single large-tyred axle</li> </ul>

### Ineligible rear axle types

Vehicles with the following rear axle set configurations are **not eligible** for a specialist vehicle permit:

- a single standard-tyred axle (ie, not twin-tyred)
- a tri-axle set, or
- a quad-axle set.

### Help with axle and tyre types

You need to understand different axle configurations to correctly identify the applicable legal mass limit.

For help with axle types and tyre sizes, see the definitions in *Part I: Definitions and glossary* in volume 1.

For example, there are definitions of single axle, twin-tyred axle and tandem axle sets, as well as explanations of different tyre sizes. There are also drawings of different axle and tyre configurations.

*Continued on next page*

## G3.1 About specialist vehicle mass compliance checks

continued

### Overview of specialist vehicle mass checks

The table below gives an overview of the mass limits that need to be checked on a specialist vehicle, and the applicable reference sources for the legal limits.

What to check	VDAM Rule schedule 3 reference	Permitting manual reference (volume 2)
Total mass compliance	part 2, table 2.1	<i>D7.6 Table 6: Maximum total mass limits (General access)</i>
<b>Front axle mass compliance:</b>		
• Single front axle	part 1, table 1.1B	<i>D7.1 Table 1: Maximum mass on individual axles (General access)</i>
• Two twin-steer front axles	part 1, table 1.2	<i>D7.2 Table 2: Maximum sum of axle mass on two axles in a tandem axle set (General access)</i>
<b>Rear axle mass compliance:</b>		
• Single twin-tyred axle	part 3, table 3.6	<i>G1.3 Maximum mass limits under a specialist vehicle permit</i>
• Two twin-tyred axles		
• Tandem axle with a twin-tyred axle and a single large-tyred axle and load share		

For the detailed checking steps see the next sections:

- *G3.2 Checking total mass and front axle mass compliance, and*
- *G3.3 Checking rear axle mass compliance*

## G3.2 Checking total mass and front axle mass compliance

**General access limits apply** General access mass limits apply to the front axle set and to the total mass of a specialist vehicle.

Even though the specialist vehicle mass limits in the VDAM Rule apply only to the rear axle set, you still need to confirm that the vehicle complies with all other legal limits.

**Two subtasks** Checking a specialist vehicle's compliance with general access mass limits involves two subtasks:

1. **Checking total mass compliance**, and
2. **Checking front axle compliance**.

These subtasks are described in detail below.

**1. Checking total mass compliance** Follow the steps below to confirm that the total mass applied for is within **general access limits** for the wheelbase of the vehicle.

Step	Action	Reference
1	Add up the axle spacings to calculate the distance from the first axle to the last axle (that is the vehicle's wheelbase).	Axle information table on the application form
2	Look up the maximum general access mass limit for the distance you calculated in step 1.	<ul style="list-style-type: none"> <li>• VDAM Rule schedule 3, table 2.1, or</li> <li>• section <i>D7.6 Maximum total mass limits (General Access)</i> in part D of this volume</li> </ul>
3	<p>Is the total mass applied for <b>less than or equal to</b> the general access mass limit for the distance from the first to the last axle?</p> <ul style="list-style-type: none"> <li>• If <b>yes</b>, continue with subtask 2. <i>Checking front axle compliance</i>.</li> <li>• If <b>no</b>, make a note of the issue and then continue with subtask 2. You will need to contact the applicant and discuss lowering the mass applied for after you have completed all checks in this section.</li> </ul>	

*Continued on next page*

## G3.2 Checking total mass and front axle mass compliance

continued

### 2. Checking front axle compliance

Follow the steps below to confirm that the application mass for the front axle set is within **general access limits**.

Step	Action						
1	<p>On the application form, note the mass applied for on the front axle set.</p> <p>If it consists of two axles, add up the total mass for the set.</p>						
2	<p>Note the type of axle (single standard-tyred, twin-tyred, etc).</p> <p>Then look up the maximum legal mass limit for the axle type, as follows:</p> <table border="1"> <thead> <tr> <th>If the front axle set consists of...</th> <th>Then refer to...</th> </tr> </thead> <tbody> <tr> <td>a single axle</td> <td> <ul style="list-style-type: none"> <li>VDAM Rule schedule 3, part 1, table 1.1B, or</li> <li>section <i>D7.1 Maximum mass on individual axles (General Access)</i> in part D of this volume</li> </ul> </td> </tr> <tr> <td>two twin-steer axles</td> <td> <ul style="list-style-type: none"> <li>VDAM Rule schedule 3, part 1, table 1.2, or</li> <li>section <i>D7.2 Maximum sum of axle masses on two axles in a tandem axle set (General Access)</i> in part D of this volume</li> </ul> </td> </tr> </tbody> </table>	If the front axle set consists of...	Then refer to...	a single axle	<ul style="list-style-type: none"> <li>VDAM Rule schedule 3, part 1, table 1.1B, or</li> <li>section <i>D7.1 Maximum mass on individual axles (General Access)</i> in part D of this volume</li> </ul>	two twin-steer axles	<ul style="list-style-type: none"> <li>VDAM Rule schedule 3, part 1, table 1.2, or</li> <li>section <i>D7.2 Maximum sum of axle masses on two axles in a tandem axle set (General Access)</i> in part D of this volume</li> </ul>
If the front axle set consists of...	Then refer to...						
a single axle	<ul style="list-style-type: none"> <li>VDAM Rule schedule 3, part 1, table 1.1B, or</li> <li>section <i>D7.1 Maximum mass on individual axles (General Access)</i> in part D of this volume</li> </ul>						
two twin-steer axles	<ul style="list-style-type: none"> <li>VDAM Rule schedule 3, part 1, table 1.2, or</li> <li>section <i>D7.2 Maximum sum of axle masses on two axles in a tandem axle set (General Access)</i> in part D of this volume</li> </ul>						
3	<p>Is the application mass for the front axle set <b>less than or equal to</b> the general access mass limit?</p> <ul style="list-style-type: none"> <li>If <b>yes</b>, continue with section <i>G3.3 Checking rear axle mass compliance</i>.</li> <li>If <b>no</b>, make a note of the issue to follow up with the applicant later and then continue with section G3.3.</li> </ul>						

## G3.3 Checking rear axle mass compliance

### Specialist vehicle limits apply

The specialist vehicle mass limits in the VDAM Rule apply to the rear axle set of a specialist vehicle, but only to the specific axle types and tyre sizes specified in the rule.

### Four subtasks

Checking a specialist vehicle's rear axle mass compliance involves one or two of the subtasks listed below, depending on the axle configuration.

Identify the axle type first and then do the relevant subtasks.

#### *Single rear axle*

1. **Checking mass compliance of a single rear axle** to confirm that the mass applied for is within the specialist vehicle limit.

#### *Tandem rear axle*

2. **Confirming load share**, and
3. **Checking mass compliance in a rear tandem axle with load share**,  
OR
4. **Checking mass compliance of two twin-tyred axles.**

These subtasks are described in detail below.

### 1. Checking mass compliance of a single rear axle

Do this check if the rear axle set is a **single axle**.

Step	Action
1	<p>Is the rear axle type selected on the application form a <b>(T) Twin Tyred Axle</b>?</p> <ul style="list-style-type: none"> <li>• If <b>yes</b>, go to step 2.</li> <li>• If <b>no</b> (it is a single tyred axle), continue with section <i>G4.5 Declining a specialist vehicle permit application</i> and advise the applicant that the vehicle is not eligible for a specialist vehicle permit.</li> </ul>

*Continued on next page*



## G3.3 Checking rear axle mass compliance continued

### 1. Checking mass compliance of a single rear axle (continued)

Step	Action
2	<p>Is the rear axle mass applied for on the application form <b>less than or equal to 12,000kg</b><sup>1</sup>?</p> <ul style="list-style-type: none"> <li>• If <b>yes</b>, the rear axle mass is within the legal limit. Continue with <i>G3.4 Entering specialist vehicle details into OPermit</i>.</li> <li>• If <b>no</b>, the rear axle mass exceeds the legal limit. Contact the applicant to discuss lowering the mass applied for. If the mass cannot be reduced, continue with section <i>G4.5 Declining a specialist vehicle permit application</i>.</li> </ul>

#### Reference:

1. See VDAM Rule schedule 3, table 3.6, or section *G1.3 Maximum mass limits under a specialist vehicle permit* above.

### 2. Confirming load share

Do this check if the vehicle has a tandem rear axle set with a twin-tyred axle and a single large-tyred axle. This type of axle configuration is mainly used on buses (but could be used on other specialist vehicle types).

You need to validate the load share selected on the application form as a prerequisite to identifying the correct specialist vehicle mass limit that applies to this axle configuration.

Step	Action																																
1	<p>Add up the total mass applied for on the rear tandem axle set.</p> <p><b>Example:</b></p> <table border="1"> <thead> <tr> <th>Steering Axle</th> <th>Axle Set</th> <th>Axle Type</th> <th>Tyre Size</th> <th>Suspension Type</th> <th>Track Outer</th> <th>Mass (kg)</th> <th>Spacing from prev (m)</th> </tr> </thead> <tbody> <tr> <td>Yes</td> <td>(IN) Individual</td> <td>(SL) Single Large Tyred Axle</td> <td>355/50 R22.5</td> <td>(H) Hydraulic</td> <td>2.45</td> <td>7200.00</td> <td>0.00</td> </tr> <tr> <td>No</td> <td>(T) Tandem</td> <td>(T) Twin Tyred Axle</td> <td>Standard</td> <td>(H) Hydraulic</td> <td>2.45</td> <td>9900.00</td> <td>6.07</td> </tr> <tr> <td>No</td> <td>(T) Tandem</td> <td>(SL) Single Large Tyred Axle</td> <td>355/50 R22.5</td> <td>(H) Hydraulic</td> <td>2.45</td> <td>8100.00</td> <td>1.50</td> </tr> </tbody> </table> <p style="text-align: center;"><math>9900\text{kg} + 8100\text{kg} = 18,000\text{kg}</math></p>	Steering Axle	Axle Set	Axle Type	Tyre Size	Suspension Type	Track Outer	Mass (kg)	Spacing from prev (m)	Yes	(IN) Individual	(SL) Single Large Tyred Axle	355/50 R22.5	(H) Hydraulic	2.45	7200.00	0.00	No	(T) Tandem	(T) Twin Tyred Axle	Standard	(H) Hydraulic	2.45	9900.00	6.07	No	(T) Tandem	(SL) Single Large Tyred Axle	355/50 R22.5	(H) Hydraulic	2.45	8100.00	1.50
Steering Axle	Axle Set	Axle Type	Tyre Size	Suspension Type	Track Outer	Mass (kg)	Spacing from prev (m)																										
Yes	(IN) Individual	(SL) Single Large Tyred Axle	355/50 R22.5	(H) Hydraulic	2.45	7200.00	0.00																										
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No	(T) Tandem	(SL) Single Large Tyred Axle	355/50 R22.5	(H) Hydraulic	2.45	8100.00	1.50																										

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## G3.3 Checking rear axle mass compliance continued

### 2. Confirming load share (continued)

Step	Action
2	<p>Calculate the proportion of the total mass on either one or the other axle in the tandem set.</p> <p><b>Example:</b>            Proportion of total mass on the twin-tyred axle:  <math>(9900\text{kg} \div 18,000\text{kg}) \times 100 = 55\%</math>            or            Proportion of total mass on the single large-tyred axle:  <math>(8100\text{kg} \div 18,000\text{kg}) \times 100 = 45\%</math></p>
3	<p>Do the proportions you calculated in step 2 correspond to the load share ratio selected on the application (either 55/45 or 60/40)?</p> <ul style="list-style-type: none"> <li>• If <b>yes</b>, continue with subtask 3. <i>Checking mass compliance in a rear tandem axle with load share.</i></li> <li>• If <b>no</b>, contact the applicant and try to resolve the issue, either by changing the load share ratio on the application or adjusting the mass applied for. If the issue cannot be resolved, decline the application – see section <i>G4.5 Declining a specialist vehicle permit application.</i></li> </ul>

### 3. Checking mass compliance in a rear tandem axle with load share

Do this check if the vehicle has a rear tandem axle set with a twin-tyred axle and a single large-tyred axle with load share.

#### **Prerequisite**

You must have completed subtask 2 and validated the load share ratio selected on the application form.

Step	Action
1	Add up the total mass applied for on the rear tandem axle set (or refer to the calculations you did in subtask 2).
2	Note the load share ratio selected on the application form.

*Continued on next page*

## G3.3 Checking rear axle mass compliance continued

### 3. Checking mass compliance in a rear tandem axle with load share (continued)

Step	Action						
3	<p>Refer to this table for the applicable legal mass limit:</p> <table border="1"> <thead> <tr> <th>If the load share is...</th> <th>Then the legal mass limit is<sup>1</sup>...</th> </tr> </thead> <tbody> <tr> <td>60/40</td> <td>16,000kg</td> </tr> <tr> <td>55/45</td> <td>18,000kg</td> </tr> </tbody> </table>	If the load share is...	Then the legal mass limit is <sup>1</sup> ...	60/40	16,000kg	55/45	18,000kg
If the load share is...	Then the legal mass limit is <sup>1</sup> ...						
60/40	16,000kg						
55/45	18,000kg						
4	<p>Is the mass applied for on the tandem rear axle <b>less than or equal to</b> the specialist vehicle legal mass limit for the load share selected?</p> <ul style="list-style-type: none"> <li>• If <b>yes</b>, the rear axle set mass is within the legal limit. Continue with <i>G3.4 Entering specialist vehicle details into OPermit</i>.</li> <li>• If <b>no</b>, the rear axle set mass exceeds the legal limit. Contact the applicant to discuss lowering the mass applied for. If the mass cannot be reduced, decline the application – see section <i>G4.5 Declining a specialist vehicle permit application</i>.</li> </ul>						

#### Reference:

1. See VDAM Rule schedule 3, table 3.6, or section *G1.3 Maximum mass limits under a specialist vehicle permit* above.

*Continued on next page*

## G3.3 Checking rear axle mass compliance continued

### 4. Checking mass compliance of two twin-tyred axles

Do this check if the rear axle set is a tandem axle set with two twin-tyred axles.

**Note:** Load share does not apply to this axle type. You do not need to check the mass on the individual axles, only the mass for the set.

Step	Action						
1	Add up the total mass applied for on the rear axle set.						
2	<p>Note the spacing between the two axles and refer to this table for the applicable legal mass limit.</p> <table border="1"> <thead> <tr> <th>If the spacing is...</th> <th>Then the legal mass limit is'...</th> </tr> </thead> <tbody> <tr> <td>less than 1.3m from the first axle to the last axle</td> <td>17,000kg</td> </tr> <tr> <td>1.3m or more from the first axle to the last axle</td> <td>18,000kg</td> </tr> </tbody> </table>	If the spacing is...	Then the legal mass limit is'...	less than 1.3m from the first axle to the last axle	17,000kg	1.3m or more from the first axle to the last axle	18,000kg
If the spacing is...	Then the legal mass limit is'...						
less than 1.3m from the first axle to the last axle	17,000kg						
1.3m or more from the first axle to the last axle	18,000kg						
3	<p>Is the mass applied for <b>less than or equal to</b> the legal mass limit?</p> <ul style="list-style-type: none"> <li>• If <b>yes</b>, the mass applied for on the rear axle set complies with the legal limit. Continue with section <i>G3.4 Entering specialist vehicle details into OPermit</i>.</li> <li>• If <b>no</b>, contact the applicant to discuss lowering the mass applied for. If the mass cannot be reduced, continue with section <i>G4.5 Declining a specialist vehicle permit application</i>.</li> </ul>						

#### Reference:

1. See VDAM Rule schedule 3, table 3.6, or section *G1.3 Maximum mass limits under a specialist vehicle permit* above.

## G3.4 Entering specialist vehicle details into OPermit

### System workarounds

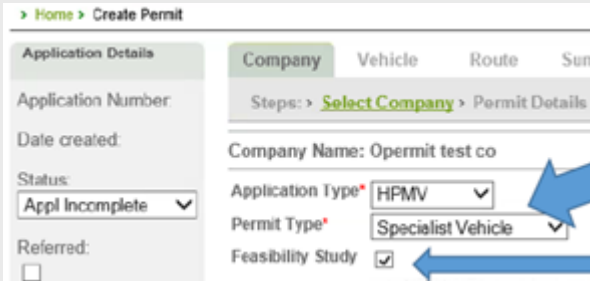
Broadly, processing a specialist vehicle permit application in OPermit is done in the same way as processing an HPMV permit application. However, OPermit has not been configured for all aspects of specialist vehicle permit processing and workarounds are required.

This section describes the workarounds for processing a specialist vehicle permit application in OPermit.

### Procedure

Follow the steps below to enter specialist vehicle permit details in OPermit.

**Note:** For help with the detailed functions in OPermit, refer to the Waka Kotahi *OPermit user guide* or ask for assistance.

Step	Action
1	Select the <b>Create Permit</b> workflow in OPermit.
2	<p>Select the following settings:</p> <ul style="list-style-type: none"> <li>– Application type: <b>HPMV</b></li> <li>– Permit type: <b>Specialist Vehicle</b></li> <li>– Feasibility study: <input checked="" type="checkbox"/></li> </ul>  <p><b>Note:</b> You need to process the application as a feasibility study to allow bypassing axle set checks because OPermit has not been configured for specialist vehicle mass limits.</p>
3	<p>On the Permit Details page:</p> <ul style="list-style-type: none"> <li>– Ignore the message that ‘permit axle weights entered do not require a permit.’ Select the following check boxes:</li> </ul> <p><b>Bypass Axle Set Checks?</b> <input checked="" type="checkbox"/>, and</p> <p><b>Check here</b> <input checked="" type="checkbox"/> <b>to acknowledge violations and continue</b></p>

*Continued on next page*

## G3.4 Entering specialist vehicle details into OPermit continued

**Procedure**  
(continued)

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Step	Action
4	Follow the standard steps in OPermit for selecting, editing or adding route details.
5	When you have set up the route details in OPermit, continue with section <i>G3.5 Analysing specialist vehicle routes</i> .

---

## G3.5 Analysing specialist vehicle routes

### Follow procedures for HPMV route analysis

To analyse specialist vehicle routes, follow the same procedures as for HPMV permitting, ie:

Procedure	In accordance with...
Forward applications with multi-region routes to the other PIOs involved	<i>Chapter D3: Analysing routes in part D of this volume</i>
Run the structural analysis in OPermit, generate bridge analysis reports and refer the application to the regional SMC (bridge consultant) for specialist bridge analysis	
Attempt to resolve any issues	
Amend application details in OPermit and rerun the structural analysis, as necessary	

### No bridge restrictions

Like HPMVs, specialist vehicles operating under a permit are not subject to bridge crossing restrictions. If the OPermit structural analysis indicates any restrictions, they should be treated as 'Do Not Cross'. In such cases, discuss reducing axle weights with the operator to resolve the issue if possible.

### Next step

When the SMC has completed the analysis of the specialist vehicle route, refer to this table to determine your next step:

If the SMC...	Then continue with section...
has approved the route	<i>G4.3 Liaising with local road controlling authorities</i>
advises to decline the application	<i>G4.5 Declining a specialist vehicle permit application</i>

## G3.6 Dealing with joint permit requests from local RCAs

### When you may receive a joint permit request

If a local road controlling authority (RCA) receives a specialist vehicle permit application that includes state highways, they may contact you to obtain consent to the inclusion of the state highways in the permit they wish to issue.

Just as Waka Kotahi may issue specialist vehicle permits for routes that include local roads with consent from the local RCAs involved, local RCAs may issue permits that include state highways with the consent of Waka Kotahi.

PIOs may grant such consent under the existing permitting delegation.

**Legislation reference:** VDAM Rule 2016, section 5(3).

### Procedure

Follow the steps below if a local RCA requests consent to the inclusion of state highways in a specialist vehicle permit issued by the local RCA.

Step	Action
1	Ensure you have received a copy of the permit application and route description from the local RCA.  If necessary, contact the local RCA to clarify any information.
2	Follow the standard procedures for route analysis in OPermit.
3	Refer the application and the structural analysis reports to the regional SMC (bridge consultant) for specialist analysis.
4	When you have received the SMC's decision in writing, forward it to the local RCA.  State clearly in the body of your email whether consent to the use of state highways is granted or has been declined.
5	Save all records related to the request for a joint permit, such as emails, attachments, draft permit, etc.

### End of process

This ends the process for dealing with joint permit requests from local RCAs.



## G3.7 Processing a specialist vehicle feasibility application

### Standard procedures

If you receive a specialist vehicle feasibility application, follow the same procedures as for processing a permit application, but with a few differences as described below.

### Procedure


Follow the steps below to process a specialist vehicle feasibility application.

Step	Action
1	Ensure you tick the Feasibility Study tick box on the Permit Details page in OPermit.
2	Run the structural analysis in OPermit, generate the standard bridge analysis reports and refer the application to the regional SMC (bridge consultant) as you would for a permit application.
3	If applicable, forward applications for multi-region routes to other regional PIOs.
4	When you have the responses from the SMC and other PIOs, amend application details in OPermit, if necessary, and rerun the structural analysis.
5	Generate a 'permit' document in OPermit and save it, then open the document in Microsoft Word. <b>Note:</b> The document will have a prominent 'Feasibility Study Only' watermark.
6	Make the following changes to the document: <ul style="list-style-type: none"> <li><input type="checkbox"/> Delete the words 'is hereby authorised to use' and highlight 'Feasibility Study Only - Not for use as a permit' in that line</li> <li><input type="checkbox"/> Delete the permit period dates and leave the space blank.</li> <li><input type="checkbox"/> Delete the typed PIO name and date of signature, and do not insert a signature.</li> </ul>
7	When you are satisfied that all details are correct for a feasibility study, save the document as a PDF file. Close the document in Microsoft Word.
8	Draft an email to the applicant and emphasise that the feasibility study document is <b>not a permit</b> . Attach the PDF file of the feasibility study document and send the email.

*Continued on next page*

## G3.7 Processing a specialist vehicle feasibility application continued

### Procedure (continued)

Step	Action
9	<p>Upload the issued feasibility study document to the permit portal.</p> <p>Then update the status of the application. In the 'Update Application' pop-up:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> change the status of the application to <b>Issued</b></li> <li><input type="checkbox"/> record the feasibility study document number in the Permit Number field, and</li> <li><input type="checkbox"/> enter the total mass approved.</li> </ul> 
10	Save any emails or notes related to the feasibility application in the application folder.

**End of process** This completes the processing of a specialist vehicle permit feasibility application.

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# Chapter G4: Completing a specialist vehicle permit or declining an application (PIOs)

## Overview

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**About this chapter**

This chapter describes how regional permit issuing officers (PIOs) create a specialist vehicle permit document, and how they issue a permit or decline an application.

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**Audience**

The main audience for this chapter is PIOs and permitting contractors in regional offices.

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**In this chapter**

This chapter contains the following sections:

Section	See page
G4.1 Creating a specialist vehicle permit	G4-2
G4.2 Sample specialist vehicle permit	G4-6
G4.3 Liaising with local road controlling authorities	G4-9
G4.4 Issuing a specialist vehicle permit	G4-12
G4.5 Declining a specialist vehicle permit application	G4-13

---

## G4.1 Creating a specialist vehicle permit

- Prerequisites** Before you create a specialist vehicle permit, you must have:
- received written confirmation from the SMC (bridge consultant) that a permit can be issued, and
  - if applicable, collated inputs from other regions for multi-region routes and amended route details or axle masses in OPermit for the weakest structure on the route.

**No permits with VINs** Permits must be issued with registration numbers. Do not issue a specialist vehicle permit with vehicle identification numbers (VINs) instead of registration numbers.

Applications for unregistered vehicles are treated as feasibility studies – see section *G3.7 Processing a specialist vehicle feasibility application*.

- Two subtasks** Creating a specialist vehicle permit involves two subtasks:
1. **Generating the permit document in OPermit**, and
  2. **Manually editing permit details**.

These subtasks are described in detail below.

### 1. Generating the permit document in OPermit

Follow the steps below to generate the specialist vehicle permit in OPermit.

Step	Action
1	In OPermit, access the application you want to create the permit for from the Pending Applications list.
2	Click the tick box below the Messages and Errors panel to confirm that all messages and errors have been investigated.  If applicable, enter details of how any errors were resolved in the Comments box.
3	Enter and confirm the fees information required for this permit.

*Continued on next page*

## G4.1 Creating a specialist vehicle permit continued

### 1. Generating the permit document in OPermit (continued)

Step	Action
4	<p>On the Instructions page, click <b>Issue</b>, then save the document to the appropriate file location in your system.</p> <p><b>Tip:</b> To retain the formatting, do not open the document directly from OPermit. Save it first before you open it in Microsoft Word.</p>
5	Continue with subtask 2. <i>Manually editing permit details.</i>

### 2. Manually editing permit details

Follow the steps below to manually edit permit details.

This is a workaround because OPermit is not configured for specialist vehicle permit processing.

**Example:** See section *G4.2 Sample specialist vehicle permit* for an example showing the manual edits described below.

Step	Action
1	Open the permit document in Microsoft Word.
2	<p>Remove the 'Feasibility Study Only' watermark and all other references to feasibility.</p> <p>Edit the page header so that it says 'Permit No' instead of 'Feasibility No'.</p>
3	<p>In the first line of page 1, add the rule reference, ie:</p> <p style="padding-left: 40px;">This permit is issued under section 5 of the Land Transport Rule (41001): Vehicle Dimensions and Mass 2016.</p>
4	<p>Replace the vehicle description 'High Productivity Motor Vehicle' with the correct vehicle type, for example:</p> <p style="padding-left: 40px;">Specialist Vehicle – Bus, or Specialist Vehicle – Rubbish Truck.</p>

*Continued on next page*

## G4.1 Creating a specialist vehicle permit continued

### 2. Manually editing permit details

(continued)

Step	Action
5	<p>Check in the permit portal for a comment that a variation to the standard 24-month permit period applies.</p> <p>Add the permit period to the document, ie:</p> <p style="padding-left: 40px;">For Specialist Vehicle trips between <i>[start date]</i> to <i>[end date]</i></p> <p><b>Note:</b> Specialist vehicle permits may be issued for longer than 24 months to align the permit with the duration of a public service contract. However, this does <b>not</b> apply if the operator is subject to a reduced permit period because of safety or compliance concerns.</p>
6	<p>Under the heading 'Additional Conditions', <b>delete</b> conditions <i>6. Identification Sign</i> and <i>7. Trailer Roll Stability Control (RSC)</i>.</p>
7	<p>Under the 'Route and Special Instructions' heading, enter the route details.</p> <p>For options see <i>Specialist vehicle route descriptions</i> below.</p> <p><b>IMPORTANT:</b> If the route description refers to an external source, such as a public transport route published on a website, you must include the permit date in the route description, for example:</p> <p style="padding-left: 40px;">Wellington Airport Flyer route (Queensgate – City – Airport) published at <a href="https://www.metlink.org.nz/timetables/bus/91">https://www.metlink.org.nz/timetables/bus/91</a> as at <i>[permit issue date]</i>.</p>
8	<p>Under the 'Special Instructions' heading, insert any special conditions that apply, for example region-specific or local RCA conditions.</p> <p><b>Note:</b> Waka Kotahi policy for specialist vehicle permit conditions is the same as for HPMVs, that is no bridge crossing restrictions are allowed. If a local RCA requires, for example, a 'Crawl Central' bridge condition, do not issue a joint permit with affected local roads. Advise the applicant to apply directly to the local RCA for a permit.</p>
9	<p>Add or change the PIO name and issue date, as necessary, and insert an image file of your signature.</p>
10	<p>Delete everything past the 'Fees Payable' table, that is the pages with the bridge restrictions.</p>
11	<p>Adjust any formatting or page breaks, and then save the document as a PDF file.</p> <p>Save and close the document in Microsoft Word.</p>

*Continued on next page*

## G4.1 Creating a specialist vehicle permit continued

### Specialist vehicle route descriptions

Specialist vehicle route descriptions may be:

- a list of all state highways and route positions (RPs), including local roads if applicable in your region
- a reference to an external source, such as a public service contract or a **published** map or plan of public transport routes (but not simply a document prepared by the operator)
- an operating area with clearly specified boundaries, for example local council boundaries or a radius from a base of operation
- by exclusion (that is specifying an area and listing roads that must not be used), or
- a combination of these descriptions.

**IMPORTANT:** If the route description is a reference to an external source, you must include 'as at [*the permit issue date*]' in the route description because external references may be changed after the permit is issued.

### Next steps

When you have created and manually edited the permit document, refer to this table to determine your next step:

If the route includes...	Then continue with section...
local roads	<i>G4.3 Liaising with local road controlling authorities</i>
only state highways	<i>G4.4 Issuing a specialist vehicle permit</i>

## G4.2 Sample specialist vehicle permit

**Sample permit** Yellow highlights indicate manually edited text.



Permit No.: AK/SV/18/0310

This permit is issued under section 5 of the Land Transport Rule (41001): Vehicle Dimensions and Mass 2016

Wairau Transport Ltd, Po Box 987123 North Harbour Auckland 0751, Attn: Hans Porter, Fax: , Phone:

TSL No.

is hereby authorised to use (vehicle description): Specialist Vehicle – Bus

Registered N<sup>o</sup>(s): BUS123

For Specialist Vehicle trips between 18-04-2018 to 18-04-2020

For the transport of: Passengers

On Route: SV Route Wairau Road to Fanshawe Street

Over the route specified below, subject to the conditions, restrictions, and maximum mass limits in this Permit.

VAI : 1.17

Axle Number	1	2	3
Axle Type*	S	T	S
Individual Axle Mass Limit (kg)	7200	8800	7200
Axle Combination Mass Limit (2-3) (kg)			16000
Axle Combination Mass Limit (1-3) (kg)			23200
Spacing from previous axle (m)	0.00	6.07	1.50
Tyre Size	355/50R22.5	Standard	355/50R22.5

\* S=Single tyred axle, T=Twin tyred axle, SS=Super Single tyred axle, SL=Single Large tyred axle, M=Mega tyred axle  
The tyre sizes shall be as indicated above.

The total mass on any individual axle, axle set or combination of axles must not exceed the sum of the mass limits shown for those axles in the table above.

### Critical Conditions

The vehicle must not—

1. exceed the maximum permitted gross weight, **23,200** (Kilograms)
2. exceed design limits, such as GVM
3. breach a travel restriction or requirement for a specified bridge or culvert.

### Additional Conditions

1. *Separate Plant* - The carriage or towing of separate items of plant, equipment or materials not specifically nominated in the description of load is not permitted.
2. *Mass* - The mass of any axle shall not exceed the mass specified in this permit. The gross mass of the vehicle or combination of vehicles must not exceed the limit specified on the current certificate of loading issued to the vehicles.
3. *Authorised Agent* - The vehicle shall not be operated on a road or bridge under this permit when in the opinion of an authorised agent of the road controlling authority, as communicated to the operator, it would be contrary to public interest to do so.
4. *Non Transferable* - This permit is not transferable either to other users of or to any vehicle other than the vehicle described by this permit.
5. *Weighing*- Police are authorised to divert vehicles up to five kilometres from the approved route for the purpose of weighing, provided under strength bridges are not included on the route.

Continued on next page



## G4.2 Sample specialist vehicle permit continued

Sample permit (page 2)



Permit No.: AK/SV/18/0310

~~6. Identification Sign—The vehicle shall display a high productivity motor vehicle sign in accordance with Clause 5.10 of the Land Transport Rule: Vehicle Dimensions and Mass 2016, when operating as a high productivity motor vehicle.~~

Delete conditions 6 and 7

~~7. Trailer Roll Stability Control—A trailer with a GVW of 2010 must have roll stability control fitted and active, this is an active roll stability control function turned on. Alternatively if the trailer(s) were first registered before 1 May 2010 or are log trailers carting round wood first registered before 1 April 2016 and do not have EBS and RSC—these must instead operate with a minimum Static Roll Threshold (SRT) of 0.4 g provided SRT compliance documentation is kept with this permit and produced to enforcement officers.~~

### ROUTE AND SPECIAL INSTRUCTIONS:

#### Route

Section	Highway	From RP	From Junction	To RP	To Junction
1	OB1D	0 / 15.1	1D9	0 / 11.49	1E9
Wairau Road On & Off Ramps (Ramps 7 & 8)					
1	SH1N	414 / 7.8		414 / 12.15	
SH1N - Exit 424A (Fanshawe Street Motorway Off Ramp 1)					

Permit mass limits are only applicable on the routes specified above. If the vehicle deviates from this general route general mass limits will apply.

#### Special Instructions

*[Insert as applicable]*

#### Requirement to observe permit conditions

A breach of weight limits specified on this form, or any permit condition, is an offence as provided in the *Land Transport (Offences and Penalties) Regulations 1999*.

#### Permit is invalid if:

1. The permit is altered without authority.
2. The vehicles or persons operating the vehicles are not those described on the permit.

#### Revocation

This permit can be revoked, under clause 5.7 of the Rule.

## G4.2 Sample specialist vehicle permit continued

Sample permit (page 3)



Permit No.: AK/SV/18/0310

### Authorised Issuing Officer

... **[Insert image file]** ..... (Signature)  
 [Pat Oliver] (Name)  
 ..... (Date)  
 Permit Issuing Officer (for) NZ Transport Agency (Designation)  
 Auckland (Controlling Authority)  
 (Location)  
**118823 – 18 April 2018** (Permit Dated)

### Note:

1. This permit is an exemption from the mass limits set out in the Land Transport Rule: Vehicle Dimensions and Mass 2016, and does not authorise the user to exceed the exemption so permitted or exempt the user from complying with all other acts, regulations and other laws (including those relating to certificate of loading, road user charges or Static Roll Threshold).
2. This permit must be carried on the vehicle, and must be surrendered for inspection on the demand of any enforcement officer, or an authorised agent of the NZ Transport Agency or a road controlling authority.
3. The conditions on the reverse of this form shall apply together with any other conditions on the attached sheets.
4. *Overdimension* - For the transport of vehicles and loads that exceed the limits specified in Section 6 of the Land Transport Rule: Vehicle Dimensions and Mass 2016, a separate permit must be obtained from the Overdimension Permit Issuing Agency (OPIA) at the NZ Transport Agency, Palmerston North. OPIA contact number 0800 OVERSIZE / 0800 683774.
5. *Railway Level Crossings* - Travel over level crossings is not fully covered by this permit. Operators of overweight and overdimension vehicles may require permission from KiwiRail or their agents for travel over railway level crossings
6. *Tyre pressure* - Tyres must be operated at the pressures recommended by either the manufacturer or the Tyre and Rim Associations but not exceeding the maximum pressures stated in the Land Transport Rule 32013: Tyres and Wheels 2001.

### Fees Payable:

Permit Issuing Fee (As specified in Schedule 4A of the Heavy Motor Vehicle Regulations 1974)	\$54.55
Bridge Supervision Fee (0 Trips)	\$0.00
Total Fee	\$54.55
GST	\$8.18
Total	\$62.73

*Delete everything past the fees table, ie pages 4 and 5*

## G4.3 Liaising with local road controlling authorities

### Different local arrangements

Depending on the arrangements with local RCAs in your region, you may issue specialist vehicle permits for state highways only, or include local roads in the permit with the consent of the local RCAs involved.

Even if you issue specialist vehicle permits for state highways only in your region, you should attempt to liaise with local RCAs and, if possible, align permit details such as permit mass limits or permit periods.

For example, permits may be issued for a longer period than the standard 24 months if they relate to a local authority service contract, provided there are no operator safety or compliance concerns.

### RCA-issued permits with Waka Kotahi consent

Just as Waka Kotahi may issue specialist vehicle permits for routes that include local roads with the consent of local RCAs, a local RCA may issue a specialist vehicle permit that includes state highways with the consent of Waka Kotahi. See section *G3.6 Dealing with joint permit requests from local RCAs*.

### Two subtasks

Depending on the arrangements in your region, liaising with local RCAs may involve either subtask 1 or 2:

1. **Liaising with local RCAs to align permit details** if the local RCAs issue their own specialist vehicle permits.
2. **Obtaining local RCA consent** for the use of local roads if Waka Kotahi issues specialist vehicle permits for both state highways and local roads.

### 1. Liaising with local RCAs to align permit details

Follow the steps below if a local RCA issues its own specialist vehicle permits.

Step	Action
1	Open the specialist vehicle permit application and/or the permit you want to discuss.
2	Contact the relevant person in the local RCA.  Use your judgment and experience to determine whether to email or telephone the person.

*Continued on next page*

## G4.3 Liaising with local road controlling authorities

### continued

#### 1. Liaising with local RCAs to align permit details (continued)

Step	Action
3	<p>Ask whether the local RCA intends to issue a specialist vehicle permit for local roads relevant to the application.</p> <ul style="list-style-type: none"> <li>• If <b>yes</b>, go to step 4.</li> <li>• If <b>no</b>, go to step 7</li> </ul>
4	<p>Ask the local RCA whether it will:</p> <ul style="list-style-type: none"> <li>– grant an extended permit period (for example because the permit relates to a local authority service contract) and if so, for how long, and</li> <li>– issue the permit for lower masses than applied for because of concerns about weak structures.</li> </ul>
5	<p>If the local RCA's permit details vary from the permit you were about to issue for the state highway part of the route, confirm those details in writing.</p>
6	<p>Amend any details such as permit duration or permit masses in OPermit to align with the local RCA's permit and recreate the permit document.</p> <p><b>Note:</b> Do not extend the permit period if a reduced period applies because of operator safety concerns.</p>
7	<p>If the local RCA intends to decline the application for local roads, is it still feasible to issue a permit for state highways only?</p> <ul style="list-style-type: none"> <li>• If <b>yes</b>, amend the route details in OPermit as necessary and recreate the permit document. Then continue with section <i>G4.4 Issuing a specialist vehicle permit</i>.</li> <li>• If <b>no</b>, decline the application – see section <i>G4.5 Declining a specialist vehicle permit application</i>.</li> </ul>

*Continued on next page*

## G4.3 Liaising with local road controlling authorities

### continued

#### 2. Obtaining local RCA consent


If applicable in your region, follow the steps below to obtain a local RCA's consent to the inclusion of local roads in a specialist vehicle permit.

Step	Action
1	<p>Draft an email to each local RCA involved in the route.</p> <p>In the email:</p> <ul style="list-style-type: none"> <li>– request each local RCA's consent by return email that the specialist vehicle is allowed to operate on the local roads on the route applied for, and</li> <li>– ask for any special conditions the local RCA wishes to include on the permit (but do not include RCA conditions that are incompatible with Waka Kotahi policy for permit conditions).</li> </ul>
2	<p>Attach the following documents to the email:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> draft permit</li> <li><input type="checkbox"/> SMC's route approval, and</li> <li><input type="checkbox"/> any other documents requested by the local RCA.</li> </ul>
3	<p>If a local RCA raises concerns about or objects to the use of a local road, attempt to find a resolution in consultation with the applicant and the local RCA.</p> <p>This may involve changing application details such as route or weights, rerunning structural analysis reports in OPermit and resending the reports to the regional SMC for analysis.</p>
4	<p>Has each local RCA involved given written consent to the route?</p> <ul style="list-style-type: none"> <li>• If <b>yes</b>, finalise the draft permit and continue with section <i>G4.4 Issuing a specialist vehicle permit</i>.</li> <li>• If <b>no</b>, go to step 5.</li> </ul>
5	<p>Is it feasible to issue a permit for state highways only?</p> <ul style="list-style-type: none"> <li>• If <b>yes</b>, amend the permit details in OPermit and create a new permit document. Continue with section <i>G4.4 Issuing a specialist vehicle permit</i> and advise the applicant to apply directly to the local RCAs for a permit for the local roads on the route.</li> <li>• If <b>no</b>, continue with section <i>G4.5 Declining a specialist vehicle permit</i>.</li> </ul>

## G4.4 Issuing a specialist vehicle permit

### Procedure

Follow the steps below to issue a specialist vehicle permit.

Step	Action
1	Open the PDF file of the permit document.
2	<p>Quickly check the file. Confirm the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> No more references to 'Feasibility' (use <b>Find</b> to check)</li> <li><input type="checkbox"/> Correct specialist vehicle type</li> <li><input type="checkbox"/> Mass limits table on page 1</li> <li><input type="checkbox"/> Correct route details</li> <li><input type="checkbox"/> Special instructions applicable in your region, and</li> <li><input type="checkbox"/> Correct signature and date.</li> </ul>
3	<p>Using the standard email template, draft an email to the applicant and attach the PDF file of the permit. Send the email to the applicant.</p> <p><b>IMPORTANT:</b> Only permits issued as PDF files are valid legal documents.</p>
4	<p>Update the status of the application in the permit portal. In the 'Update Application' pop-up:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> change the status of the application to <b>Issued</b></li> <li><input type="checkbox"/> record the permit number, and</li> <li><input type="checkbox"/> enter the total mass approved on the permit.</li> </ul> 
5	Upload the issued permit to the portal. Ensure the file name includes the full permit number.
6	Save any emails or notes related to the application in the application folder.

**End of process** This completes the processing of a specialist vehicle permit application.

## G4.5 Declining a specialist vehicle permit application

### When to decline

You must decline a specialist vehicle permit application if:

- the mass applied for exceeds the design limits of the vehicle
- the mass applied for exceeds the legal mass limits
- there are weak structures on the route and an alternative route is not acceptable or feasible, or
- the application fails in any other respect to meet requirements and you have been unable to resolve the issues.

### Procedure

Follow the steps below to decline a specialist vehicle permit application.

Step	Action
1	Telephone the applicant and advise them verbally that their specialist vehicle permit application has been declined.
2	Write a formal letter to advise the applicant in writing.  Describe the reasons why the application has been declined and refer to efforts made to resolve any issues.
3	Draft an email and attach: <ul style="list-style-type: none"> <li>– a PDF version of the letter, and</li> <li>– the original permit application and any attachments.</li> </ul> Send the email to the applicant.
4	Save all documents related to the application in the application folder and update the application status in the permit portal to <b>Declined</b> .

### End of process

This completes the process for declined specialist vehicle permit applications.