
VEHICLE DIMENSIONS AND MASS PERMITTING MANUAL

2nd edition

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



Vehicle dimensions and mass permitting manual (volume 2)

2nd edition, amendment 6

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More information

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Document management plan

1) Purpose

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

2) Document information

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

3) Amendments and review strategy

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

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

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

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

5) Distribution of this management plan

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

Record of amendments to this volume

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

Second edition, amendment 6

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

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

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Second edition, amendment 6 continued

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

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Second edition, amendment 6 continued

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

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Second edition, amendment 6 continued

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

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Second edition, amendment 6 continued

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

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Second edition, amendment 6 continued

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

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Second edition, amendment 6 continued

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

Second edition, amendment 0

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

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Second edition, amendment 0 continued

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

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Second edition, amendment 0 continued

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

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About this manual

Purpose, background and audience

Purpose

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

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

Background to first edition

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

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

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

Continued on next page

Purpose, background and audience continued

Background to first edition

(continued)

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

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

Background to second edition

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

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

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

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

Audience

The audience for this manual is:

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

How to use this manual

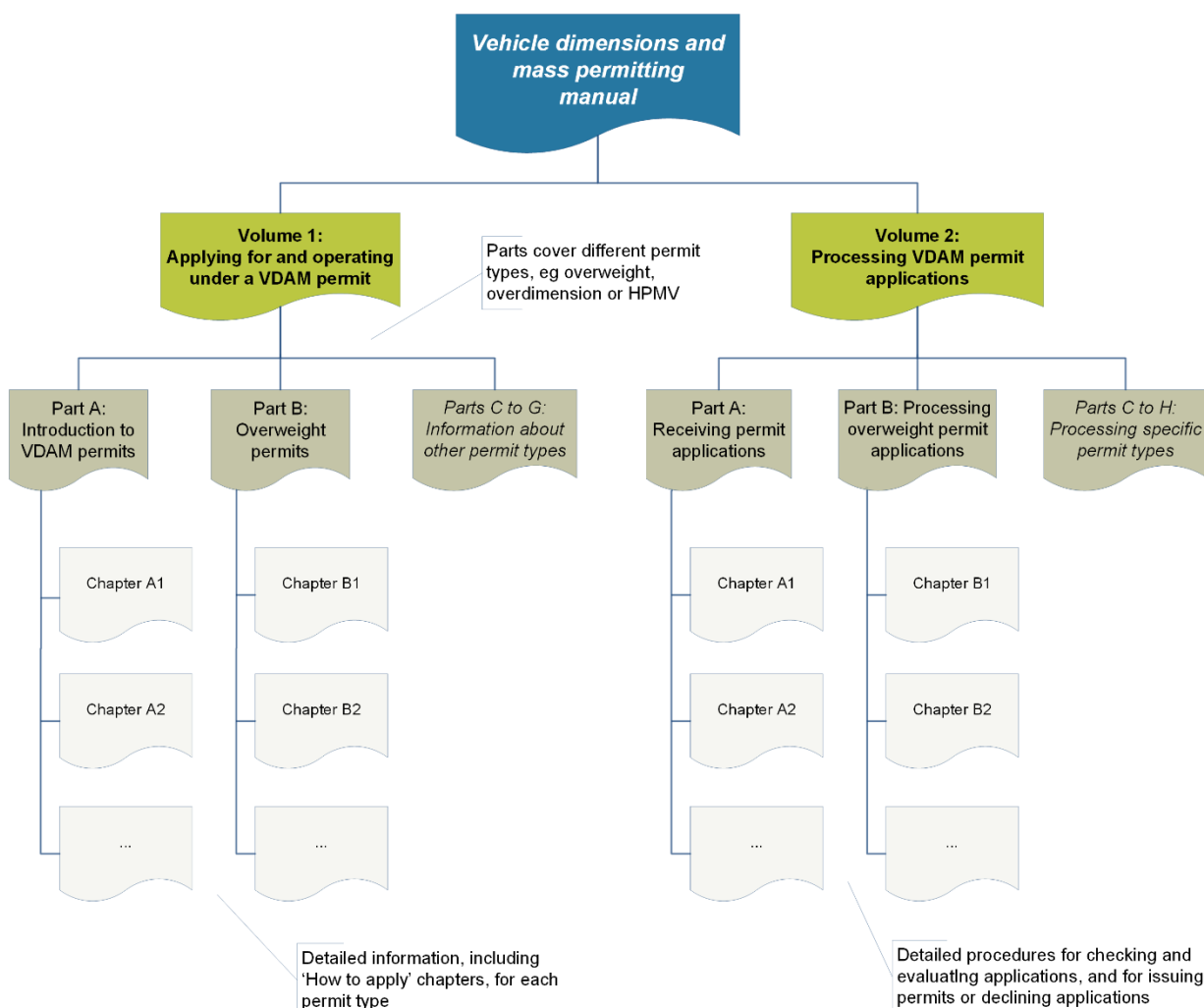
Manual structure

The manual is divided into two volumes:

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

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

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



Continued on next page

How to use this manual continued

Electronic access

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

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

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

Finding information

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

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

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

Tables of contents

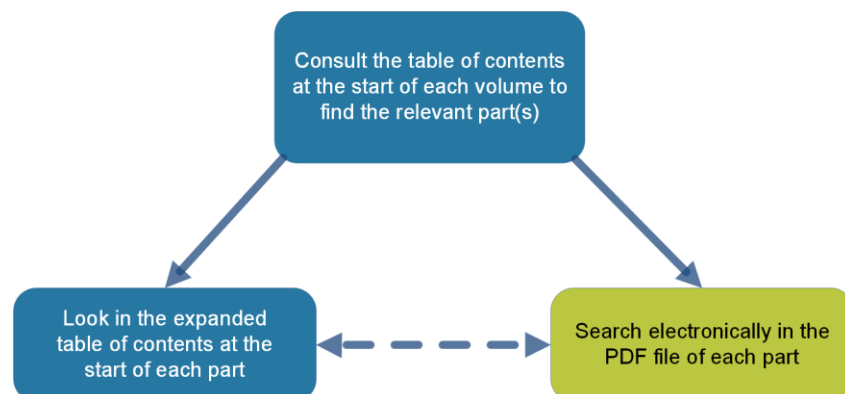
The manual has tables of contents at the start of each volume. The descriptive part, chapter and numbered section titles help you locate the information you are looking for.

Parts and chapters also have expanded tables of contents.

Electronic search

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

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




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How to use this manual continued

Hyperlinks

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

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

Definitions and glossary

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

Help

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