Permit Issuing and Management System (PIMS)

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User Guide
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1.0 INTRODUCTION

This guide shows users how to navigate through the Permit Issuing Management System (PIMS).

The PIMS has been developed to centralise permit processing and provide a better customer experience. The system enables applicants to register and create a company account. Registration is optional but anyone who registers will be able to populate common details for reuse while filling in their permit applications in the future - saving time. This will benefit those who are regular applicants.

Other benefits that are available through the system are:

- Registered users can register a company and apply for permits on behalf of the company, building up a company database of units.
- There will be greater consistency.
- You can track the progress of your application.
- All permits will be held centrally.

To get started, go to https://hpmvpermits.nzta.govt.nz/home
2.0 REGISTER AS A USER

2.1 Create an Account

Step 1: To create an account, click on ‘Register’.

Step 2: This will take you to the Register page. All fields with (*) are compulsory. Once the details have been entered, click on ‘Register’.
**Step 3:** An email will be sent out to notify the person registering, that the account has been created and is pending approval.
3.0 MANAGE YOUR COMPANIES

3.1 Register a New Company

Step 1: Once registered as a User, you can register a company by clicking on ‘Manage Companies’.

Step 2: Click on ‘Register a New Company’.
Step 3: Complete all necessary fields. All fields with (*) are compulsory. Once details have been entered, click on ‘Save’.

3.2 Linking to an existing Company

Step 1: To link to an existing company, click on ‘Manage Companies’.
Step 2: Click on ‘Request Access’. This will open up an e-mail dialogue. Please e-mail: applyHPMV@nzta.govt.nz and specify which company you wish to be linked to. The Permit Issuing Office will then notify you by return e-mail.

3.3 Edit Users linked to a Company

Step 1: From ‘My Companies’, select the company you wish to amend and then click on the ‘Members’ tab.
**Step 2:** After editing the details, click on ‘Save User’ to save the changes.

3.4 Edit an existing Company

**Step 1:** To edit details of an existing company, click on ‘Manage your Companies’.

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**Step 2:** Click on the company name.

**Step 3:** Click on 'Edit'.

**Step 4:** After editing the details, click on 'Save' to save the changes.
3.5 Create a Units Library

Step 1: From 'My Companies', click on ‘Registered Units’ and then ‘Register a Unit’.

Step 2: After entering the details, click on ‘Save’ at the bottom of the page to save the changes. All fields with (*) are compulsory.
4.0 APPLYING FOR A PERMIT (REGISTERED USERS ONLY)

4.1 Applying for a permit via the portal

**Step 1:** Once you have logged in, click on ‘Permits’ then on the permit type you wish to apply for.

**Step 2:** Please refer to Section 6.1 to apply for an HPMV Permit, Section 6.2 to apply for a Specialist Vehicle Permit and Section 6.3 to apply for an Overweight Permit.
4.2 How to reuse a draft application

If you have registered as a user in the portal and will be submitting multiple applications with minor changes to them, you can save and reuse a draft application. To do this you will need to:

**Step 1:** Submit the initial application following the process in Steps 6.1, 6.2 or 6.3. You can then edit the application, changing the relevant details (i.e. prime mover or amending the route) and tick the declaration and then click ‘Save as New Application’.
4.3 How to reuse an existing application number

**Step 1:** To use an existing permit number to submit a new application with minor changes, you will need to submit the initial application first and save the reference number. The reference number then gets entered in the ‘Application Reference #’ field on the application.

![Image of permit information step 1](image1)

**Step 2:** When the Application number shows in a drop down field, you must click the number for the system to validate it. Once validated, a tick will show next to the application number. This will prepopulate the details from the previous application.

![Image of permit information step 2](image2)
4.4 Renewing a permit

You are able to renew permits which have been issued in the portal by using the existing permit number functions.

**Step 1:** You will need to enter the existing permit number exactly as it is on your permit for the system to verify the number. It will then prepopulate information into the application form.
5.0 MANAGE APPLICATIONS

5.1 Check Progress of submitted applications (registered users only)

**Step 1:** To manage and check progress of already submitted applications, click on ‘Manage your Applications’.

**Step 2:** On the Submitted Applications page under “Status” it will indicate if the particular application is either in ‘Received’, ‘In Progress’, or in ‘Approved’ or ‘Declined’ state.
6.0 APPLYING FOR A PERMIT (REGISTERED OR NON-REGISTERED USER)

6.1 Applying for a Higher Mass Permit

Step 1: To apply for a new Higher Mass permit, click on the permits tab from the Home Page.

Step 2: Select the type of permit you are applying for (Higher Mass).
**Step 3:** Enter in the details in Step 1 – ‘Permit Information’, every field marked with (*) must be filled in to proceed. Once the details are complete, click ‘Next step’ to proceed.

**Step 4:** In Step 2 – ‘General information’, you must fill in all the spaces marked with (*). You will need to attach a route description document – this must detail the route from start to finish.
Step 5: Once the page has had all the required fields completed, click ‘Next Step’ to continue.

Step 6: At Step 3 – ‘Unit # 1’, you will need to fill in the relevant details for the first unit in the combination, generally the prime mover. Once all fields have been completed, click ‘Next Step’ to proceed. Depending on the number of Units (between 1 and 5) chosen in Step 2; a similar page will load for each Unit. All fields with (*) are compulsory and if left blank or incomplete you will not be able to move to the next step.

Once complete, click on “Next Step” to move to the next step of the application form.
**Step 7:** At Step 4 – Unit #2, you are required to fill in the relevant details for the second unit, generally a trailer. You can have up to 5 units recorded on a permit and can choose the number of units in Step 2.
Step 8: If there are any attachments relevant to the application, click on “Browse” and navigate to the file. To add more than one attachment, click on “Add another attachment”. Please note that the maximum number of documents that can be attached is 8 per application.

For Higher Mass and Overlength permits, an HPMV Attributes sheet completed by an NZTA Approved Heavy Vehicle Certifier (link to list below) and an HPMV proforma diagram completed with the combinations measurements are required.

NZTA Approved Heavy Vehicle Certifiers: https://www.nzta.govt.nz/assets/resources/heavy-vehicle-specialist-certifiers/docs/hvs-list.pdf


Once complete, click on “Next Step” to move to the next step of the application form.
**Step 9:** To submit the application, click on the declaration check box to confirm that all information provided on the application form are true and correct. Note you will be asked to accept the Privacy Statement the first time you use the portal (registered users). Non-registered users will need to agree to the Privacy Statement for every application.

Once this is done, click on ‘Submit Application’. You will receive an e-mail with a copy of the application and an application reference number. This application reference number can be used for future correspondence with the Permit Issuing Office.
6.2 Applying for a Specialist Vehicle Permit

Step 1: To apply for a new Specialist Vehicle permit, click on the permits tab from the Home Page.

Step 2: Select the type of permit you are applying for (Specialist Vehicle).
Step 3: In Step 1 – ‘Permit Information’, fill in the relevant fields marked (*). Click ‘Next Step’ to proceed.

Step 4: Under Step 2 – ‘General Information’, fill in all fields marked with (*). If the permit is related to a local authority service contract, you must tick the box reflecting this.
**Step 5:** You must select the correct vehicle type for the permit you are applying for; to proceed, click ‘Next Step’.

**Step 6:** Enter Unit details. A Specialist Vehicle will always have one unit only. All fields with (*) are compulsory and if left blank or incomplete you will not be able to move to the next step.

Once complete, click on “Next Step” to continue.
Step 7: If there are any attachments relevant to the application, click on “Browse” and navigate to the attachment. To add more attachments, click on “Add another attachment”. Please note that the maximum number of documents that can be attached is 8 per application.

If the permit is related to a local authority service contract, you will need to attach a copy of the contract details. If the vehicle has a load share, you will need to attach a photo of the compliance plate or weight certificate.

Once complete, click on “Next Step” to move to the next step of the application form.

Step 8: To submit the application, click on the declaration check box to confirm that all information provided on the application form are true and correct. Note you will be asked to accept the Privacy Statement the first time you use the portal (registered users). Non-registered users will need to agree to the Privacy Statement for every application.

Click Submit. You will receive an e-mail with a copy of the application and an application reference number. This application reference number can be used for future correspondence with the Permit Issuing Office.
6.3 Applying for an Overweight Permit

**Step 1:** Enter Permit Information. All fields with (*) are compulsory and if left blank or incomplete will not allow you to move to the next step.

Once complete, click on “Next Step” to move to the next step of the application form.

**Step 2:** Enter Vehicle Information details in to the relevant fields. All fields with (*) are compulsory and if left blank or incomplete will not allow you to move to the next step.

Once complete, click on ‘Next Step’ to move to the next step of the application form.
Step 3: Enter Unit details. Depending on the number of Units (between 1 and 5) chosen in Step 2; a similar page will load for each Unit. All fields with (*) are compulsory and if left blank or incomplete will not allow you to move to the next step.

Once complete, click on “Next Step” to move to the next step of the application form.

Step 4: If there are any attachments relevant to the application, click on “Browse”. To add more than one attachment, click on “Add another attachment”. Please note that the maximum number of documents that can be attached is 8 per application.

Once complete, click on “Next Step” to move to the next step of the application form.
**Step 5:** To submit the application, click on the declaration check box to confirm that all information provided on the application form are true and correct. Once this is done, click on “Submit Application”.

Once the application has been submitted, you will receive an e-mail with a copy of the application and an application reference number. This application reference number can be used for future correspondence with the Permit Issuing Office.
7.0 MORE INFORMATION

For help and definitions in the portal:

You can click the help and information button which is on every page:

To contact the Permitting team:

If you need to contact us, we can be reached via email: FRR@nzta.govt.nz or by calling 0800 683 774

For rules and regulations:

You can view the Land Transport Rule (41001): Vehicle Dimensions and Mass 2016 here for specific permit information

For any other queries, please contact us via the F&RR details above.