Vehicle dimensions and mass permitting manual (volume 2)

Part B

Processing overweight permit applications

Current as at 1 November 2021

Record of amendments in this part

Note: Amendments to the *Vehicle dimensions and mass permitting manual* can affect individual or multiple parts in a volume. Gaps in the amendment number in the table below indicate amendments in the other volume. For a complete record of all amendments to the manual, please refer to the 'Record of amendments' at the start of both volumes.

Amendment to 2nd edition	Description of changes in this part	Effective date
Amendment 6	**LANDATA, Hyperion and InsightHub**: All references to 'Hyperion' have been updated to 'InsightHub', which has replaced Hyperion as the reporting tool to access LANDATA records. See *Chapter B2: Checking vehicle safety*.	1 November 2021
	CoF check removed: The check for a current CoF has been 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 *B1.4 Checking for legal eligibility*.	
	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. Checking registrations*, step 3.	
	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 *B2.1 Checking vehicle design limits*, new subtask 3.	
	ISO container transporters: The towing capacity check has been simplified and a note has been added about watching out for occasional errors in axle set ratings for semi-trailers in LANDATA. See section *B2.2 Checking safety attributes for ISO container transporters*, subtask 4.	
	Declining a permit application: Clarification added for when to decline an application. See section *B2.6 Withdrawing or cancelling an application* and section *B4.5 Declining a permit application*.	
	Adding Weigh Right CVSC location codes to routes: The procedures for entering route data into OPermit have been 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 *Chapter B3: Analysing routes*.	

Record of amendments in this part continued

Amendment to 2nd edition	Description of changes in this part	Effective date
Amendment 6 (continued)	**'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 *B4.3 Manually editing the permit document*. **Checklist for manually editing the permit document** added. Manual edits now also include deleting Weigh Right codes from the permit document. See section *B4.3 Manually editing the permit document*.	1 November 2021

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Part B: Processing overweight permit applications

Introduction

About this part	This part of the *Vehicle dimensions and mass permitting manual* (volume 2) describes how overweight permit applications are processed by Waka Kotahi NZ Transport Agency.
Purpose	The purpose of this part is to be a 'how-to' reference for anyone involved in processing overweight permit applications. It documents best practice and is intended to make the overweight permitting process transparent to all stakeholders.
Legal background	Before issuing an overweight permit, 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 ('VDAM Rule'), section 5.2(1).

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

Audience	The main audience for this part is:

- Permit issuing officers (PIOs) and contractors in Waka Kotahi regional offices
- Waka Kotahi technical staff and contractors involved in permitting, and
- permitting staff in local road controlling authorities that have adopted the Waka Kotahi overweight permitting policy.

Permit applicants and enforcement officers may also be interested in how Waka Kotahi processes overweight permit applications.

Introduction continued

Policy in volume 1

This part should be read in conjunction with the policy information in *Part B: Overweight 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 permitting process and procedures.

OPermit

Waka Kotahi processes overweight permit applications in a system called 'OPermit'. OPermit is a workflow tool that works with a database of information about operators, vehicles and routes. The database also includes details of the capacity of bridges and other road infrastructure.

OPermit analyses vehicle and route information to determine whether a vehicle can safely carry the load applied for along the chosen route, especially if the route includes bridges.

The procedures described in this part require familiarity with OPermit. They do not give detailed information on the use of this system. Users unfamiliar with OPermit should seek training or ask other permitting staff for help.

Terminology and abbreviations

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

In this part

This part contains the following chapters:

Overview diagrams of the overweight permitting process

Diagram 1   The diagram below gives a high-level overview of the initial tasks of processing an overweight permit application.
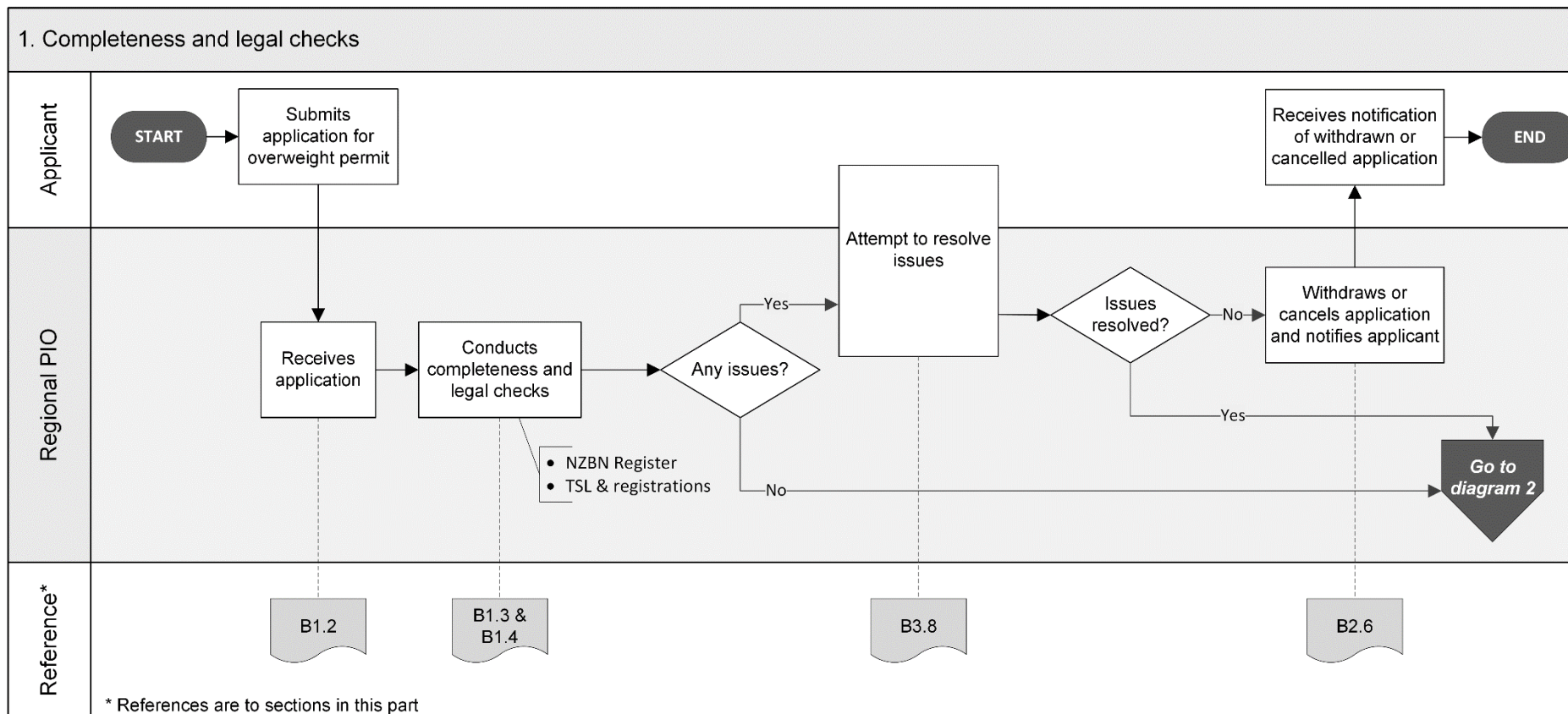
Continued on next page

Overview diagrams of the overweight permitting process continued

Diagram 2   This diagram gives an overview of the vehicle safety checks during the processing of an overweight permit application.
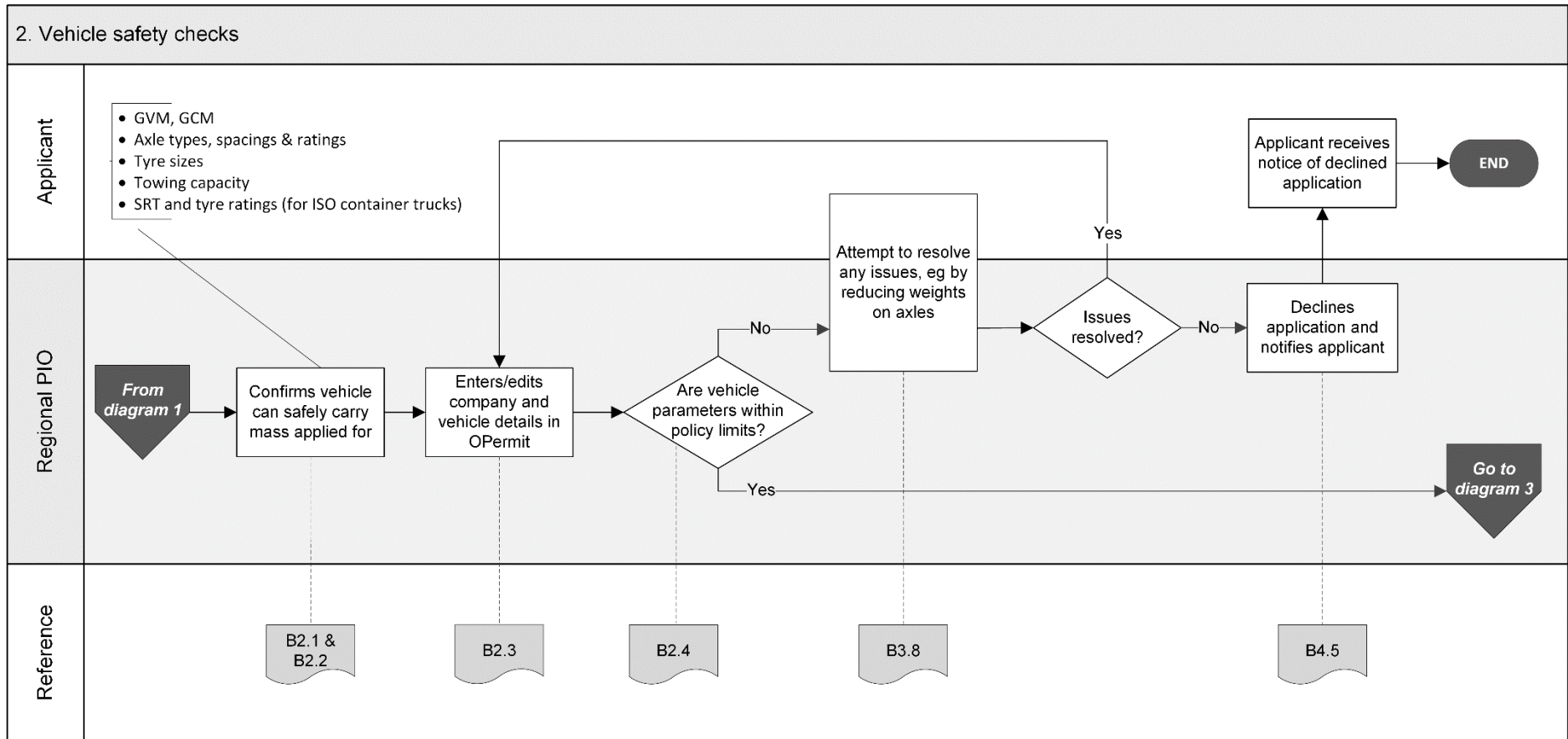
Continued on next page

Overview diagrams of the overweight permitting process continued

Diagram 3   The diagram below illustrates the steps involved in analysing routes for overweight permit applications.
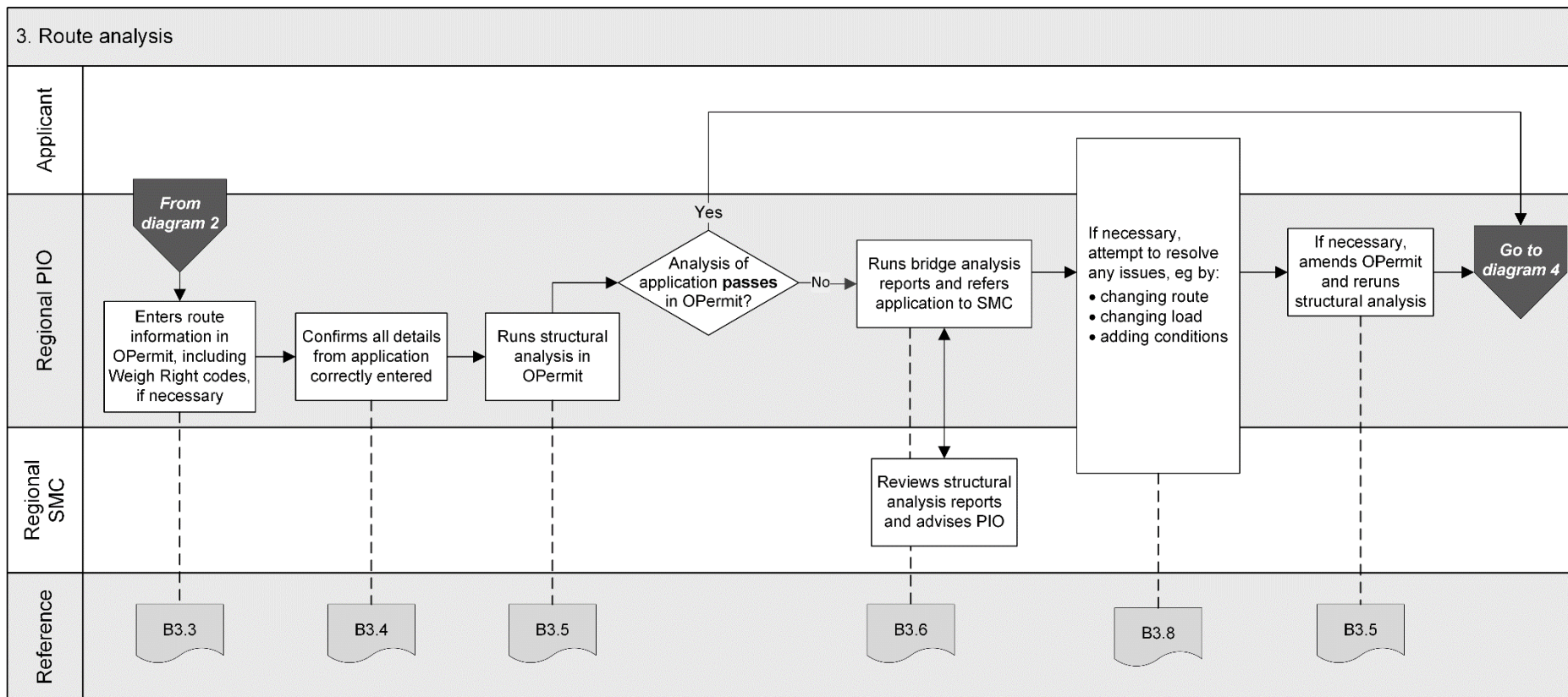
Overview diagrams of the overweight permitting process continued

Diagram 4 This diagram gives an overview of the final steps of processing an overweight permit application.
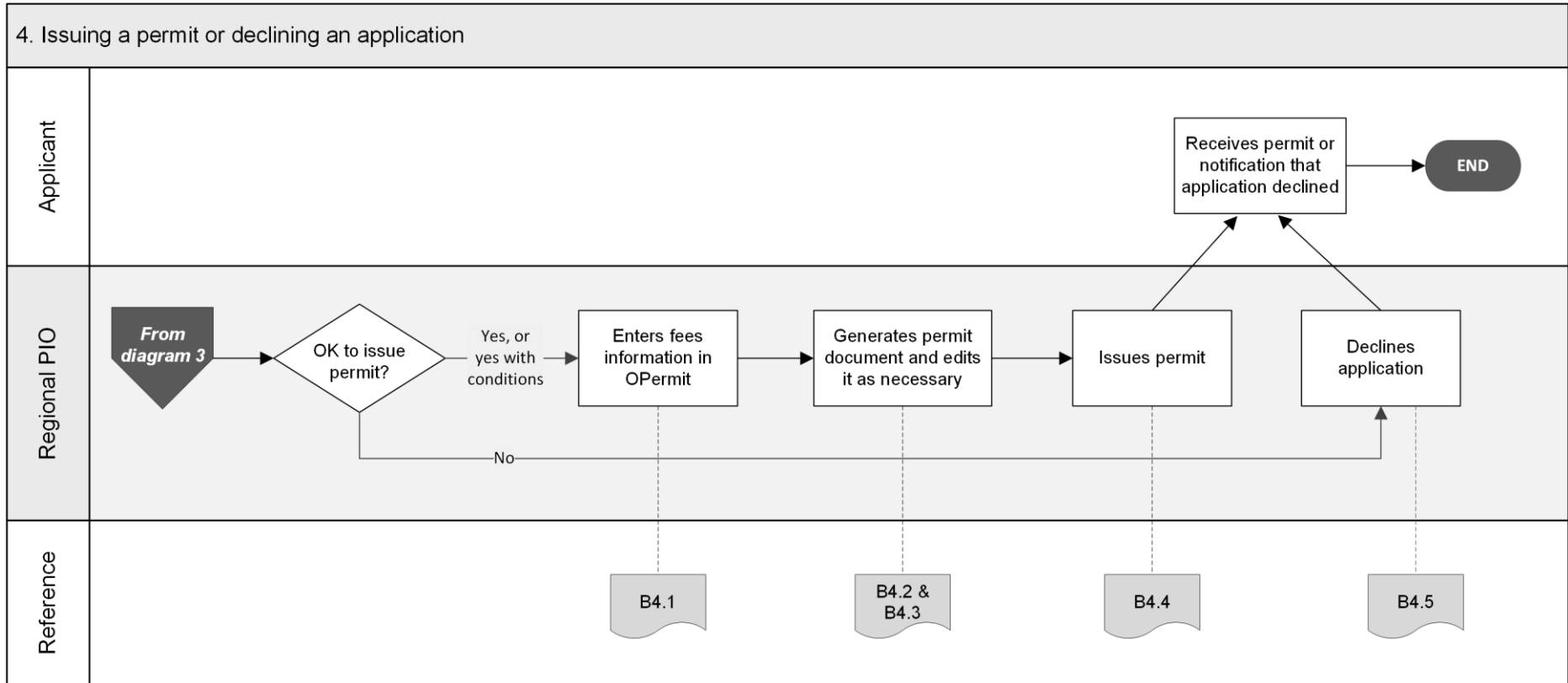
Chapter B1: Receiving overweight permit applications and conducting initial checks

Overview

About this chapter

This chapter describes the initial tasks involved on receipt of an overweight permit application.

In this chapter

This chapter contains the following sections:

B1.1 Guidelines for dealing with applicants

Assisting applicants

Waka Kotahi policy is to assist permit applicants as much as possible so that permits can be issued. Permit issuing officers (PIOs) are expected to work with applicants in a proactive and helpful manner and try to resolve any issues with applications in consultation with applicants.

At the same time, consideration of the safety of other road users and the durability of infrastructure must remain paramount. You must withdraw, issue or decline an application if issues cannot be resolved.

Gather issues before contacting applicants

As you conduct the processing checks described in this part, you may find that a single application has multiple issues that would make it ineligible for a permit.

Take notes of any issues as you come across them until you have completed all checks, or a set of checks, to avoid having to contact an applicant several times.

The types of issues that you need to follow up with an applicant include:

- missing, incomplete or incorrect information or attachments
- the mass applied for exceeds the vehicle's design limits, or
- the mass applied for exceeds the capacity of bridges on the desired route.

When to contact the applicant

Be guided by your experience to determine when best to contact an applicant if there are issues with an application.

Balance the objective to minimise the number of times that you need to contact an applicant against notifying the applicant quickly if they need to address major issues that would otherwise result in the application being unsuccessful.

Email or telephone?

Use your judgment to determine whether to contact an applicant by telephone or email.

As a guideline, email is more appropriate if there are multiple or major issues and if you need written confirmation of changes to an application. Minor issues and straightforward queries can often be resolved more quickly by telephone.

B1.2 Receiving an overweight permit application

Initial tasks

The purpose of the initial tasks on receipt of an overweight permit application is to ensure that:

- the application is processed according to the correct business process and in the right regional office, and
- PIOs save application documents for record-keeping and auditing requirements.

Permits for local roads

Waka Kotahi issues overweight permits for state highways. Local road controlling authorities (RCAs) are responsible for issuing overweight permits for local roads under their control.

Some local RCAs have delegated authority to issue overweight permits for local roads to Waka Kotahi. Depending on the arrangement, Waka Kotahi may either issue separate permits for local roads on behalf of a local RCA, or issue joint permits for both state highways and local roads.

PIOs should find out from their colleagues or manager what the overweight permitting arrangements with local RCAs are in their region and what details (for example local RCA logos) need to be included in permits.

Procedure

On receipt of an overweight permit application follow the steps below.

Step	Action
	Filtering by permit type
1	Open the application form and refer to the title on the form. Is it an overweight permit application (that is the load must be **indivisible**)? • If **yes**, go to step 2. • If **no**, refer to the table below for your next step. <table><tr><td>**If the application is for an …**</td><td>**Then email the application and all attached documents to the…**</td></tr><tr><td>HPMV higher mass permit</td><td>Permitting team in Palmerston North (hpmvinfo@nzta.govt.nz)</td></tr><tr><td>Overdimension permit</td><td>Permitting team in Palmerston North (opia@nzta.govt.nz).</td></tr></table> If you have referred the application to the correct process, then this procedure ends here.

B1.2 Receiving an overweight permit application continued

Procedure
(continued)

Step	Action
	Forwarding multi-region applications (if applicable)
2	Refer to the route description on the application form. Does the route include roads in other Waka Kotahi regions? • If **yes** (it is a multi-region route), go to step 3. • If **no**, go to step 4.
3	Refer to this table for your next step: {SUBTABLE} For details see *Dealing with multi-region applications* below.
	Managing files
4	Create a new permit application folder and save all application files in the new folder.
5	As you process the application, continue to save all documents related to the application, including emails and file notes, in the application folder.

Subtable inside step 3:

If the application is for a…	Then…
single or multiple trip permit	go to step 4 to continue processing the application before seeking input from other regional PIOs.
continuous permit **AND** the applicant has requested that the application be forwarded to other regions	forward the application to the PIOs in the other regions involved and then go to step 4.

Dealing with multi-region applications

How you process overweight permit applications with multi-region routes depends on the overweight permit type applied for, as described in the table on the next page.

Note: The 'lead PIO' is the PIO in the region where the operator is based.

B1.2 Receiving an overweight permit application continued

Dealing with multi-region applications
(continued)

If the application is for a…	Then the lead PIO…
single or multiple trip permit	• processes the application (completeness, legal and vehicle checks and route analysis) • forwards the application and application number to other regional PIOs involved and requests their input on the portion of the route that passes through their region **Note**: Some lead PIOs process the entire route but still need to get approval from other regions. • collates the inputs from other regions and, if necessary, adjusts permit details for the lowest capacity structure, and • issues the permit for the entire route.
continuous permit	**if** requested by the applicant: • forwards the application to other regional PIOs involved • processes the application for the part of the route that is in their region, and • collates and includes any regional inputs before issuing the permit. Otherwise: • processes and issues the permit, and • advises the applicant that they need separate permits from other regions to operate on roads in other regions. **Note**: If separate permits are issued for each region, each regional PIO performs all application checks.

Next step

The next step is to check that the applicant has provided all required information with the application – continue with section *B1.3 Checking for completeness.*

B1.3 Checking for completeness

Purpose

The purpose of this check is to ensure that the applicant has provided all required information and attachments to enable successful processing of the application.

Two subtasks

This check consists of two subtasks, depending on the vehicle type on the application:

1. **Checking completeness** (all vehicles), and

2. **Checking additional details for ISO containers**.

These subtasks are described in detail below.

1. Checking completeness

Follow the steps below to confirm that the application contains all required information.

Step	Action
1	Have all mandatory fields marked with an asterisk (*) on the application form been completed with valid data? • If **yes**, go to step 2. • If **no**, make a note of the missing or incorrect information and then go to step 2.
2	Is the load description for an **indivisible** load? • If **yes**, go to step 3. • If **no**, return the application and advise the applicant that they are not eligible for an overweight permit but may be eligible for an HPMV permit.

Continued on next page

B1.3 Checking for completeness continued

1. Checking completeness
(continued)

Step	Action
3	Does the route information match the permit type and permit period applied for? **Note:** You need to check this for renewals in the same way as for new applications. Refer to this table for guidance.

Permit type	Route details	Permit period
Single	Origin and destination addresses	7 days
Multiple		1 month[1]
Continuous	• Network of linked roads • For ISO containers, named routes to and from sea ports	Up to 2 years

[1] Up to 6 months for special projects – for details see volume 1, section *B8.8 Multiple trip permits*.

	• If **yes** (route information matches permit type and period), go to step 4. • If **no**, make a note of any discrepancies and then go to step 4.
4	Has the applicant provided unit details for each unit applied for? • If **yes**, go to step 5. • If **no**, make a note of the missing information and then go to step 5.

Continued on next page

B1.3 Checking for completeness continued

1. Checking completeness

(continued)

Step	Action
5	If the application is for multiple units, the units must be identical. Confirm that the following applies: ☐ The prime movers are the same make and model ☐ The trailer units have: – the same tyre size – identical inner and outer wheel tracks, and – identical axle spacings. Do the units meet the above criteria? • If **yes**, the application is eligible for a 'multi-registration' permit. Go to step 6. • If **no**, make a note of any discrepancies and then go to step 6.
6	Is the application for an ISO container transporter? • If **yes**, continue with subtask *2. Checking additional details for ISO containers*. • If **no**, continue with section *B1.4 Checking for legal eligibility*.

Continued on next page

B1.3 Checking for completeness continued

2. Checking additional details for ISO containers

Follow the steps below to check the additional details required with overweight permit applications for ISO container transporters.

Step	Action
1	Has the applicant attached an attributes check sheet for each vehicle unit applied for? • If **yes**, go to step 2. • If **no**, make a note of the missing attributes check sheets and then go to step 2.
2	Has each attributes check sheet been signed by a Waka Kotahi approved heavy vehicle specialist certifier? You can find a list of approved certifiers at: nzta.govt.nz/resources/heavy-vehicle-specialist-certifiers. • If **yes**, go to step 3. • If **no**, make a note of the missing or ineligible signature and then go to step 3.
3	Has the applicant indicated an SRT option on the application form, or has the certifier indicated the SRT option for the trailer on the attributes check sheet? • If **yes**, go to step 4. • If **no**, make a note of the missing information and then go to step 4.
4	If the application is for SRT option 3, has the applicant attached a **load plan** with the required information? **Note:** The load plan must show: – the height the container is loaded to (measured from the load deck) – the mass of the contents, and – the load height of the vehicle. For details see volume 1, section *B8.4 Applying for a permit for ISO containers.* • If **yes** (a load plan is attached with the right information), go to step 5. • If **no**, make a note of the missing information and then go to step 5.

B1.3 Checking for completeness continued

2. Checking additional details for ISO containers

(continued)

Step	Action
5	Has the applicant attached SRT compliance certificates from a level 2 SRT certifying engineer (HVS2) for all trailers applied for? **Note:** Refer to the authorisation codes in the list of approved certifiers at nzta.govt.nz/resources/heavy-vehicle-specialist-certifiers. • If **yes**, continue with section *B1.4 Checking for legal eligibility*. • If **no**, make a note of the issue and then continue with section B1.4.

B1.4 Checking for legal eligibility

Purpose

The purpose of this check is to confirm that the applicant is legally entitled to obtain an overweight permit.

Three subtasks

Checking for legal eligibility consists of three subtasks:

1. **Validating the TSL number**: Confirming that the applicant is the holder of the transport service licence (TSL) number on the application, if applicable.

2. **Conducting an NZBN Register check**: If the applicant is a company or partnership, confirming that the company or partnership is a registered legal entity.

3. **Checking registrations**: Confirming that all required registrations are current and correct, ie:

   • all vehicle units applied for are registered, and

   • the applicant company is BESS-registered (if applicable).

These three subtasks are described in detail below.

LANDATA and eBESS access

For some of the checks when processing an overweight permit application, you need to use eBESS and LANDATA records.

eBESS

The eBESS database is a register of companies and drivers who are registered for bridge engineering self supervision (BESS). Companies must be BESS-registered to be eligible for an overweight permit with bridge restrictions.

LANDATA, Hyperion and InsightHub

LANDATA is a comprehensive database of information about vehicles and their owners. PIOs cannot access LANDATA directly and must use a reporting tool to view information in the database. In the past, the reporting tool used was 'Hyperion'. Hyperion has been replaced by a newer tool called 'InsightHub', but many PIOs still refer to the tool for accessing LANDATA records as 'Hyperion' or 'new Hyperion'.

This manual refers to 'InsightHub' for accessing LANDATA records. It assumes that you have access to and are familiar with InsightHub and eBESS. Talk to your manager if you need help using these applications.

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B1.4 Checking for legal eligibility continued

1. Validating the TSL number

Transport operators of freight, vehicle recovery and passenger transport services require a transport service licence (TSL) to operate.

Exceptions

Vehicles for which no TSL is required include:

- mobile cranes

- mobile plant and machinery

- special purpose vehicles (for example forklifts), and

- agricultural vehicles (for example tractors, combine harvesters).

However, the company owning or operating such vehicles may have a TSL if they also own other vehicles.

TSL holder name must match applicant's registered name

If the applicant is a company or partnership (not an individual), they must use the registered company or partnership name on a permit application, **not** their trading name. The TSL holder's name must be an **exact** match of the applicant's registered company or partnership name, and permits must be issued under that name.

Procedure

Follow the steps below to confirm that the applicant is the holder of the TSL number provided on the application form.

Step	Action
1	In InsightHub (formerly Hyperion), search for the TSL number on the application form.
2	Is the name of the TSL holder in InsightHub the same as the company name on the application form? • If **yes**, the application meets TSL requirements. • If **no**, make a note to resolve the mismatch with the applicant once you have established the legally registered company name.
3	Continue with subtask *2. Conducting an NZBN Register check.*

B1.4 Checking for legal eligibility continued

2. Conducting an NZBN Register check

Follow the steps below if the applicant is a company or partnership.

Step	Action
1	Go to the New Zealand Business Number (NZBN) Register website at nzbn.govt.nz. **Note**: A New Zealand Business Number (NZBN) is a unique 13-digit identifier for every New Zealand business. The NZBN register is the primary database of business information in New Zealand.
2	In the Search field, enter either the applicant's: – NZBN (if provided), or – company name.
3	Is the name listed in the search results? • If **yes**, go to step 4. • If **no**, go to step 5.
4	Refer to this table to determine your next step. <table><tr><th>If the search finds…</th><th>Then…</th></tr><tr><td>an **exact** match for the applicant's company name **Important:** The company name must be the same as the TSL holder's name, and permits must be issued under the registered company name.</td><td>continue with subtask *3. Checking registrations.*</td></tr><tr><td>a similar but not an exact match</td><td>go to step 5.</td></tr><tr><td>any of the following in the Status column of the search results: • 'Struck off' or 'Removed' • 'In receivership' or 'In rec' • 'In liquidation' or 'In liq'</td><td>decline the application because the company is no longer legally entitled to hold a permit – continue with section *B4.5 Declining a permit application.*</td></tr></table>

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B1.4 Checking for legal eligibility continued

2. Conducting an NZBN Register check (continued)

Step	Action
5	Contact the applicant to find out the correct registered legal name (or the correct NZBN), then repeat steps 1 to 4 above. If you are unable to confirm that the applicant is a valid legal entity, decline the application – continue with section *B4.5 Declining a permit application*.

3. Checking registrations

Follow the steps below to confirm that the vehicles are registered and the applicant has BESS registration (if required).

Note: For feasibility studies, vehicles are not required to be registered. For details see *Chapter B5: Processing feasibility studies.*

Step	Action
1	Using InsightHub reports, confirm for each vehicle unit on the application that: ☐ the vehicle is registered, and ☐ the registration number on the application form matches the one in InsightHub. Are all vehicle units registered and the registration numbers correct? • If **yes**, go to step 2. • If **no**, make a note of any discrepancies and then go to step 2.
2	Check in eBESS whether the applicant company is BESS-registered. • If **yes**, the company has all required registrations. Continue with *Chapter B2: Checking vehicle safety.* • If **no**, go to step 3.
3	If you know that there are bridge restrictions on the route, contact the applicant now and explain that they are not eligible for an overweight permit without BESS registration. Continue with section *B2.6 Withdrawing or cancelling an application.* Otherwise make a note that you will have to decline the application if the route analysis shows there are bridge restrictions on the route. Then continue with *Chapter B2: Checking vehicle safety.*

Chapter B2: Checking vehicle safety

Overview

About this chapter

This chapter describes how to assess whether the vehicle can safely carry the overweight load applied for.

Using OPermit

If you are unfamiliar with the various functions of OPermit referred to in this chapter, ask for training or help from other PIOs.

In this chapter

This chapter contains the following sections:

B2.1 Checking vehicle design limits

Purpose

The purpose of this check is to confirm that the masses applied for are within the vehicle's safety ratings (also called 'design limits'). This is a legal requirement.

Legislation reference: VDAM Rule section 5.2(3).

Two aspects to safety checks

Checking vehicle safety involves:

- validating vehicle details on the application form against the certified ratings in LANDATA (via InsightHub reports), and

- confirming that the masses applied for do not exceed the vehicle's certified ratings.

No or different data in LANDATA

If there are missing details in LANDATA, you must contact the applicant and request proof of the missing information.

Acceptable proof is information from the vehicle manufacturer on official letterhead or company-branded documentation.

Some vehicles are exempt from registration and licensing and therefore are not recorded in LANDATA. For such vehicles, also ask for vehicle manufacturer's documentation.

For older trailers, it may not be possible to obtain vehicle information from the manufacturer because the manufacturer is no longer in business or the information is no longer available. See subtask 3 below for an alternative axle set check in such cases.

Four subtasks

The vehicle safety check consists of the following subtasks:

1. **Validating GVM and GCM** (gross vehicle mass and gross combination mass)

2. **Checking axle set capacity**

3. **Checking axle set capacity via tyre ratings** (alternative axle set check, primarily for older trailers)

4. **Validating tyre sizes**, and

5. **Checking towing capacity**.

These four subtasks are described in detail below.

Different checks for ISO containers

Vehicle safety checks are done differently for ISO container trucks. See section *B2.2 Checking safety attributes for ISO container transporters.*

B2.1 Checking vehicle design limits continued

1. Validating GVM and GCM

Follow the steps below to confirm that the GVM and GCM on the application form match the certified ratings for the vehicle.

Note: If the vehicle is an ISO container transporter, follow the procedures in section *B2.2 Checking safety attributes for ISO container transporters.*

Step	Action
1	Using InsightHub, find the vehicle records by searching for the registration number or the vehicle identification number (VIN).
2	Refer to the unit information on the application form and note the: – GVM, and – GCM (for towing units). Do the GVM and GCM values on the application form match the ratings in InsightHub? • If **yes**, go to step 3. • If **no**, make a note to contact the applicant and request confirmation of the values when you have completed all vehicle checks. Then go to step 3.
3	Repeat steps 1 and 2 for each vehicle unit on the application form. When you have done this check for each unit, continue with subtask *2. Checking axle set capacity.*

Note: When you enter the application details into OPermit, the system will check whether the mass applied for is within the vehicle's GVM or GCM limits. For details see *What OPermit checks* in section B2.3.

Continued on next page

B2.1 Checking vehicle design limits continued

2. Checking axle set capacity

Follow the steps below to validate axle details and confirm that the masses applied for are within the certified axle **set** ratings.

If the vehicle is an older trailer with no axle ratings in LANDATA and no manufacturer's information, do subtask *3. Checking axle set capacity via tyre ratings* instead.

Step	Action
1	Open the vehicle record in InsightHub.

2	Compare the following details on the application form with the records in InsightHub:
	   – axle types, and
	   – axle spacings.

3	Do the details on the application form match the records in InsightHub? **Note:** Axle spacings may not exactly match because spacings may differ between laden and unladen vehicles. If there is a mismatch, use the axle spacings provided on the application form for processing the application. • If **yes** (the details match), go to step 4. • If **no** (the number of axles or the axle type is different), contact the applicant and request confirmation of the axle details (see *No or different data in LANDATA* above).

4	Refer to the axle information table on the application and add up the total mass for the:
	   – front axle **set** (except for semi-trailers), and
	   – rear axle **set**.
	
	 Make a note of the sums.
	
	 Note: For semi-trailers, be aware that certifiers occasionally record the axle set rating incorrectly in LANDATA. For example, they may split a quad-axle set and record two axles in error as the front axle set and the two remaining axles as the rear axle set. If a front axle set rating is recorded for a semi-trailer, it may also relate to the 5th wheel or kingpin rating.

B2.1 Checking vehicle design limits continued

2. Checking axle set capacity
(continued)

Step	Action
5	Compare the application masses for the front and rear axle sets to: – the corresponding ratings in InsightHub ('Axle Set Rating Front' and 'Axle Set Rating Rear'), or – the manufacturer's information, if requested.
6	Are the application masses you calculated in step 4 **less than or equal to** the axle set ratings in InsightHub (or the manufacturer's information)? • If **yes**, the axle loadings are within safe limits. • If **no**, make a note of the issue.
7	Repeat steps 2–6 for each vehicle unit on the application. Then continue with subtask *4. Validating tyre sizes.*

3. Checking axle set capacity via tyre ratings

Some older trailers may have incomplete LANDATA records and manufacturer's information may no longer be available. In such cases, follow the steps below to determine that the masses applied for are within safe axle set limits.

Step	Action
1	Contact the applicant and request confirmation of the tyre ratings. Acceptable proof is: – information from the tyre manufacturer or tyre dealer on official letterhead or company-branded documentation, or – photos of ratings on the side of the tyre wall.
2	Refer to the axle information table on the application form and add up the total mass for the: – front axle **set** (except for semi-trailers), and – rear axle **set**. Make a note of the sums.

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B2.1 Checking vehicle design limits continued

3. Checking axle set capacity via tyre ratings
(continued)

Step	Action
3	When you have received the tyre information, add up the tyre ratings for the number of tyres in: – the front axle set, and – the rear axle set. Make a note of the sums.
4	Are the tyre ratings for the front and rear axle sets **equal to or higher than** the corresponding application masses you calculated in step 2? • If **yes**, the axle set masses applied for meet safety requirements. • If **no**, make a note of the issue.
5	Repeat steps 2 and 4 for each trailer on the application. Then continue with subtask *4. Validating tyre sizes.*

4. Validating tyre sizes

Follow the steps below to validate that the tyre sizes on the application form match the certified vehicle records.

Step	Action
1	Open the vehicle records in InsightHub and refer to the tyre sizes.
2	Compare the tyre sizes on the application with the tyre sizes in InsightHub. **Tip:** If you are unsure about tyre descriptions, refer to section *B9.2 Types of tyre* in volume 1 for information.
3	Do the tyre sizes on the application form match the records in InsightHub? • If **yes**, the tyre sizes comply with safety requirements. • If **no**, make a note of any discrepancies.
4	Repeat this procedure for each vehicle unit on the application. Then continue with subtask *5. Checking towing capacity.*

B2.1 Checking vehicle design limits continued

5. Checking towing capacity

Follow the steps below to confirm that the vehicle has sufficient towing capacity for the mass applied for.

Note: Repeat this procedure for each towing unit on the application.

Step	Action
1	Refer to the axle information table on the application form. Work out the total mass of all **towed** units. To do this, add up the individual axle masses of the towed units, as follows: <table><tr><th>If the towing vehicle is a…</th><th>Then add up…</th></tr><tr><td>prime mover</td><td>the individual axle masses of all towed trailers</td></tr><tr><td>trailer towing other trailers</td><td>the individual axle masses of the towed trailers</td></tr></table> Make a note of the sums.
2	For each towing unit on the application, look up the towbar or drawbar rating in InsightHub (whichever applies). **Note:** You do not need to check 5th wheel or kingpin ratings. These vehicle components are audited in other compliance areas. Is the towbar or drawbar rating in the InsightHub record **equal to or higher than** the sum of the axle masses of any towed units (the sums from step 1)? • If **yes**, the tow coupling meets safety requirements. Go to step 3. • If **no**, make a note of the issue and then go to step 3.
3	In InsightHub, is there a record for maximum towed mass (MTM) braked for the towing vehicle? • If **yes**, go to step 4. • If **no**, you can skip this step. Go to step 5.

Continued on next page

B2.1 Checking vehicle design limits continued

5. Checking towing capacity
(continued)

Step	Action
4	Is the MTM braked rating in InsightHub **equal to or higher than** the sum of the axle masses of any towed units (that is the sums you calculated in step 1 above)? • If **yes**, the MTM braked rating meets safety requirements. Go to step 5. • If **no**, make a note to resolve the insufficient MTM braked rating with the applicant and then go to step 5.
5	Have you made notes of any issues to resolve with the applicant? • If **yes**, continue with section *B3.8 Attempting to resolve issues.* • If **no**, continue with section *B2.3 Analysing vehicle parameters in OPermit.*

B2.2 Checking safety attributes for ISO container transporters

Introduction

This section describes the vehicle safety checks required for overweight permit applications for ISO container transporters.

Eligibility

Only Customs-sealed ISO containers are eligible for overweight permits – for details see volume 1, section *B3.9 ISO containers*.

Why special safety checks?

ISO container trucks can have an increased risk of vehicle rollover. Permit applicants must therefore provide additional documentation to demonstrate that an ISO container truck:

- can be operated safely, and

- complies with the static roll threshold (SRT) requirements in the VDAM Rule.

The vehicle safety checks are similar to the checks described in section B2.1, but ratings are checked on attributes check sheets instead of in LANDATA via InsightHub. There is also an additional check of SRT requirements for ISO container trucks.

SRT options

Roll stability is determined by the mass, density, distribution and height of the load. With ISO containers, operators and drivers may not know how a Customs-sealed container has been packed, especially import containers. ISO container trucks are therefore certified using four worst-case options:

- SRT option 1: Uniform density SRT at a maximum load height of 4.30m. This option is the most common SRT option. All vehicles carrying **import containers must be certified for option 1**.

- SRT option 2: Uniform density SRT at a load height of 3.90m or greater.

- SRT option 3: Uniform density SRT at a load height of less than 3.90m.

- SRT option 4: Other SRT for trailers fitted with a swing-lifter or side-lifter.

When applying for an overweight permit on the permit portal, the applicant must select the SRT option that their vehicle is certified for. Certifiers must also indicate the SRT option on the attributes check sheet for the trailer.

Continued on next page

B2.2 Checking safety attributes for ISO container transporters continued

Prerequisites

You must have done the completeness check described in section B1.3 and have the required documents for an ISO container application at hand, ie:

☐ attributes check sheets for each vehicle unit applied for

☐ SRT compliance certificates (from a level 2 SRT certifying engineer) for each trailer, and

☐ a load plan if the application is for SRT option 3.

If you do not have these documents, request them now before proceeding.

Note: You do not need to check the load plan that is required with SRT option 3, only that applicants have a load plan. The load plan must be carried together with the permit and shown to an enforcement officer on request. See section *B8.4 Applying for a permit for ISO containers* in part B in volume 1 of this manual.

Five subtasks

Checking vehicle safety details for ISO container trucks involves five subtasks:

1. **Validating GVM and GCM** (gross vehicle mass and gross combination mass)

2. **Checking axle set capacity**

3. **Validating tyre sizes**

4. **Checking towing capacity**, and

5. **Confirming SRT compliance**.

These subtasks are described in detail below.

B2.2 Checking safety attributes for ISO container transporters continued

1. Validating GVM and GCM

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

Step	Action
1	Refer to the attributes check sheet for the vehicle unit and note the GVM and, for the prime mover, the GCM.
2	Compare the GVM and GCM on the attributes check sheet to the corresponding values on the application form. Are the GVM and GCM values on the attributes check sheet **equal to or higher than** the values on the application form? • If **yes**, the vehicle unit meets safety requirements. Go to step 3. • If **no**, make a note of the issue and then go to step 3.
3	Repeat steps 1 and 2 for each vehicle unit on the application. Then continue with subtask *2. Checking axle set capacity.*

2. Checking axle set capacity

Follow the steps below to confirm that the masses applied for are within the certified axle **set** ratings for the ISO container truck.

Note: Repeat this procedure for each vehicle unit on the application.

Step	Action
1	Refer to the axle information table on the application form and add up the total mass for the: – front axle **set** (except for semi-trailers), and – rear axle **set**. Make a note of the sums. (You also need these sums for subtask 3.)
2	Compare the application masses for the front axle set and the rear axle set (that is the sums from step 1) with the corresponding ratings on the attributes check sheet, ie: – 'Maximum Front Axle Group Mass', and – 'Maximum Rear Axle Group Mass'.

B2.2 Checking safety attributes for ISO container transporters continued

2. Checking axle set capacity
(continued)

Step	Action
3	Are the axle set masses on the application form **less than or equal to** the ratings on the attributes check sheet? • If **yes**, the axle loadings are within safe limits. Continue with subtask *3. Checking tyre ratings*. • If **no**, make a note of the issue and then continue with subtask 3.

3. Checking tyre ratings

Follow the steps below to validate that the tyre sizes on the application match the certified vehicle records and are safe for the mass applied for.

Note: Repeat this procedure for each vehicle unit on the application.

Step	Action
1	On the attributes check sheet, refer to the 'Tyre Size and Rating' fields for the front axle set and the rear axle set.
2	Do the tyre sizes indicated on the attributes check sheet match the tyre sizes on the application form? • If **yes**, go to step 3. • If **no**, make a note of the discrepancy and then go to step 3.
3	Refer to the total mass applied for the front axle set and the rear axle set (that is the sums you calculated in subtask 2 above). Compare the application masses with the corresponding tyre ratings on the attributes check sheet.
4	Are the axle set masses on the application form **less than or equal to** the tyre ratings on the attributes check sheet? • If **yes**, the tyre sizes meet safety requirements. Continue with subtask *4. Checking towing capacity.* • If **no**, make a note of the issue and then continue with subtask 4.

B2.2 Checking safety attributes for ISO container transporters continued

4. Checking towing capacity

Follow the steps below to confirm that the ISO container truck has sufficient towing capacity for the mass applied for.

Note: Repeat this procedure for each towing unit on the application.

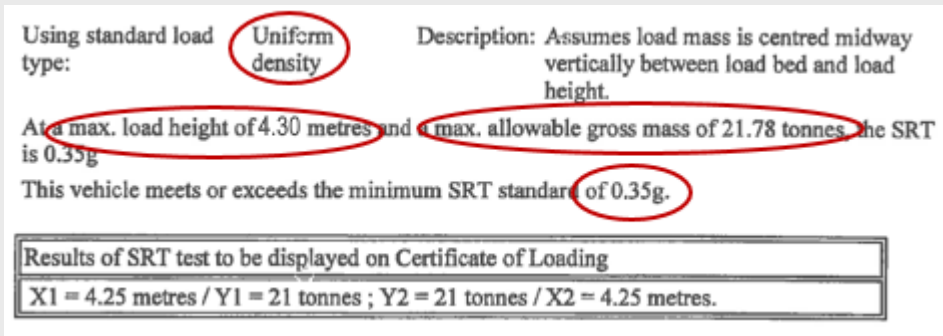| Step	Action
1	Refer to the axle information table on the application form. Work out the total mass of the **towed** unit. To do this, add up the individual axle masses of the tri-axle set or the quad-axle set on the semi-trailer. Make a note of the sum.
2	On the attributes check sheet for the towing unit, has the certifier provided a rating for the maximum towed mass (MTM) braked? • If **yes**, go to step 3. • If **no**, you can skip this step. Continue with subtask *5. Confirming SRT compliance.*
3	Is the MTM braked rating on the attributes check sheet **equal to or higher than** the sum of the axle masses of the towed unit (that is the sum from step 1)? • If **yes**, the MTM braked rating meets safety requirements. Continue with subtask *5. Confirming SRT compliance.* • If **no**, make a note to resolve the insufficient MTM braked rating with the applicant later and then continue with subtask 5.

Continued on next page

B2.2 Checking safety attributes for ISO container transporters continued

5. Confirming SRT compliance

Follow the steps below to confirm that the vehicle complies with SRT requirements.

Note: Repeat this procedure for each trailer on the application.

Step	Action
1	On the Static Roll Threshold Compliance Certificate, refer to the information at the bottom of the certificate: **Example:** Using standard load type: *Uniform density* Description: Assumes load mass is centred midway vertically between load bed and load height. At a max. load height of 4.30 metres and a max. allowable gross mass of 21.78 tonnes, the SRT is 0.35g This vehicle meets or exceeds the minimum SRT standard of 0.35g. Results of SRT test to be displayed on Certificate of Loading X1 = 4.25 metres / Y1 = 21 tonnes ; Y2 = 21 tonnes / X2 = 4.25 metres.
2	Check the following (circled in red in the example above): ☐ Is the load type 'Uniform density'? ☐ Does the maximum load height on the SRT certificate correspond to the SRT option selected on the application form or indicated on the attributes check sheet (see *SRT options* above)? ☐ Is the maximum allowable gross mass equal to or higher than the total unit mass on the application form? ☐ Does the vehicle meet or exceed the minimum SRT standard (that is 0.35g or higher)?
3	Refer to this table to determine your next step: {table below}

If you have…	Then…
answered all questions in step 2 with 'yes'	the vehicle meets SRT requirements – continue with section *B2.3 Analysing vehicle parameters in OPermit.*
answered one or more questions with 'no'	attempt to resolve the issues with the applicant – continue with section *B3.8 Attempting to resolve issues.*

Continued on next page

B2.2 Checking safety attributes for ISO container transporters continued

IMPORTANT: VAI limit of 1.10	Note that ISO container trucks are limited to a VAI of 1.10. This gets checked when you analyse vehicle parameters – see the next section *B2.3 Analysing vehicle parameters in OPermit.*

B2.3 Analysing vehicle parameters in OPermit

Purpose

The purpose of this step is to analyse in OPermit whether the mass applied for is within:

- the vehicle's design limits, and

- specified maximum values, which are referred to as 'policy limits'.

Policy limits

The main policy limits in OPermit are the maximum:

- legal mass limits (as set out in the VDAM Rule)

- vehicle parameters such as the vehicle axle index (VAI) and the pavement loading ratio (PLR) that are used for determining the impact of the vehicle and its load on road structures and pavement.

For the maximum VAI and PLR limits, see section *B2.4 VAI and PLR limits by vehicle and permit type.*

What OPermit checks

Once the vehicle data for an application has been entered, OPermit will:

- verify whether an overweight permit is required

- check that the gross mass applied for does not exceed the certified gross combination mass (GCM) (which you have validated in subtask 1 in section *B2.1 Checking vehicle design limits*)

- check that the gross mass applied for on each unit (GMU) does not exceed the certified GVM for that unit

- analyse the mass applied for on individual axles against general access mass limits in the VDAM Rule

- analyse the mass applied for on axle sets and groups of axles against the general access mass limits

- calculate vehicle parameters, including the:

  - axle index (AI)

  - vehicle axle index (VAI)

  - vehicle gross index (VGI)

  - critical wheelbase loading (the highest area of loading on the vehicle), and

  - pavement loading ratio (PLR).

Continued on next page

B2.3 Analysing vehicle parameters in OPermit continued

Procedure

Follow the steps below to enter application data and review vehicle parameters in OPermit.

Step	Action
1	Using the Create Permit task flow, select, edit or enter the company, permit and vehicle details from the application form.
2	When you have entered the details into OPermit, run these pre-checks: • Calculate AI and Totals • Verify Permit Required, and • Perform Policy Checks.
3	Did running the pre-checks result in any red error messages and did the status of the application change to 'Exceeds Policy'? • If **yes**, go to step 4. • If **no**, continue processing the application as described in *Chapter B3: Analysing routes.*
4	Check the data you entered and, if necessary, correct any errors. When you are satisfied that the inputs are correct, rerun the pre-checks.

Continued on next page

B2.3 Analysing vehicle parameters in OPermit continued

Procedure
(continued)

Step	Action
5	If there are still errors, refer to this table to determine your next step:

If OPermit indicates…	Then…
no permit is required	contact the OPermit system administrator if the masses applied for suggest that a permit is needed. Otherwise withdraw the application – continue with section *B2.6 Withdrawing or cancelling an application*.
GMU exceeds unit GVM	double-check that you have entered data correctly and then contact the applicant and discuss reducing the mass – continue with section *B3.8 Attempting to resolve issues*.
vehicle GM exceeds GCM	
VAI exceeds policy limit	
GVM is undefined for unit	contact the OPermit system administrator and request an update to the Heavy Vehicle Inventory (HVI). When this is done, rerun the checks.

B2.4 VAI and PLR limits by vehicle and permit type

Table   The table below shows the vehicle axle index (VAI) and pavement loading ratio (PLR) limits for different vehicle and overweight permit types.

Vehicle type	VAI limit		PLR limit (%)	
	Single or multiple trip permit	Continuous permit	Single or multiple trip permit	Continuous permit
Agricultural harvester	1.50	1.50	150	150
Agricultural vehicle	1.50	1.50	150	150
Agricultural tractor	1.50	1.50	150	150
Building removal vehicle	1.50	1.50	150	150
Dump truck	1.50	1.50	150	150
ISO container truck	1.10	1.10	110	110
Mobile crane	1.50	1.50	150	150
Mobile plant	1.50	1.50	150	150
Motor scraper	1.50	1.50	150	150
Slurry truck[1]	1.50	1.50	150	150
Special projects transporter[2]	1.50	Not eligible	150	Not eligible
Tow truck	1.50	1.50	150	150
Transporter	1.50	1.50	150	150
Traction engine	1.50	Not eligible	150	Not eligible

Notes:

1. Travel is limited to a maximum radius of 20km from the stockpile to the sealing site.

2. Loads greater than 200 tonnes.

B2.5 Requesting a dispensation from a VAI limit

When to request a dispensation

In rare cases, an overweight permit application may exceed the VAI and PLR limits set out in section *B2.4 VAI and PLR limits by vehicle and permit type* above. If this happens, you must request a formal dispensation from a VAI/PLR limit from the Waka Kotahi Lead Advisor, Pavements, before issuing a permit.

Procedure

To request a dispensation from a VAI or PLR limit, follow the steps below.

Step	Action
1	In OPermit, take a screenshot of the Permit Summary page of the application. Ensure the 'Axle Index' values at the bottom of the page are included in the screenshot.
2	Draft an email summarising the application details and explaining why a dispensation is needed. If the permit application is urgent, include the date when the permit is required.
3	Attach the following: – a copy of the application form, and – the screenshot of the Permit Summary page showing the VAI values.
4	Send the email to overweightinquiries@nzta.govt.nz.
5	When you have received a reply, refer to this table to determine your next step: <table><tr><th>If the Lead Advisor, Pavements, has…</th><th>Then…</th></tr><tr><td>• approved the dispensation, and • attached a signed letter with a dispensation number and confirmation of approval</td><td>go to step 6.</td></tr><tr><td>Declined the dispensation</td><td>decline the application – continue with section *B4.5 Declining a permit application*.</td></tr></table>

Continued on next page

B2.5 Requesting a dispensation from a VAI limit continued

Procedure
(continued)

Step	Action
6	Continue processing the application. Ensure you do the following: ☐ When you create the permit, include the dispensation number as a permit condition. ☐ When you issue the permit to the applicant, attach a copy of the dispensation letter.

Next step

The next step is to do the structural analysis in OPermit – continue with *Chapter B3: Analysing routes*.

B2.6 Withdrawing or cancelling an application

When to withdraw or cancel an application

You must withdraw or cancel an application if you have been unable to resolve issues that make the application ineligible for a permit in the early stages of processing.

Applicants may also request that an application be cancelled or withdrawn if, for example, the vehicle has been damaged or they no longer require the permit for business reasons.

When to decline an application

You must decline an application if it fails to meet the legal and technical requirements for permit eligibility.

Declining an application involves writing a formal letter advising the applicant of the reasons why the application has failed to meet the requirements for an overweight permit.

For details see section *B4.5 Declining a permit application.*

Withdraw or cancel in OPermit?

The difference between cancelling or withdrawing an application in OPermit is as follows:

Action	Description
Cancel	If you have started to enter application data in OPermit but not yet saved it, cancelling will delete any records of the application.
Withdraw	If you have saved application data in OPermit and it has been given an application number, you can withdraw the application but a record of it will remain in the database. Once withdrawn, an application cannot be reopened.

B2.6 Withdrawing or cancelling an application continued

Procedure

Follow the steps below to cancel or withdraw an application.

To decline an application, see section *B4.5 Declining a permit application*.

Step	Action
1	Cancel or withdraw the application in OPermit and enter the reason for doing so in the comment box.
2	If you have received the application by email, open the application email and click **Forward** (so that the original attachments are retained). Otherwise draft a new email. Change or enter the subject line to read: 'Overweight permit application – Withdrawn/Cancelled' [*whichever applies*]
3	In the email, confirm that the permit application has been cancelled or withdrawn. Give the reasons for cancelling or withdrawing the application and, if applicable, mention attempts made to resolve issues, for example refer to email correspondence or telephone conversations you have had with the applicant.
4	Attach the application form, if necessary, and send the email.

End of process

This completes the processing of cancelled or withdrawn overweight permit applications.

Chapter B3: Analysing routes

Overview

About this chapter

This chapter describes how to analyse the impact of an overweight vehicle on pavements and structures on the route applied for.

Multi-region routes

If the route applied for runs through several Waka Kotahi regions, see *Dealing with multi-region applications* in section B1.2 for details.

In this chapter

This chapter contains the following sections:

B3.1 Weigh Right location codes in overweight route data

Introduction	This section explains what Weigh Right location codes are and why they are needed in overweight route data.
	Note: Weigh Right codes are **not** required for HPMV permits.
What is Weigh Right?	The Waka Kotahi Weigh Right programme uses technology to identify potentially overloaded heavy vehicles and direct them to a commercial vehicle safety centre (CVSC, formerly a weigh station) for inspection.
	CVSCs are located on heavy-volume routes near major centres, sea ports or significant highway junctions. Vehicles are screened using weigh-in-motion scales, automatic number plate recognition and vehicle screening software.
	Weight Right targets non-compliant vehicles while allowing compliant drivers to continue on their journey.
Software checks OPermit	If the Weigh Right technology detects a vehicle carrying a load in excess of the general access mass limits in the VDAM Rule, the screening software checks OPermit data for a current permit. If it finds an overweight permit, the software checks for compliance with both permit mass limits and permit routes.
Weigh Right location codes	To determine whether a vehicle is route-compliant, the screening software looks for a specific location code (a highway section in the OPermit route data) for the nearby CVSC.
	CVSCs have at least two location codes – one for each direction of travel, for example northbound or southbound. Some CVSCs near cross-junctions or roundabouts have multiple approaches, with a separate location code for each approach.
What PIOs need to do	When processing the route for an overweight permit, PIOs must:

- ensure that the OPermit route data includes the relevant CVSC location codes, and
- delete the CVSC location codes from the permit document (because it is irrelevant to operators, drivers or enforcement agents).

Instructions for how to do this are included in sections *B3.3 Entering route information in OPermit* and *B4.3 Manually editing the permit document*.

B3.2 Weigh Right CVSC location map and list of OPermit codes

Introduction

This section shows the locations of the commercial vehicle safety centres (CVSCs) and their OPermit highway codes.

If the route requested for an overweight permit passes a CVSC, you must include the applicable location codes in the OPermit route data.

Map of CVSC locations

This map shows the CVSC locations.

Two CVSCs – Glasnevin and Paengaroa – are operational as at September 2021. The other CVSCs are at the planning or construction stage.

Note: You should add a CVSC location code to an overweight route even if the CVSC is still under construction because it may become operational during the permit period.

B3.2 Weigh Right CVSC location map and list of OPermit codes continued

List of CVSC codes

This table shows the OPermit highway codes for CVSCs.

CVSC	Approach	OPermit highway code
Marsden, Northland	[*Approaches to be confirmed*]	[*TBC when approaches confirmed*]
North Shore, Auckland		
Stanley Street, Auckland	SH16 Southbound Approach	CVSC-AKSS-SH16-SB
	SH1 Northbound Approach	CVSC-AKSS-SH1N-NB
	SH16 Northbound Approach	CVSC-AKSS-SH16-NB
	Beach Road Southbound Approach	CVSC-AKSS-BeachRd-SB
Bombay, South Auckland	[*Approaches to be confirmed*]	[*TBC*]
Tauranga Port, (Sulphur Point)	Mirrielees Rd Southbound	CVSC-TaurPt-MirralRd-SB
	SH2 Southbound	CVSC-TaurPt-SH2-SB
	SH2 Northbound	CVSC-TaurPt-SH2-NB
Paengaroa, Bay of Plenty	SH33 Northbound	CVSC-PAENG-SH33-NB
	SH2 Westbound Approach	CVSC-PAENG-SH2-WB
	Te Puke Highway Approach	CVSC-PAENG-TePukeHW-EB
	SH2 Southbound	CVSC-PAENG-SH2-SB
Taupo	SH1 Northbound	CVSC-TAUPO-SH1N-NB
	SH1 Southbound	CVSC-TAUPO-SH1N-SB
	SH5 Westbound	CVSC-TAUPO-SH5-WB
	Taupo-Napier Road Eastbound	CVSC-TAUPO-NapierRd-EB
Napier Port	[*Approaches to be confirmed*]	[*TBC*]
Ohakea, Manawatū	SH1 Northbound	CVSC-OHAKEA-SH1N-NB
	SH1 Southbound	CVSC-OHAKEA-SH1N-SB
MacKays Crossing, Kapiti Coast	SH1 Northbound	CVSC-MACKAYS-SH1N-NB
	SH1 Southbound	CVSC-MACKAYS-SH1N-SB
	Coast Rd Northbound	CVSC-MACKAYS-CoastRd-NB
Glasnevin, Canterbury	SH1 Northbound Approach	CVSC-GLASN-SH1S-NB
	SH1 Southbound Approach	CVSC-GLASN-SH1S-SB
Rakaia, Canterbury	SH1 Northbound	CVSC-RAKAIA-SH1S-NB
	SH1 Southbound	CVSC-RAKAIA-SH1S-SB

B3.3 Entering route information in OPermit

Purpose

The purpose of setting up the route information in OPermit is to analyse whether the vehicle can safely travel along the route applied for without damaging structures or pavement.

After entering the permit, company and vehicle details, setting up the route information is the final step of entering application data into OPermit.

Four subtasks

There are four subtasks, depending on whether the route includes a CVSC, or whether you are using a predefined route or creating a new route.

Refer to this table and then follow the steps in the applicable subtask:

If…	Then go to subtask…
you are unsure whether the route includes a CVSC	*1. Checking for a CVSC location*
you know that there are no CVSCs located along the route	*2. Entering route information without CVSC codes*
• there is a CVSC on the requested route, and • you are using, or copying and editing, a predefined route in OPermit	*3. Checking for CVSC location codes in a pre-defined route*
• there are CVSCs on the requested route, and • the predefined route you want to use (or copy and edit) does not already include CVSC location codes, or • you want to create a new, one-off route for a permit	*4. Adding CVSC location codes to a route*

These subtasks are described in detail on the following pages.

B3.3 Entering route information in OPermit continued

1. Checking for a CVSC location

Follow the steps below to check for a CVSC location on a route.

Step	Action
1	Consult the *Map of CVSC locations* in section B3.2 above and then check the route description on the application form.
2	Are there any CVSCs (either operational or planned) on the route requested on the application? • If **yes**, go to step 3. • If **no**, continue with subtask *2. Entering route information without CVSC codes*.
3	Search the predefined routes in OPermit for a route that matches or is similar to the route requested on the application. Did you find a matching or similar predefined route? • If **yes**, continue with subtask *3. Checking for CVSC location codes in a pre-defined route*. • If **no**, continue with subtask *4. Adding CVSC location codes to a route*.

B3.3 Entering route information in OPermit continued

2. Entering route information without CVSC codes

Follow the steps below if there are no CVSC locations on a route.

Step	Action
1	Search the predefined routes in OPermit for a route that matches the route requested on the application. Did you find a matching predefined route? • If **yes**, select the predefined route that matches the route requested in the application. • If **no**, go to step 2.
2	Did you find a predefined route in OPermit that is **similar** to the route requested? • If **yes**, copy the predefined route and edit or add details as per the route requested on the application. Then go to step 4. • If **no**, go to step 3.
3	Create a new route in OPermit with the details from the application.
4	When you have completed setting up the route in OPermit, continue with section *B3.4 Reviewing a summary of the application.*

B3.3 Entering route information in OPermit continued

3. Checking for CVSC location codes in a pre-defined route

Follow these steps if:

- there is a CVSC on the requested route, and
- you are using, or copying and editing, a predefined route in OPermit.

Step	Action
1	Look up the *List of CVSC codes* in section B3.2 above.
2	In OPermit, select the pre-defined route you wish to use. Edit or add any details as necessary to match the route requested on the application.
3	On the OPermit Route Details page, look for a group with the CVSC location codes. **Note**: CVSC approaches, for example southbound (SB) or northbound (NB), may be listed as separate groups, or as separate highway sections within a group, as shown in this screenshot:

Step	Action
4	Are all relevant CVSC codes included in the OPermit route details? • If yes, continue with section *B3.4 Reviewing a summary of the application*. • If no, continue with subtask *4. Adding CVSC location codes to a route*.

Continued on next page

B3.3 Entering route information in OPermit continued

4. Adding CVSC location codes to a route

Follow these steps if:

• there are CVSCs on the requested route, and

• the predefined route you want to use (or copy and edit) does not already include CVSC location codes, or

• you want to create a new, one-off route for a permit.

Step	Action
1	In OPermit, either copy a predefined route or add a new route. Edit or add all route details as required for the route requested on the application.
2	For each CVSC on the route, add a group **at the end** of the other route information. **Note**: Adding CVSC data at the end makes it easier to find and delete the information in the permit document.
3	In OPermit, enter the CVSC codes as follows: • Click on the down arrow in the highway section field and select the relevant CVSC approach from the drop-down list. • Leave the junction code blank. • Enter '0' as the reference station value. • Enter '0' as the displacement value in the first 'From Disp' field, and '1' in the 'To Disp' field • Add more approaches as additional highway sections in the same group and sequentially increase the displacement value.

Example:

B3.3 Entering route information in OPermit continued

4. Adding CVSC location codes to a route

(continued)

Step	Action
4	Refer to the *List of CVSC codes* to confirm you have added all CVSC approaches, if you are not sure. Then continue with section *B3.4 Reviewing a summary of the application.*

B3.4 Reviewing a summary of the application

Purpose

The purpose of the application summary review is to confirm that you have accurately entered application data into OPermit.

This is important to ensure that OPermit will correctly analyse the data, specifically for the structural analysis you will do next.

Prerequisite

You must have completed setting up or entering all application details into OPermit as described in the previous sections, that is permit, company, vehicle and route details.

Procedure

Follow the steps below to review an application summary in OPermit.

Step	Action
1	Go to the Permit Summary page in OPermit.
2	Check the details carefully against the application form to ensure you have entered everything accurately. You may wish to print out the summary page and tick off details you have checked as you go through each section.
3	If necessary, go back to the relevant pages in OPermit to make corrections until you are satisfied that all details are accurate.

Next step

The next step is to run the structural analysis in OPermit – continue with the next section *B3.5 Running the structural analysis and interpreting the results.*

B3.5 Running the structural analysis and interpreting the results

Purpose

The purpose of running the structural analysis in OPermit is to determine whether the vehicle and its load can safely travel along the route requested in the application, or whether there are any concerns about the impact on pavement or bridges along the way.

Prerequisite

You must have completed setting up or entering all application details and reviewed the application summary before running the structural analysis.

Messages and alerts

On completion of the structural analysis, OPermit displays a list of messages and error alerts if there are pavement or bridge problems on the route. The difference between a message and an alert is as follows:

- A **message** contains information for the structures management consultant (SMC/bridge engineer) or pavement engineer. No PIO action is required.

- An **alert** indicates a potential risk. The PIO must act on the alert and refer the application for specialist analysis.

Procedure

Follow the steps below to run the structural analysis and interpret the results.

Step	Action
1	From the Permit Summary page in OPermit, click **Process** to run the structural analysis of the application route.
2	When OPermit has completed processing the structural analysis, check the result at the top of the Analysis Results page. Is the analysis result 'PASSED'? • If **yes**, go to step 3. • If **no** (that is the analysis result is 'FAILED'), go to step 4.

Continued on next page

B3.5 Running the structural analysis and interpreting the results continued

Procedure
(continued)

Step	Action
3	Have you noted any issues from your previous checks that need to be resolved with the applicant? • If **yes**, continue with section *B3.8 Attempting to resolve issues*. • If **no**, continue with *Chapter B4: Completing an overweight permit or declining an application*.
4	Review the alerts in the Messages and Errors panel and refer to the table below to determine your next step. <table><tr><th>If the alert says…</th><th>Then…</th></tr><tr><td>'Refer to Pavement Engineer' **AND** the PLR exceeds 150%</td><td>continue with section *B2.5 Requesting a dispensation from a VAI limit*, if you have not already done so after analysing the vehicle parameters.</td></tr><tr><td>'Refer to Bridge Engineer'</td><td>continue with section *B3.6 Referring an application for specialist bridge analysis*.</td></tr><tr><td>there are 'do not cross' or DNC bridges on the route</td><td>continue with section *B3.7 Dealing with 'do not cross' bridge alerts*.</td></tr></table>

B3.6 Referring an application for specialist bridge analysis

When to refer an application for bridge analysis

Overweight permit applications must be referred to the regional structures management consultant (SMC/bridge engineer) for specialist bridge analysis if the application fails the structural analysis in OPermit, as described in the previous section.

Purpose

The purpose of referring an application to the regional SMC is for the SMC to analyse the requested vehicle movement on the application in more detail to determine whether the route can be approved for the vehicle combination and the masses applied for.

Role of the SMC

The role of the SMC is to:

- provide specialist analysis of the application, and

- advise the PIO whether a permit can be issued or the application should be declined, or

- suggest options for the PIO to discuss with the applicant so that the application may be approved, including:

  – changing the route

  – adjusting the loadings, or

  – adding conditions to the permit.

Bridge analysis reports

OPermit generates the following bridge analysis reports:

Report	Contains …
Summary Report	summarised vehicle, axle, route and bridge information
Element Comparison Report	vehicle, axle, route, bridge and element information
Detail Report	more detailed vehicle, axle, route, bridge and element information than the Element Comparison Report

B3.6 Referring an application for specialist bridge analysis continued

Procedure Follow the steps below to refer an application for specialist bridge analysis.

Step	Action

1	In OPermit, run the following analysis reports:
	  – Summary Report
	  – Element Comparison Report, and
	  – Detail Report
	
	Note: If the SMCs in your region does not require all three reports, just run the reports the SMC wants to use.

2	Forward the application to the SMC in your region and attach the relevant bridge analysis reports.
3	Refer to this table to determine your next step. *(see table below)*

If the SMC…	Then…
advises the route passes for the vehicle configuration, or passes with conditions	proceed with creating a permit – continue with *Chapter B4: Completing an overweight permit or declining an application*.
advises the route fails for the vehicle configuration	decline the permit application – continue with section *B4.5 Declining a permit application*.
suggests options for changing application details to enable a permit to be issued	contact the applicant and discuss the options – continue with section *B3.8 Attempting to resolve issues* and then continue with step 4 below.

B3.6 Referring an application for specialist bridge analysis continued

Procedure
(continued)

Step	Action
4	If the applicant has agreed to change application details, amend the entries in OPermit and rerun the analysis.

If the analysis …	Then …
passes	go to step 5 below.
fails	use your judgment and experience to decide whether to resubmit the revised application to the SMC and/or investigate further changes with the applicant, or whether to decline the application.

Step	Action
5	When all error alerts have been investigated and resolved, click the tick box below the Messages and Errors panel on the Analysis Results page in OPermit to confirm this.
6	Enter details of how the errors were resolved in the Comments box.

Next step

This ends the application checks. Continue with *Chapter B4: Completing an overweight permit or declining an application*.

B3.7 Dealing with 'do not cross' bridge alerts

Introduction This section describes what PIOs need to do when the structural analysis in OPermit indicates that there are 'Do not cross' (DNC) bridges on the route.

No referral to SMC An application with a DNC alert does not need to be referred to the regional SMC for specialist bridge analysis provided the structural analysis returns no other error alerts.

Overview The diagram below illustrates the decision and task flow for dealing with DNC bridge alerts.
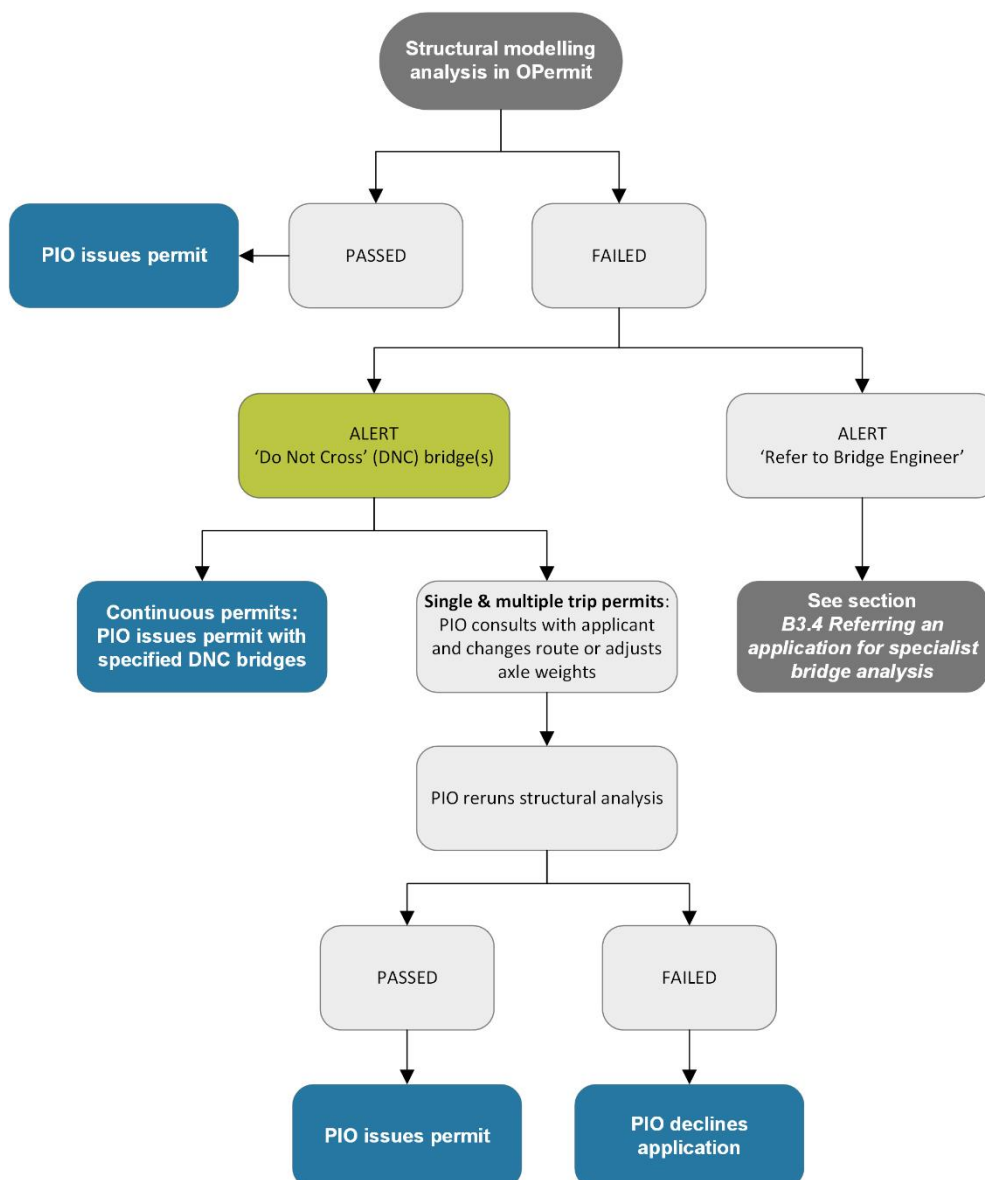
B3.7 Dealing with 'do not cross' bridge alerts continued

Procedure

Follow the steps below to deal with DNC bridge alerts.

Step	Action
1	Is the application for a continuous permit? • If **yes**, go to step 2. • If **no**, go to step 3.
2	If there are no other errors, issue the permit with a condition that the specified bridges must not be crossed.
3	If the application is for a single or multiple trip permit, contact the applicant and discuss whether they can: – change the route to bypass the DNC bridges, or – reduce axle loadings.
4	Has the applicant agreed to change the route or loadings? • If **yes**, go to step 5. • If **no**, decline the application – continue with section *B4.5 Declining a permit application*.
5	Amend the application details and rerun the structural modelling analysis. || If the analysis …	Then …
	--------	--------
	passes	issue the permit – continue with *Chapter B4: Completing an overweight permit or declining an application*.
	fails	decline the application – continue with section *B4.5 Declining a permit application*.	

B3.8 Attempting to resolve issues

Guideline

Waka Kotahi policy is to attempt to resolve any issues with an application in consultation with the applicant so that a permit can be issued. However, consideration of the safety of other road users and protecting road infrastructure must always be paramount.

Procedure

Follow the steps below to attempt to resolve issues with an application.

Step	Action
1	Open the OPermit page with the vehicle information so that you have the relevant details and error messages at hand. Alternatively, refer to your notes if you recorded issues while processing the application, or to the email with recommendations from the SMC.
2	Contact the applicant by telephone or email and explain the situation.
3	Discuss the options and ask the applicant how they wish to proceed. Options include: – reducing axle loadings or total mass – changing route details, or – withdrawing the application.
4	If the applicant decides to change the application details, amend the application data in OPermit and repeat the relevant checks. <table><tr><th>If the amended data generates…</th><th>Then…</th></tr><tr><td>no errors</td><td>continue with *Chapter B4: Completing an overweight permit or declining an application*.</td></tr><tr><td>new errors</td><td>use your judgment whether to: • repeat this procedure and attempt to resolve the new issues with the applicant, or • decline the application.</td></tr></table>

Continued on next page

B3.8 Attempting to resolve issues continued

Procedure
(continued)

Step	Action
5	Keep a record of all attempts to resolve issues and save any emails, notes or relevant documents in the application folder.
6	If you decide to decline the application, continue with section *B4.5 Declining a permit application.*

Chapter B4: Completing an overweight permit or declining an application

Overview

About this chapter

This chapter describes how to complete an overweight permit or decline an application.

Sample permit forms for local RCAs

Local road controlling authorities that issue their own overweight permits can find a permit template and example on the Waka Kotahi website at nzta.govt.nz/assets/Commercial-Driving/docs/VDAM-Permit-Samples-RCA.pdf.

In this chapter

This chapter contains the following sections:

B4.1 Entering permit fees

Purpose

The purpose of this task is to notify the Waka Kotahi Accounts team of the amount to be invoiced. This is done by entering the applicable fee in OPermit.

Procedure

Follow the steps below to enter the permit fee in OPermit.

Step	Action
1	Access the application in OPermit and open the **Fees** page.
2	Select the check box next to **This company is up to date with fee payments**. **Note:** You must select this check box before OPermit lets you proceed, even though it is no longer possible to check the applicant's payment history now that invoicing is centralised.
3	Select the **Invoice customer for permit** check box and enter the fee (exclusive of GST) payable for this permit. **Note:** For the fees payable for different overweight permit types, refer to section *A2.5 Permit fees* in volume 1 of this manual.
4	In rare cases when third-party bridge engineering supervision is required, enter the appropriate amount for the length of the trip and the number of trips and click **Calculate**. **Note:** For bridge supervision fees, refer to section *B7.4 Bridge engineering supervision fees* in volume 1 of this manual.
5	When you have finished entering the fee information, click **Next** to advance to the Instruction page.

Next step

The next step is to create the permit document in OPermit. This is described in the next section.

B4.2 Creating an overweight permit document

Introduction   This section describes the steps for creating the overweight permit document in OPermit.

Prerequisites   Before you can create the permit document in OPermit, you must have:

- completed all processing tasks and confirmed in OPermit that you have investigated and resolved any errors

- if applicable, collated inputs from other regional PIOs involved and, if necessary, adjusted the permit details for the lowest capacity structure on the entire route, and

- entered and confirmed the fee and invoicing information on the Fees page as described in the previous section.

Procedure   Follow the steps below to create the permit document.

Step	Action
1	On the Instructions page in OPermit, select any instructions that apply. Instructions are not mandatory, and you do not have to select any. **Note**: You can still go back and edit permit details in OPermit at this point. After this step, you will no longer be able to change information for this permit in the system.
2	When you are ready to finalise the permit, click **Issue**. **Result:** This takes you to the Generate Permit page. OPermit allocates a permit number and permit issue number (PIN).
3	On the Generate Permit page, Click the **Generate Permit** button, then **save** the document in the application folder before opening it in Microsoft Word.

Next step   The next step is to edit the permit document and add permit conditions and special instructions. This is described in the next section.

B4.3 Manually editing the permit document

Manual edits overview
The table below shows the manual edits that you may need to make on an overweight permit document.

Click on a checklist item in the left column for more details.

Permit document edits	What to do
☐ *Special regional instructions*	Insert from OPermit or copy and paste from standard files in your region.
☐ *Special instructions for local roads*	Copy and paste from standard files in your region.
☐ *Local RCA logos*	If you issue an overweight permit for a local RCA under delegation, confirm that OPermit has generated the local RCA's logo in the permit document.
☐ *Specific load descriptions*	Use standard text for: – load dividers – plant and equipment (continuous permits) – plant and equipment (single and multiple trip permits) See below for standard text to include.
☐ *Slurry sealing truck condition*	Travel limited to 20km from stockpile. Use the standard wording for your region.
☐ *Bridge supervision*	Use the standard wording for your region.
☐ *ISO container transporters*	• Copy and paste the standard wording for your region for conditions relating to SRT compliance, broken journeys and tyre size. • Delete any '50km/h Own Lane' bridge restrictions. Also delete BESS requirements if there are no other bridge restrictions.
☐ *NZDF vehicles with four or fewer axles*	Remove '50km/h Own Lane' bridge restrictions and BESS requirements if there are no other bridge restrictions.
☐ *Weigh Right CVSC codes*	Delete CVSC highway section codes from the route table.

B4.3 Manually editing the permit document continued

Special regional instructions

Each Waka Kotahi region has region-specific conditions. These conditions are listed on an overweight permit under the heading 'Special instructions'.

Some special instructions may be loaded in OPermit, but generally PIOs need to copy these from a standard file and manually paste them into the permit document.

PIOs should ask their colleagues or manager for guidance about the specific instructions that apply in their region.

Special instructions for local roads

Some Waka Kotahi regions issue overweight permits for the use of specified local roads and bridges under delegation from local road controlling authorities (RCAs). If there are special instructions related to the use of local roads, they need to be manually added to the permit document.

PIOs need to find out what the specific instructions are for the use of local roads in their region.

Local RCA logos

If a local RCA has delegated the issuing of overweight permits to Waka Kotahi, then the RCA's logo must be included in the permit. Logos should be automatically generated on the permit document through OPermit.

If a local RCA logo is not generated, contact the OPermit administrator for assistance.

Specific load descriptions

You need to manually edit the load description on a permit for the following:

Load dividers

If the vehicle combination includes a load divider (a small trailer used to spread the load over more axles), add the following to the permit load description:

> 'including a load divider, if required'

Plant and equipment: Continuous permits

Transporters carrying unspecified plant or equipment on continuous permits may also carry minor items used as attachments for that equipment.

B4.3 Manually editing the permit document continued

Specific load descriptions (continued)

Add the following generic load description for unspecified plant and equipment to continuous permits:

'Individual unladen items of plant or equipment (including up to 2 additional attachments that would normally be attached to the machine/equipment and used in the operation of the equipment), and a load divider if required.'

Example:

Permit to exceed mass limits

UNDER Land Transport Rule: Vehicle Dimensions and Mass 2002
Super Heavy Haulage, PO Box 12345, Hauraki Corner, Auckland 1111, Attn: Hans Porter, Fax: 09 987 6543, Phone: 09 654 33311
is hereby authorised to use (vehicle description): Transporter
Registered Nº(s): ANA54, A123S, A987H
for Continuous trip(s) between 01-12-2017 to 09-12-2018
to transport (description of load): Individual unladen items of plant or equipment (including up to 2 additional attachments that would normally be attached to the machine/equipment and used in the operation of the equipment), and a load divider if required.
from: Auckland Regional Boundary SH1N   to : Oteha Valley Rd, Albany
over the following route, subject to the conditions, restrictions, and maximum mass limits in this Permit.

Plant and equipment: Single and multiple trip permits

Single and multiple trip permits require a specific load description of the actual load carried (for example 'bridge beam').

Slurry sealing truck condition

Slurry sealing trucks may operate under an overweight permit between stockpiles and sealing sites.

The maximum permitted radius of movement from the stockpile is 20km.

Add a condition to the permit that limits the travel distance for a slurry truck to 20km. Use the standard wording for permits in your region.

Continued on next page

B4.3 Manually editing the permit document continued

Bridge supervision

Bridge engineering supervision requirements are added at the end of the permit document.

Use the standard format and text for permits in your region, which should be similar to the wording highlighted in the example below:

Critical Conditions: Bridge Restrictions

1. Engineering supervision of bridges is required during the trip authorised by this permit. For this purpose the user to whom this permit is issued shall contact the agents of the road controlling authorities nominated below at least **24 hours** in advance of the bridge crossing and arrange to meet the supervisor.

   The vehicle and its load shall be operated in strict accordance with all instructions given by the supervisor and it shall not proceed past the arranged meeting place without being instructed to do so by the supervisor.

   Note: (a) A police officer, unless specifically authorised by the road controlling authority, is not empowered to carry out bridge engineering supervision

   (b) If the operator fails to rendezvous within one hour of the time arranged and the supervised crossing(s) is/are postponed or cancelled, a fee of $40 will be charged (the equivalent of one supervised crossing).

2. Agents are:

Bridge No's:	Agents:	
All bridges	A BESS registered driver/supervisor must be used for all restricted bridge crossings. Proof of BESS registration must be carried together with this permit in the vehicle and produced on request.	Insert this or substantially similar wording

ISO container transporters

Permits for ISO container transporters include special instructions relating to SRT compliance, broken journeys and tyre size. For details, see section *B3.9 ISO containers* in volume 1.

Use the standard wording in your region for special permit instructions for ISO container trucks.

50km/h Own Lane not applicable

The bridge restriction '50km/h Own Lane' does **not** apply to ISO container transporters. Check the bridge restriction table on the permit document and manually delete any rows with a '50km/h Own Lane' restriction.

If there are **no other bridge restrictions**, the applicant does not need to be BESS-registered. In that case, delete all references to BESS from the permit document, for example:

2. Agents are:

BESS ID Card or Letter Must be Carried on Vehicle. Failure to Produce Voids Permit.	Delete this or similar wording

Continued on next page

B4.3 Manually editing the permit document continued

NZDF vehicles with four or fewer axles

If the permit is for an NZDF vehicle with four or fewer axles, the bridge restriction '50km/h Own Lane' does not apply.

Check the bridge restriction table on the permit document and manually delete any rows with a '50km/h Own Lane' restriction.

If there are **no other bridge restrictions**, the applicant does not need to be BESS-registered. Delete all references to BESS from the permit document as above for ISO container transporters.

Weigh Right CVSC codes

Delete any CVSC location codes in the route table in the permit document.

If you followed the procedures in section *B3.3 Entering route information in OPermit*, the CVSC location codes should be easy to find at the end of the route table.

The CVSC location codes are included in OPermit route data so that the Weigh Right software can screen overweight vehicles for route compliance. They should be removed because they could mislead or confuse operators, drivers or enforcement agents.

Example:

B4.4 Issuing the permit

Introduction   This section describes the steps for issuing the permit to the applicant.

Prerequisite   Before you can issue the permit, you must have:

- generated the permit document in OPermit, and
- manually edited the permit document and added or removed conditions or instructions as described in the previous section.

Procedure   Follow the steps below to issue the permit to the applicant.

Step	Action
1	Open the permit document in Microsoft Word.
2	Quickly check through the document and correct any odd formatting or spelling errors.
3	Insert an electronic image of your signature and add your name, if necessary. **Note**: Permits must be signed to be valid.
4	Save the permit document as a PDF file.
5	Using the standard email template, draft a cover note to the applicant and attach: ☐ the PDF version of the permit, and ☐ the RUC attachment (the one-page document 'Road user charges for heavy vehicles with permits to operate overweight'). **Important:** Only ever attach the permit as a PDF file. A Microsoft Word document has no legal standing as a permit because it can be edited after it has been issued.
6	Do a quick final check of the email and confirm that you have attached both the PDF permit file and the RUC document. Then send the email to the applicant.
7	Save all documents related to the application in the application folder, including notes and emails.

End of process   This completes the processing of an overweight permit application.

B4.5 Declining a permit application

When to decline an application

If an application fails to meet the requirements for an overweight permit, you must decline the application. This can occur at various stages of processing an application.

Reasons for declining an overweight permit application include, but are not limited to:

- the applicant is not legally entitled to hold a permit

- the mass applied for exceeds the vehicle's safety ratings (design limits), or

- the mass applied for exceeds the capacity of structures along the route.

Guiding principle

If an application fails to meet the requirements for a permit, the Waka Kotahi approach is, in the first instance, to attempt to resolve any issues with the applicant. At the same time, consideration of the safety of other road users and the durability of infrastructure must remain paramount.

Procedure

Follow the steps below to decline an application.

Step	Action
1	Telephone the applicant and advise them verbally that their permit application has been declined.
2	Write a formal letter to confirm the telephone conversation and advise the applicant in writing. Describe the reasons why the application has been declined and refer to the efforts made to resolve any issues.
3	Draft an email and attach: – a PDF version of the signed letter, and – the original permit application. Send the email to the applicant.
4	Save all documents related to the application in the application folder, including notes and emails. **Note**: It is essential to keep all records related to an application in case an operator requests a review of a decision to decline a permit application or contests it in court.

End of process

This completes the processing of the overweight permit application.

Chapter B5: Processing feasibility studies

Overview

About this chapter

This chapter describes how to process an application for a feasibility study.

In this chapter

This chapter contains the following sections:

B5.1 What is a feasibility study?

Why test feasibility?

Transport operators and vehicle manufacturers may apply for an overweight permit feasibility study if, for example:

- a vehicle manufacturer wants to test a new vehicle design

- a transport operator wishes to import a vehicle and wants to test its suitability for New Zealand roads, or

- an investigation is required for a project-specific movement of large machinery or equipment, for example tunnel-boring machines or large electrical transformers.

Not a legal permit

Although the output of a feasibility study is a document that looks similar to a permit, a feasibility study document is not a legal permit or formal document.

The document will display a watermark 'Feasibility Study Only'.

B5.2 Processing a feasibility study

Introduction

The workflow for processing a feasibility study is the same as the Create Permit workflow in OPermit for processing an overweight permit application. However, there are some important differences, which are described in the procedure below.

Procedure

Follow the steps below to process a feasibility study application.

Step	Action
1	Select the Create Permit function in OPermit and select or set up the applicant company.
2	Select the vehicle or enter the vehicle details. **Note:** • If the feasibility application exceeds policy limits or there are other errors, you do not need to correct the errors. • You can choose to bypass the axle set checks to continue processing the application in OPermit if policy limits are exceeded.
3	Select or enter the route details and run the structural analysis.
4	If the structural analysis fails in OPermit and there are bridge alerts, run the bridge analysis reports and refer the application for specialist analysis to the regional SMC.
5	When you have received a response from the SMC, generate the feasibility study document in OPermit in the same way you would generate a permit.
6	Save the feasibility study document.

Next step

The next step is to make important changes to the feasibility study document – continue with the next section *B5.3 Manually editing the feasibility study document.*

B5.3 Manually editing the feasibility study document

Purpose

The purpose of manually editing a feasibility study document is to ensure the document cannot be mistaken for a legal permit.

Procedure

Follow the steps below to manually edit the feasibility study document.

Step	Action
1	Open the feasibility study document in Microsoft Word.
2	Ensure each page of the document displays the watermark 'Feasibility Study Only'.
3	On page 1, add the following or similar wording in a prominent position: Feasibility Study Only – not for issue as an Overweight Permit Also remove the line with the permit period dates. **Example**:

B5.3 Manually editing the feasibility study document
continued

Procedure
(continued)

Step	Action
4	Do **not** add a signature or your name to the document. Remove the name if there is one.
5	When you are satisfied that you have made all necessary edits and all details are correct, save the document in the application folder.

Next step

The next step is to notify the applicant of the outcome of the feasibility study – continue with the next section *B5.4 Issuing a feasibility study document.*

B5.4 Issuing a feasibility study document

Procedure

Follow the steps below to notify the applicant of the outcome of a feasibility study.

Step	Action
1	Save the feasibility study document as a PDF file.
2	Using the standard email template, draft a cover note to the applicant. Emphasise that the feasibility study document is not a legal permit.
3	Attach the PDF version of the feasibility study document to the email.
4	Do a final check of the email and confirm that you have attached the PDF file, and then send the email to the applicant.
5	Save all documents related to the application in the application folder, including notes and emails.

End of process

This completes the processing of a feasibility study.