

Vehicle dimensions and mass permitting manual (volume 2)

Part F

Processing HPMV 50MAX permit applications

Current as at 1 July 2021

Disclaimer

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publication may be replaced or amended subsequent to this publication, and any references to legislation may become out of date if that legislation is amended.

Readers are therefore advised to obtain their own legal and other expert advice before undertaking any action based on information contained in this publication.

Waka Kotahi NZ Transport Agency does not accept any responsibility or liability whatsoever, whether in contract, tort, equity or otherwise for any action taken, or reliance placed, as a result of reading any part of this publication or for any error, inadequacy, deficiency, flaw or omission from the information provided in this publication.

Record of amendments in this part

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

Amendment to 2nd edition	Description of main changes in this part	Effective date
Amendment 6	<p>Processing time: The maximum processing time for 50MAX permit applications has been extended from 5 to 10 days in exceptional cases. See section <i>F1.2 Processing time and managing the workload</i>.</p> <p>Non pro-forma vehicle designs no longer eligible: Following the introduction of new performance based standards (PBS) in May 2019, only pro-forma vehicle designs are eligible for 50MAX permits. New applications for non pro-forma designs must be returned to the applicant, but existing permits for non pro-forma designs remain eligible for renewal. See <i>Non pro-forma applications</i> in section F2.1.</p> <p>Operator compliance checks: Information updated for new process. See section <i>F2.2 Conducting operator compliance checks</i>.</p>	1 July 2021

Contents

Record of amendments in this part.....	F-i
Introduction	F-1
Chapter F1: General information and process overview.....	F1-1
Overview	F1-1
F1.1 Overview diagrams of the HPMV 50MAX permitting process	F1-2
F1.2 Processing time and managing the workload	F1-4
F1.3 Workstation set-up and resources.....	F1-5
Chapter F2: Checking 50MAX permit eligibility.....	F2-1
Overview	F2-1
F2.1 Receiving 50MAX permit applications and checking for completeness	F2-2
F2.2 Conducting operator compliance checks	F2-4
F2.3 Checking a 50MAX pro-forma vehicle design	F2-5
F2.4 Checking vehicle attributes	F2-7
F2.5 Processing 50MAX permit renewal applications	F2-12
Chapter F3: Issuing a 50MAX permit or returning an application	F3-1
Overview	F3-1
F3.1 Checking overlength permit requirements	F3-2
F3.2 Issuing a 50MAX permit	F3-5
F3.3 Returning a 50MAX permit application	F3-8
F3.4 Record-keeping, filing and invoicing for 50MAX permits	F3-9

Part F: Processing HPMV 50MAX permit applications

Introduction

About this part	This part of the <i>Vehicle dimensions and mass permitting manual</i> (volume 2) describes how Waka Kotahi NZ Transport Agency processes HPMV 50MAX permit applications.
Legal background	<p>When issuing HPMV permits, Waka Kotahi (or any other road controlling authority) is required by law to consider:</p> <ul style="list-style-type: none"> • the safety of the vehicle • the safety of road users, and • the durability of roads and bridges on which the vehicle may operate. <p>Legislation reference: Land Transport Rule: Vehicle Dimensions and Mass 2016, section 5.2(1).</p> <p>The processes and procedures described in this part are designed to ensure Waka Kotahi meets its legal obligations when issuing HPMV 50MAX permits.</p>
Audience	<p>The primary audience for this part is the Permitting team in the Waka Kotahi Palmerston North office.</p> <p>Other Waka Kotahi permitting staff, transport operators, local road controlling authorities, enforcement officers and other stakeholders may also be interested in how 50MAX permit applications are processed.</p>
Purpose	The purpose of this part is to be a 'how-to' reference for processing HPMV 50MAX permit applications. It documents best practice and makes the permitting process transparent to all stakeholders.
Policy in volume 1	<p>This part should be read in conjunction with the policy information in <i>Part F: HPMV 50MAX permits</i> in volume 1 of this manual.</p> <p>Permitting staff should take the time to familiarise themselves with the policy in order to:</p> <ul style="list-style-type: none"> • advise applicants correctly and refer them to relevant information, and • understand the reasons for and background to the permitting process and procedures.

Continued on next page

Introduction continued

Terminology and abbreviations

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

In this part

This part contains the following chapters:

Chapter	See page
Chapter F1: General information and process overview	F1-1
Chapter F2: Checking 50MAX permit eligibility	F2-1
Chapter F3: Issuing a 50MAX permit or returning an application	F3-1

Chapter F1: General information and process overview

Overview

About this chapter

This chapter gives an overview of the HPMV 50MAX permitting process. It includes overview diagrams and general guidelines for processing 50MAX permit applications and managing the workload.

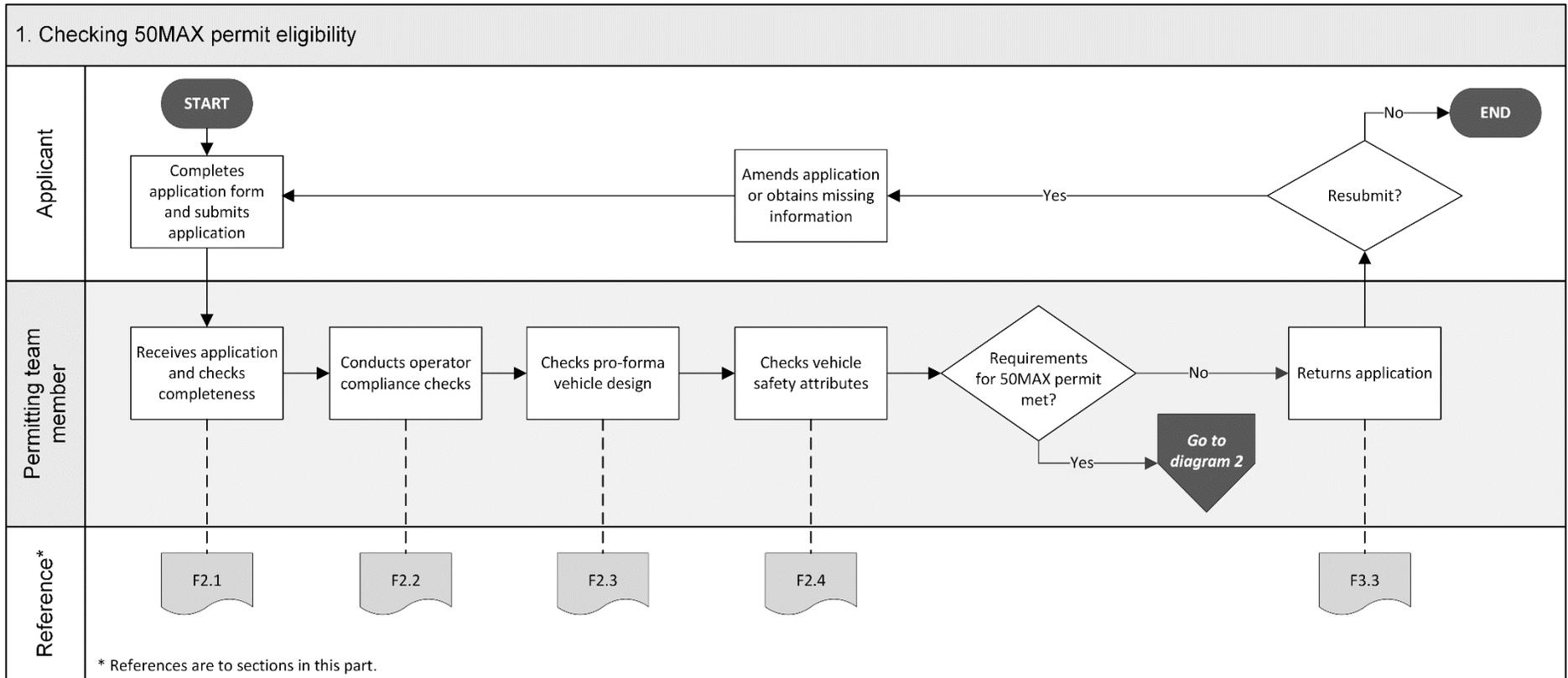
In this chapter

This chapter contains the following sections:

Section	See page
F1.1 Overview diagrams of the HPMV 50MAX permitting process	F1-2
F1.2 Processing time and managing the workload	F1-4
F1.3 Workstation set-up and resources	F1-5

F1.1 Overview diagrams of the HPMV 50MAX permitting process

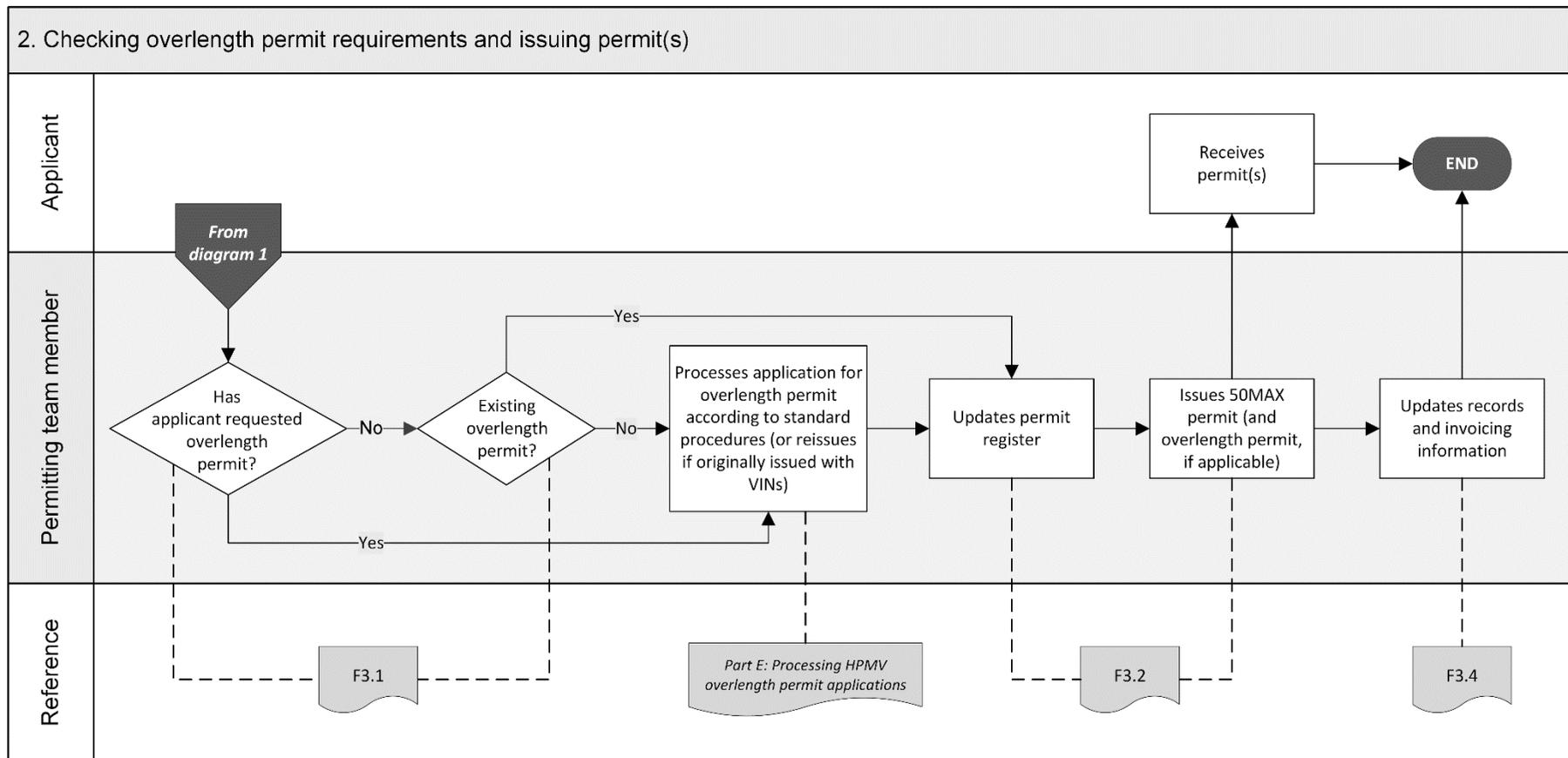
Diagram 1 The diagram below gives an overview of the tasks involved in checking whether a 50MAX permit application meets the requirements for a permit.



Continued on next page

F1.1 Overview diagrams of the HPMV 50MAX permitting process continued

Diagram 2 This diagram shows the tasks involved in completing the processing of a 50MAX permit application.



F1.2 Processing time and managing the workload

First in, first out	Without exception, 50MAX permit applications are processed on a ‘first in, first out’ basis.
----------------------------	--

Target processing time	Applicants are advised that the processing time for 50MAX permit applications is 10 days. However, this is the outer limit and it should only take this long in exceptional circumstances.
-------------------------------	--

Return non-compliant applications	To keep the processing time to a minimum, return non-compliant, incomplete or incorrect permit applications immediately – see section <i>F3.3 Returning a 50MAX permit application</i> .
--	--

Managing your workload	On average, the cycle time to process a permit application is 15 minutes (standard timing).
-------------------------------	---

The escalation point for processing applications is one day’s work in progress (8 hours), worked out from the total processing time (based on the standard timing) divided by the number of resources available.

When to alert your manager

If the work-in-progress time is exceeded, you must immediately alert your manager. Your manager will decide whether to allocate additional resources to deal with the backlog.

Example:

There are 40 new applications and 1.5 full-time resources for processing the applications. Calculate the total processing time as follows:

$$\frac{40 \text{ applications} \times 15 \text{ mins}}{60 \text{ mins}} = 10 \text{ hours}$$

Divide the total processing time by the number of full- and part-time resources available, as follows:

$$\frac{10 \text{ hours}}{1.5 \text{ resources}} = 6.7 \text{ hours}$$

In this example, the processing time is within the work-in-progress limit of 8 hours.

However, if there was only one resource, the processing time would exceed the limit and you would have to alert your manager.

F1.3 Workstation set-up and resources

Workstation set-up	You need a workstation with two monitors (dual screen functionality) to process 50MAX permit applications efficiently.
Resources	<p>Ensure you have access to and are familiar with the following resources:</p> <ul style="list-style-type: none">• 50MAX pro-forma designs (at nzta.govt.nz/commercial-driving/high-productivity/50max/50max-information-for-operators-and-manufacturers/50max-pro-forma-designs)• the list of approved heavy vehicle specialist certifiers (at nzta.govt.nz/resources/heavy-vehicle-specialist-certifiers)• LANDATA (via InsightHub)• Operator safety and compliance information (for details see <i>Chapter A2: Conducting operator compliance checks</i> in part A of this volume)• Overlength HPMV Permit Register and 50MAX Permit Register (Excel spreadsheets)• 50MAX permit and HPMV overlength permit templates, and• 50MAX response email templates.
Return procedure	Also make sure you are familiar with the return procedure because you will be recording any missing, incorrect or non-compliant information in a 'Return' email while you are processing an application. See section <i>F3.3 Returning a 50MAX permit application</i> for details.

Chapter F2: Checking 50MAX permit eligibility

Overview

About this chapter

This chapter describes the checks to determine whether a 50MAX permit application meets the requirements for a permit.

In this chapter

This chapter contains the following sections:

Section	See page
F2.1 Receiving 50MAX permit applications and checking for completeness	F2-2
F2.2 Conducting operator compliance checks	F2-4
F2.3 Checking a 50MAX pro-forma vehicle design	F2-5
F2.4 Checking vehicle attributes	F2-7
F2.5 Processing 50MAX permit renewal applications	F2-12

F2.1 Receiving 50MAX permit applications and checking for completeness

How 50MAX permit applications are received

Applicants must complete and submit the online 50MAX permit application form on the Waka Kotahi website at nzta.govt.nz/commercial-driving/high-productivity/50max/50max-information-for-operators-and-manufacturers/application-form/.

The Permitting team receives 50MAX permit applications by email in the 'Apply 50MAX' mailbox.

Monitor incoming applications

Check the 50MAX mailbox regularly for new applications and alert your manager promptly if incoming applications exceed capacity to achieve the turnaround target – see section *F1.2 Processing time and managing the workload* above.

Processing priority

50MAX permit applications are processed strictly in the order in which they are received, without exception.

Checking for completeness

Follow the steps below to confirm the applicant has submitted all required information and attachments to enable the application to be processed.

Step	Action
1	Open the application you wish to process.
2	<p>Scan through the application.</p> <p>Has the applicant provided information that looks valid in all required fields?</p> <ul style="list-style-type: none"> • If yes, go to step 3. • If no, create a 'Return' email (see section <i>F3.3 Returning a 50MAX permit application</i>) and record the missing or incorrect information, and then go to step 3.

Continued on next page

F2.1 Receiving 50MAX permit applications and checking for completeness continued

Checking for completeness (continued)

Step	Action								
3	<p>On the application form, refer to the table with axle distances and maximum gross mass (GM).</p> <p>Has the applicant selected a GM of 44, 45 or 46 tonnes?</p> <table border="1"> <thead> <tr> <th>Distance from the centre of the first axle to the centre of the last axle is:</th> <th>Maximum Gross Mass (GM)</th> </tr> </thead> <tbody> <tr> <td>16.0m but less than 16.8m</td> <td>44 tonnes</td> </tr> <tr> <td>16.8m but less than 17.4m</td> <td>45 tonnes</td> </tr> <tr> <td>17.4m but less than 18.0m</td> <td>46 tonnes</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • If yes, return the application and advise the applicant that no permit is required – continue with section <i>F3.3 Returning a 50MAX permit application</i>. • If no (the GM selected is 47 tonnes or more), go to step 4. 	Distance from the centre of the first axle to the centre of the last axle is:	Maximum Gross Mass (GM)	16.0m but less than 16.8m	44 tonnes	16.8m but less than 17.4m	45 tonnes	17.4m but less than 18.0m	46 tonnes
Distance from the centre of the first axle to the centre of the last axle is:	Maximum Gross Mass (GM)								
16.0m but less than 16.8m	44 tonnes								
16.8m but less than 17.4m	45 tonnes								
17.4m but less than 18.0m	46 tonnes								
4	<p>Check the attachments. Has the applicant submitted:</p> <ul style="list-style-type: none"> <input type="checkbox"/> a 50MAX HPMV combination attributes check sheet for each vehicle combination applied for, and <input type="checkbox"/> a 50MAX pro-forma vehicle design diagram with vehicle dimensions? <ul style="list-style-type: none"> • If yes, continue with section <i>F2.2 Conducting operator compliance checks</i>. • If no, that is if any of the required attachments are missing, return the application – continue with section <i>F3.3 Returning a 50MAX permit application</i>. 								

Non pro-forma applications

In the past, variations from the standard pro-forma designs (so-called 'non pro-forma' designs) were occasionally approved for a 50MAX permit if they met the Waka Kotahi performance based standards (PBS).

However, since the introduction of new PBS in May 2019, non pro-forma designs are no longer eligible for 50MAX permits.

If you receive a non pro-forma application, return the application – see section *F3.3 Returning a 50MAX permit application*.

Note: Existing permits for non pro-forma designs that were originally approved before May 2019 remain eligible for renewal.

F2.2 Conducting operator compliance checks

Why conduct operator compliance checks?

The operator compliance checks assess an operator's compliance with safety related legislation to ensure that they pose no undue risk to other road users when operating under a permit.

In addition, the operator compliance checks confirm that the operator is a valid legal entity and is entitled to hold a permit.

Two aspects

There are two aspects to the operator compliance checks:

1. Legal checks to confirm that the permit applicant is:

- the holder of a valid TSL, and
- a registered legal entity.

Note: Only the registered holder of a current TSL is entitled to operate under an HPMV permit.

2. Operator compliance checks to confirm that the operator has a good safety and compliance record and does not pose a risk to other road users.

Follow standard procedures

To do the operator compliance checks, follow the detailed procedures described in:

- *Chapter A2: Conducting operator compliance checks* in part A of this volume, or
 - the Waka Kotahi document *Process to conduct an operator compliance check*.
-

Next step

When you have completed the operator compliance checks and if the operator is eligible for a permit, continue with section *F2.3 Checking a 50MAX pro-forma vehicle design*.

F2.3 Checking a 50MAX pro-forma vehicle design

Why check pro-forma designs?

Waka Kotahi has approved '50MAX ready' pro-forma vehicle designs of combinations that meet the vehicle requirements for 50MAX permits. The vehicle combinations on a 50MAX permit application must conform to an approved pro-forma design to be eligible for a permit.

Note: Non pro-forma designs are without exception **not** eligible for a 50MAX permit, but existing permits for non pro-forma designs are eligible for renewal.

Familiarise yourself with return procedure

If you have not already done so, make sure you are familiar with the return procedure, because you will be recording any missing, incorrect or non-compliant information in a 'Return' email while you are processing an application. See section *F3.3 Returning a 50MAX permit application*.

Procedure

Follow the steps below to check whether the vehicle combination on the application conforms to an approved 50MAX pro-forma design.

Step	Action
1	<p>Open the application on one screen, and the attachment with the pro-forma design on your other screen.</p> <p>Note: Only one pro-forma design is permitted per application. If the application is for multiple vehicle combinations, they must all be identical and match the same pro-forma design, with identical dimensions.</p>
2	<p>Access the 50MAX pro-forma designs at nztta.govt.nz/commercial-driving/high-productivity/50max/50max-information-for-operators-and-manufacturers/50max-pro-forma-designs.</p> <p>Find the design that matches the one submitted with the application.</p>
3	<p>Has the applicant provided a correct 50MAX pro-forma design?</p> <ul style="list-style-type: none"> • If yes, go to step 4. • If no, return the application – continue with section <i>F3.3 Returning a 50MAX permit application</i>.

Continued on next page

F2.3 Checking a 50MAX pro-forma vehicle design continued

Procedure (continued)

Step	Action
4	<p>Refer to the 'Vehicle combination and mass details' section of the application form.</p> <p>Has the applicant provided the registration numbers for each unit in the vehicle combination for the pro-forma design they submitted (prime mover and up to five identical trailers)?</p> <ul style="list-style-type: none"> • If yes, go to step 5. • If no, record the missing details in the Return email and then go to step 5.
5	<p>Refer to the pro-forma design diagram.</p> <p>Has the applicant entered the vehicle combination's dimensions in all fields in the diagram?</p> <ul style="list-style-type: none"> • If yes, go to step 6. • If no, make a note of the missing details in the Return email and then go to step 6.
6	<p>Has the applicant entered dimensions that are within the minimum and the maximum dimensions on the pro-forma design diagram?</p> <ul style="list-style-type: none"> • If yes, the vehicle design meets requirements. Continue with section <i>F2.4 Checking vehicle attributes</i>. • If no, record the non-compliant dimensions in the Return email and then continue with section <i>F2.4 Checking vehicle attributes</i>.

F2.4 Checking vehicle attributes

Why check vehicle attributes?

The purpose of checking vehicle attributes is to confirm that the vehicle combination is technically capable of safely carrying the mass applied for under a 50MAX permit. This is done by checking application details against the certified ratings on the 50MAX High Productivity Combination Motor Vehicle Attributes Check Sheet.

Applicants must provide a 50MAX combination attributes check sheet for each vehicle combination applied for.

Note: Only 50MAX combination attributes check sheets are acceptable with a 50MAX permit application. A 'High Productivity Motor Vehicle/ISO Permit Attributes Check Sheet', which is required for HPMV higher mass permit applications, is **not** acceptable with a 50MAX permit application.

Three subtasks

Checking vehicle attributes involves three subtasks:

1. **Checking for valid attributes check sheet** to confirm that a correct and valid attributes check sheet has been submitted for the vehicle combinations applied for.
2. **Confirming roll stability** to confirm the vehicle meets roll stability requirements.
3. **Checking gross mass** to confirm the vehicle can safely carry the mass applied for.

These subtasks are described in detail below.

1. Checking for valid attributes check sheet

Follow the steps below to confirm that the applicant has submitted a correct and valid attributes check sheet with the application.

Note: If the application is for multiple vehicle combinations, you must go through these steps for each combination.

Step	Action
1	<p>Has the applicant provided a correct 50MAX High Productivity Combination Motor Vehicle Attributes Check Sheet for each vehicle combination applied for?</p> <p>Note: Up to five combinations per application are allowed.</p> <ul style="list-style-type: none"> • If yes, go to step 2. • If no, make a note of the missing or incorrect attributes check sheets in the Return email and then go to step 2.

Continued on next page

F2.4 Checking vehicle attributes continued

1. Checking for valid attributes check sheet (continued)

Step	Action
2	On the attributes check sheet, note the name of the certifier who signed it.
3	Refer to the list of approved heavy vehicle specialist certifiers at nzta.govt.nz/resources/heavy-vehicle-specialist-certifiers . Find the certifier who signed the attributes check sheet on the list.
4	Has the attributes check sheet been signed by an approved certifier included in the online list? <ul style="list-style-type: none"> • If yes, go to step 5. • If no, make a note of the issue in the Return email and then go to step 5.
5	Look up the registration numbers on the application form and compare them against the registration numbers: <ul style="list-style-type: none"> • on the attributes check sheet, and • in LANDATA, if necessary (for example to confirm personalised plates). <p>Note: If there are discrepancies, you can also try to search records for the vehicle identification number (VIN) to help establish the correct registration numbers.</p>
6	Do the registration numbers on the application form, on the attributes check sheets and/or in LANDATA match? <ul style="list-style-type: none"> • If yes, continue with subtask 2. <i>Confirming roll stability</i>. • If no, make a note of any discrepancies in the Return email and then continue with subtask 2.

Continued on next page

F2.4 Checking vehicle attributes continued

2. Confirming roll stability

Follow the steps below to confirm that the vehicle combination meets roll stability requirements.

Step	Action																																																																																								
1	<p>On page 1 of the attributes check sheet, refer to the rows starting with 'Trailers have Roll Stability Control activated' (outlined in red below):</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">50MAX High Productivity Combination Motor Vehicle Attributes Check Sheet (V.1a)</p> <p style="text-align: center;">HEAVY VEHICLE ENGINEERING CERTIFIER NOTES, SEE HVE VIRM SECTION 12-12</p> <p style="text-align: center;">Description of Vehicle for unit types; Prime Mover, Full Trailer, Semi Trailer, Simple Trailer, 50MAX Dedicated Combination</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Prime mover Registration Plate No</td> <td colspan="2"></td> <td colspan="2">VIN</td> <td colspan="2"></td> </tr> <tr> <td>Make</td> <td></td> <td>Model</td> <td></td> <td>Sub Model</td> <td></td> <td>Year</td> <td></td> </tr> <tr> <td colspan="2">Trailer 1 Registration Plate No</td> <td colspan="2"></td> <td colspan="2">VIN</td> <td colspan="2"></td> </tr> <tr> <td>Make</td> <td></td> <td>Model</td> <td></td> <td>Type</td> <td>Full/dolly/semi trailer</td> <td>Year</td> <td></td> </tr> <tr> <td colspan="2">Trailer 2 Registration Plate No</td> <td colspan="2"></td> <td colspan="2">VIN</td> <td colspan="2"></td> </tr> <tr> <td>Make</td> <td></td> <td>Model</td> <td></td> <td>Type</td> <td>Semi trailer</td> <td>Year</td> <td></td> </tr> <tr style="border: 2px solid red;"> <td colspan="2">Trailers have Roll Stability Control activated</td> <td colspan="2">Trailer 1</td> <td>yes</td> <td><input checked="" type="checkbox"/></td> <td>no</td> <td></td> </tr> <tr style="border: 2px solid red;"> <td colspan="2">Trailer 1; 0.35g SRT at load height. (load height may be limited)</td> <td>YES</td> <td><input checked="" type="checkbox"/></td> <td>X1</td> <td>Y1</td> <td>X2</td> <td>Y2</td> </tr> <tr style="border: 2px solid red;"> <td colspan="2">Trailer 2; 0.35g SRT at load height. (load height may be limited)</td> <td>YES</td> <td><input checked="" type="checkbox"/></td> <td>X1</td> <td>Y1</td> <td>X2</td> <td>Y2</td> </tr> <tr> <td colspan="4" style="font-size: small;">if fitted with a non RSC brake system the trailer must meet a minimum SRT of 0.4g. please provide mass / load height information at 0.4 SRT. This may result in a load height limit being placed as a condition on the higher productivity permit. Note, in most cases Uniform Density is required</td> <td colspan="2">Trailer 1 Mass</td> <td colspan="2">Trailer 2 Mass</td> </tr> <tr> <td colspan="4"></td> <td colspan="2">Trailer 1 height</td> <td colspan="2">Trailer 2 height</td> </tr> </table> </div>	Prime mover Registration Plate No				VIN				Make		Model		Sub Model		Year		Trailer 1 Registration Plate No				VIN				Make		Model		Type	Full/dolly/semi trailer	Year		Trailer 2 Registration Plate No				VIN				Make		Model		Type	Semi trailer	Year		Trailers have Roll Stability Control activated		Trailer 1		yes	<input checked="" type="checkbox"/>	no		Trailer 1; 0.35g SRT at load height. (load height may be limited)		YES	<input checked="" type="checkbox"/>	X1	Y1	X2	Y2	Trailer 2; 0.35g SRT at load height. (load height may be limited)		YES	<input checked="" type="checkbox"/>	X1	Y1	X2	Y2	if fitted with a non RSC brake system the trailer must meet a minimum SRT of 0.4g. please provide mass / load height information at 0.4 SRT. This may result in a load height limit being placed as a condition on the higher productivity permit. Note, in most cases Uniform Density is required				Trailer 1 Mass		Trailer 2 Mass						Trailer 1 height		Trailer 2 height	
Prime mover Registration Plate No				VIN																																																																																					
Make		Model		Sub Model		Year																																																																																			
Trailer 1 Registration Plate No				VIN																																																																																					
Make		Model		Type	Full/dolly/semi trailer	Year																																																																																			
Trailer 2 Registration Plate No				VIN																																																																																					
Make		Model		Type	Semi trailer	Year																																																																																			
Trailers have Roll Stability Control activated		Trailer 1		yes	<input checked="" type="checkbox"/>	no																																																																																			
Trailer 1; 0.35g SRT at load height. (load height may be limited)		YES	<input checked="" type="checkbox"/>	X1	Y1	X2	Y2																																																																																		
Trailer 2; 0.35g SRT at load height. (load height may be limited)		YES	<input checked="" type="checkbox"/>	X1	Y1	X2	Y2																																																																																		
if fitted with a non RSC brake system the trailer must meet a minimum SRT of 0.4g. please provide mass / load height information at 0.4 SRT. This may result in a load height limit being placed as a condition on the higher productivity permit. Note, in most cases Uniform Density is required				Trailer 1 Mass		Trailer 2 Mass																																																																																			
				Trailer 1 height		Trailer 2 height																																																																																			
2	<p>Has the certifier indicated 'yes' for each trailer?</p> <ul style="list-style-type: none"> • If yes, the vehicle meets stability requirements. Continue with subtask 3. <i>Checking gross mass</i>. • If no, go to step 3. 																																																																																								
3	<p>Has the certifier included load and height limits at which the trailer meets a static roll threshold (SRT) at 0.4g (outlined in red below)?</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Trailers have Roll Stability Control activated</td> <td colspan="2">Trailer 1</td> <td>yes</td> <td><input type="checkbox"/></td> <td>no</td> <td></td> </tr> <tr> <td colspan="2">Trailer 1; 0.35g SRT at load height. (load height may be limited)</td> <td>YES</td> <td><input type="checkbox"/></td> <td>X1</td> <td>Y1</td> <td>X2</td> <td>Y2</td> </tr> <tr> <td colspan="2">Trailer 2; 0.35g SRT at load height. (load height may be limited)</td> <td>YES</td> <td><input type="checkbox"/></td> <td>X1</td> <td>Y1</td> <td>X2</td> <td>Y2</td> </tr> <tr style="border: 2px solid red;"> <td colspan="4" style="font-size: small;">if fitted with a non RSC brake system the trailer must meet a minimum SRT of 0.4g. please provide mass / load height information at 0.4 SRT. This may result in a load height limit being placed as a condition on the higher productivity permit. Note, in most cases Uniform Density is required</td> <td colspan="2">Trailer 1 Mass</td> <td>20,000kg</td> <td>Trailer 2 Mass</td> </tr> <tr style="border: 2px solid red;"> <td colspan="4"></td> <td colspan="2">Trailer 1 height</td> <td>3.71m</td> <td>Trailer 2 height</td> </tr> </table> </div> <ul style="list-style-type: none"> • If yes, go to step 4. • If no, note in the Return email that the attributes check sheet is missing SRT information and then continue with subtask 3. <i>Checking gross mass</i>. 	Trailers have Roll Stability Control activated		Trailer 1		yes	<input type="checkbox"/>	no		Trailer 1; 0.35g SRT at load height. (load height may be limited)		YES	<input type="checkbox"/>	X1	Y1	X2	Y2	Trailer 2; 0.35g SRT at load height. (load height may be limited)		YES	<input type="checkbox"/>	X1	Y1	X2	Y2	if fitted with a non RSC brake system the trailer must meet a minimum SRT of 0.4g. please provide mass / load height information at 0.4 SRT. This may result in a load height limit being placed as a condition on the higher productivity permit. Note, in most cases Uniform Density is required				Trailer 1 Mass		20,000kg	Trailer 2 Mass					Trailer 1 height		3.71m	Trailer 2 height																																																
Trailers have Roll Stability Control activated		Trailer 1		yes	<input type="checkbox"/>	no																																																																																			
Trailer 1; 0.35g SRT at load height. (load height may be limited)		YES	<input type="checkbox"/>	X1	Y1	X2	Y2																																																																																		
Trailer 2; 0.35g SRT at load height. (load height may be limited)		YES	<input type="checkbox"/>	X1	Y1	X2	Y2																																																																																		
if fitted with a non RSC brake system the trailer must meet a minimum SRT of 0.4g. please provide mass / load height information at 0.4 SRT. This may result in a load height limit being placed as a condition on the higher productivity permit. Note, in most cases Uniform Density is required				Trailer 1 Mass		20,000kg	Trailer 2 Mass																																																																																		
				Trailer 1 height		3.71m	Trailer 2 height																																																																																		

Continued on next page

F2.4 Checking vehicle attributes continued

2. Confirming roll stability (continued)

Step	Action
4	<p>Was the trailer with an SRT target of 0.4g first registered before:</p> <ul style="list-style-type: none"> - 1 May 2010, OR - 1 April 2016 if it is a log trailer carrying round wood? <ul style="list-style-type: none"> • If yes, the vehicle meets stability requirements. Continue with subtask 3. <i>Checking gross mass</i>. • If no, make a note that the trailer does not meet stability requirements in the Return email and then continue with subtask 3.

3. Checking gross mass

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

Step	Action																								
1	<p>On the application form, refer to the table with axle distances and maximum gross mass.</p> <p>Note the distance and maximum gross mass selected (as outlined in red in the example below).</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>I apply for the above vehicle combination(s) to carry up to a gross mass of:*</p> <p><small>(Please indicate the Gross Mass relevant to the distance, 1st to last axle, of your vehicle combination).</small></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Distance from the centre of the first axle to the centre of the last axle is:</th> <th style="width: 20%;">Maximum Gross Mass (GM)</th> <th style="width: 20%;"></th> </tr> </thead> <tbody> <tr> <td>16.0m but less than 16.8m</td> <td>44 tonnes</td> <td style="text-align: center;"><input type="radio"/></td> </tr> <tr> <td>16.8m but less than 17.4m</td> <td>45 tonnes</td> <td style="text-align: center;"><input type="radio"/></td> </tr> <tr> <td>17.4m but less than 18.0m</td> <td>46 tonnes</td> <td style="text-align: center;"><input type="radio"/></td> </tr> <tr> <td>18.0m but less than 18.6m</td> <td>47 tonnes</td> <td style="text-align: center;"><input type="radio"/></td> </tr> <tr style="border: 2px solid red;"> <td style="border: 2px solid red;">18.6m but less than 19.4m</td> <td style="border: 2px solid red;">48 tonnes</td> <td style="border: 2px solid red; text-align: center;"><input checked="" type="radio"/></td> </tr> <tr> <td>19.4m but less than 20.0m</td> <td>49 tonnes</td> <td style="text-align: center;"><input type="radio"/></td> </tr> <tr> <td>20.0m or more</td> <td>50 tonnes</td> <td style="text-align: center;"><input type="radio"/></td> </tr> </tbody> </table> </div> <p>Note: If the application is for a gross mass of 44, 45 or 46 tonnes, return the application because no permit is required.</p>	Distance from the centre of the first axle to the centre of the last axle is:	Maximum Gross Mass (GM)		16.0m but less than 16.8m	44 tonnes	<input type="radio"/>	16.8m but less than 17.4m	45 tonnes	<input type="radio"/>	17.4m but less than 18.0m	46 tonnes	<input type="radio"/>	18.0m but less than 18.6m	47 tonnes	<input type="radio"/>	18.6m but less than 19.4m	48 tonnes	<input checked="" type="radio"/>	19.4m but less than 20.0m	49 tonnes	<input type="radio"/>	20.0m or more	50 tonnes	<input type="radio"/>
Distance from the centre of the first axle to the centre of the last axle is:	Maximum Gross Mass (GM)																								
16.0m but less than 16.8m	44 tonnes	<input type="radio"/>																							
16.8m but less than 17.4m	45 tonnes	<input type="radio"/>																							
17.4m but less than 18.0m	46 tonnes	<input type="radio"/>																							
18.0m but less than 18.6m	47 tonnes	<input type="radio"/>																							
18.6m but less than 19.4m	48 tonnes	<input checked="" type="radio"/>																							
19.4m but less than 20.0m	49 tonnes	<input type="radio"/>																							
20.0m or more	50 tonnes	<input type="radio"/>																							

Continued on next page

F2.4 Checking vehicle attributes continued

3. Checking gross mass (continued)

Step	Action																																				
2	<p>Refer to page 2 of the attributes check sheet and note the distance and gross mass indicated by the certifier (as outlined in red in the example below).</p> <p>Example:</p> <table border="1"> <thead> <tr> <th colspan="4">Application may not be for masses greater than the GVM/GCM of the vehicles/combination</th> </tr> </thead> <tbody> <tr> <td>9 axle minimum/16.8m but less than 17.4m 1st to last axle/45t</td> <td></td> <td>9 axle minimum/17.4 but less than 18.0m 1st to last axle/46t</td> <td></td> </tr> <tr> <td>9 axle minimum/18.0m but less than 18.6m 1st to last axle/47t</td> <td></td> <td>9 axle minimum/18.6m but less than 19.4m 1st to last axle/48t</td> <td>✓</td> </tr> <tr> <td>9 axle minimum/19.4m but less than 20m 1st to last axle/49t</td> <td></td> <td>9 axle minimum/20.0m or more 1st to last axle/50t</td> <td></td> </tr> </tbody> </table>	Application may not be for masses greater than the GVM/GCM of the vehicles/combination				9 axle minimum/16.8m but less than 17.4m 1st to last axle/45t		9 axle minimum/17.4 but less than 18.0m 1st to last axle/46t		9 axle minimum/18.0m but less than 18.6m 1st to last axle/47t		9 axle minimum/18.6m but less than 19.4m 1st to last axle/48t	✓	9 axle minimum/19.4m but less than 20m 1st to last axle/49t		9 axle minimum/20.0m or more 1st to last axle/50t																					
Application may not be for masses greater than the GVM/GCM of the vehicles/combination																																					
9 axle minimum/16.8m but less than 17.4m 1st to last axle/45t		9 axle minimum/17.4 but less than 18.0m 1st to last axle/46t																																			
9 axle minimum/18.0m but less than 18.6m 1st to last axle/47t		9 axle minimum/18.6m but less than 19.4m 1st to last axle/48t	✓																																		
9 axle minimum/19.4m but less than 20m 1st to last axle/49t		9 axle minimum/20.0m or more 1st to last axle/50t																																			
3	<p>Do the distance and maximum gross mass (GM) selected on the application form match the distance and mass indicated on the attributes check sheet?</p> <ul style="list-style-type: none"> • If yes, go to step 4. • If no, make a note of the discrepancy in the Return email and then go to step 4. 																																				
4	<p>Lastly, does the gross mass (GM) indicated in the last field of the attributes check sheet match:</p> <ol style="list-style-type: none"> a) the GM previously selected (where the arrow is pointing in the example below), AND b) the GM selected on the application form? <table border="1"> <thead> <tr> <th colspan="4">Application may not be for masses greater than the GVM/GCM of the vehicles/combination</th> </tr> </thead> <tbody> <tr> <td>9 axle minimum/16.8m but less than 17.4m 1st to last axle/45t</td> <td></td> <td>9 axle minimum/17.4 but less than 18.0m 1st to last axle/46t</td> <td></td> </tr> <tr> <td>9 axle minimum/18.0m but less than 18.6m 1st to last axle/47t</td> <td></td> <td>9 axle minimum/18.6m but less than 19.4m 1st to last axle/48t</td> <td>✓</td> </tr> <tr> <td>9 axle minimum/19.4m but less than 20m 1st to last axle/49t</td> <td></td> <td>9 axle minimum/20.0m or more 1st to last axle/50t</td> <td></td> </tr> <tr> <td colspan="3">The above vehicle combination is compliant with the 50max <i>pro forma</i> type (use <i>pro forma</i> eg R22T23)</td> <td>Code</td> </tr> <tr> <td colspan="3">The above vehicle combination is rated to safely carry a GW of</td> <td>Tonne</td> </tr> <tr> <td colspan="3">The operator of this vehicle may apply for a 50MAX/HPMV/ISO Permit of up to</td> <td>48 Tonne</td> </tr> <tr> <td>Certifier Name:</td> <td>Certifier I.D.:</td> <td>Date</td> <td></td> </tr> <tr> <td>Signature of certifier:</td> <td>EXPIRY DATE</td> <td></td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> • If yes, the vehicle meets safety requirements. Continue with section <i>F3.1 Checking overlength permit requirements</i>. • If no, make a note of the issue in the Return email and then continue with section F3.1. 	Application may not be for masses greater than the GVM/GCM of the vehicles/combination				9 axle minimum/16.8m but less than 17.4m 1st to last axle/45t		9 axle minimum/17.4 but less than 18.0m 1st to last axle/46t		9 axle minimum/18.0m but less than 18.6m 1st to last axle/47t		9 axle minimum/18.6m but less than 19.4m 1st to last axle/48t	✓	9 axle minimum/19.4m but less than 20m 1st to last axle/49t		9 axle minimum/20.0m or more 1st to last axle/50t		The above vehicle combination is compliant with the 50max <i>pro forma</i> type (use <i>pro forma</i> eg R22T23)			Code	The above vehicle combination is rated to safely carry a GW of			Tonne	The operator of this vehicle may apply for a 50MAX/HPMV/ISO Permit of up to			48 Tonne	Certifier Name:	Certifier I.D.:	Date		Signature of certifier:	EXPIRY DATE		
Application may not be for masses greater than the GVM/GCM of the vehicles/combination																																					
9 axle minimum/16.8m but less than 17.4m 1st to last axle/45t		9 axle minimum/17.4 but less than 18.0m 1st to last axle/46t																																			
9 axle minimum/18.0m but less than 18.6m 1st to last axle/47t		9 axle minimum/18.6m but less than 19.4m 1st to last axle/48t	✓																																		
9 axle minimum/19.4m but less than 20m 1st to last axle/49t		9 axle minimum/20.0m or more 1st to last axle/50t																																			
The above vehicle combination is compliant with the 50max <i>pro forma</i> type (use <i>pro forma</i> eg R22T23)			Code																																		
The above vehicle combination is rated to safely carry a GW of			Tonne																																		
The operator of this vehicle may apply for a 50MAX/HPMV/ISO Permit of up to			48 Tonne																																		
Certifier Name:	Certifier I.D.:	Date																																			
Signature of certifier:	EXPIRY DATE																																				

F2.5 Processing 50MAX permit renewal applications

When a 50MAX permit can be renewed

Operators may renew a 50MAX permit if the details of the vehicle combination on the permit have not changed since the original permit was issued. The renewal application form includes a declaration to this effect that applicants must sign.

A copy of the permit to be renewed must be attached to the application, but attributes check sheets are not required with a renewal application.

The renewal application form is at nzta.govt.nz/commercial-driving/high-productivity/50max/50max-information-for-operators-and-manufacturers/application-form-renewal.

Procedure

Follow the steps below to process a 50MAX permit renewal application.

Step	Action
1	<p>Open the permit renewal application and check the attachments.</p> <p>Has the applicant attached a copy of the permit they wish to renew?</p> <ul style="list-style-type: none"> • If yes, go to step 2. • If no, return the application – see section <i>F3.3 Returning a 50MAX permit application</i>. Remind the applicant in the Return email that they must provide a copy of the original permit.
2	<p>Compare the relevant company details on the renewal application with the corresponding details on the original permit.</p> <p>Are the TSL number and company name the same?</p> <p>Note: Contact email addresses or phone numbers may change.</p> <ul style="list-style-type: none"> • If yes, go to step 3. • If no, return the application – see section <i>F3.3 Returning a 50MAX permit application</i>.
3	<p>Conduct operator compliance checks in accordance with the procedures in <i>Chapter A2: Conducting operator compliance checks</i> in part A of this volume.</p>

Continued on next page

F2.5 Processing 50MAX permit renewal applications

continued

Procedure (continued)

Step	Action
4	<p>If there are no safety concerns and the operator is eligible for a permit, copy the previous permit and update the:</p> <ul style="list-style-type: none"><input type="checkbox"/> permit number<input type="checkbox"/> permit period<input type="checkbox"/> signature and date of issue, and<input type="checkbox"/> any minor details (email address or phone number). <p>Note: If the original permit is not on the latest permit template, copy the details to the current template.</p>
5	<p>To issue the renewed permit, follow the procedure in section <i>F3.2 Issuing a 50MAX permit</i>.</p>

Chapter F3: Issuing a 50MAX permit or returning an application

Overview

About this chapter

This chapter describes the tasks involved in issuing a 50MAX permit or returning an application.

In this chapter

This chapter contains the following sections:

Section	See page
F3.1 Checking overlength permit requirements	F3-2
F3.2 Issuing a 50MAX permit	F3-5
F3.3 Returning a 50MAX permit application	F3-8
F3.4 Record-keeping, filing and invoicing for 50MAX permits	F3-9

F3.1 Checking overlength permit requirements

Why check for an overlength permit?

All 50MAX pro-forma vehicles also require an HPMV overlength permit to operate. You need to either:

- issue an overlength permit as well as a 50MAX permit, or
- confirm that the applicant already has an existing overlength permit for the vehicle combinations applied for.

Overlength permits have no expiry date, whereas 50MAX permits need to be renewed every two years.

Note: Overlength ‘permits’ are legally ‘approvals’ to exceed length limits under section 5.9(5) of the VDAM Rule. However, such approvals are widely referred to as ‘overlength permits’, including in this manual.

Two subtasks

Checking overlength permit requirements may involve two subtasks, as follows:

1. **Checking whether an overlength permit is needed**, and
2. **Reissuing an overlength permit** with registration numbers if an existing overlength permit has vehicle identification numbers (VINs).

These subtasks are described in detail below.

1. Checking whether an overlength permit is needed

Follow the steps below to check whether an overlength permit is required.

Step	Action
1	<p>Refer to the ‘Vehicle combination and mass details’ section of the application form and note which option is checked for an overlength permit (circled in red below).</p>  <p>The screenshot shows a form with two input fields for registration numbers: 'Trailer 1 registration no: (Max 6 characters)' with the value 'TRA123' and 'Trailer 2 (B train only) registration no: (Max 6 characters)' with the value 'TRA456'. To the right, under the heading 'Over Length HPMV Permits', there are two radio button options: 'I already have a HPMV permit to exceed length limits' (which is selected and circled in red) and 'I do not have a HPMV permit to exceed length limits'.</p>

Continued on next page

F3.1 Checking overlength permit requirements continued

1. Checking whether an overlength permit is needed

(continued)

Step	Action
2	<p>Regardless of which option the applicant has selected, check the Overlength HPMV Permit Register to verify whether the vehicle does or does not have an existing overlength permit.</p> <p>Note: You may need to search for the VIN in the register to find the vehicle.</p> <p>Does the vehicle combination have an existing overlength permit?</p> <ul style="list-style-type: none"> • If yes, go to step 3. • If no, go to step 4.
3	<p>Has the existing overlength permit been issued:</p> <ul style="list-style-type: none"> – with registration numbers, and – for all trailers on the 50MAX permit application? <ul style="list-style-type: none"> • If yes, continue with section <i>F3.2 Issuing a 50MAX permit</i>. • If no, continue with subtask 2. <i>Reissuing an overlength permit</i>.
4	<p>Process the application for an overlength permit in accordance with standard procedures (see <i>Part E: Processing HPMV overlength permit applications</i> in this volume).</p>
5	<p>When you have created the overlength permit, continue with section <i>F3.2 Issuing a 50MAX permit</i>.</p> <p>Note: Overlength permits are issued together with the 50MAX permit.</p>

2. Reissuing an overlength permit

Follow the steps below to reissue an overlength permit with registration numbers or for additional trailers.

Step	Action
1	<p>Open the original overlength permit document.</p>
2	<p>If the overlength permit was issued with VINs, replace the VINs in the permit with the corresponding registration numbers.</p> <p>Note: Overlength permits issued with VINs are valid for one month only.</p>

Continued on next page

F3.1 Checking overlength permit requirements continued

2. Reissuing an overlength permit (continued)

Step	Action
3	<p>Are there any trailers in the combination on the 50MAX permit application that are not also on the overlength permit?</p> <ul style="list-style-type: none"> • If yes, go to step 4. • If no, go to step 5.
4	<p>Are the new trailers the same pro-forma design as the other trailers on the overlength permit?</p> <ul style="list-style-type: none"> • If yes, add the registration numbers for the new trailers to the overlength permit and then go to step 5. • If no, return the application and advise the applicant that multiple trailers on the same permit application must be identical – see section <i>F3.3 Returning a 50MAX permit application</i>.
5	<p>Check that all details on the updated overlength permit document are correct, particularly the:</p> <ul style="list-style-type: none"> – registration numbers – date of reissue, and – expiry date (you may need to overwrite an expiry date with 'N/A' for permits that were originally issued with VINs).
6	<p>When you are satisfied that all details are correct, save the document as a PDF file.</p> <p>Then continue with section <i>F3.2 Issuing a 50MAX permit</i>.</p>

F3.2 Issuing a 50MAX permit

Issue permits by email

HPMV 50MAX permits are always emailed to applicants. Waka Kotahi does not fax or post printed copies of permits.

Three subtasks

Issuing a 50MAX permit consists of the following three subtasks:

1. **Updating the 50MAX Permit Register**
2. **Creating a 50MAX permit document**, and
3. **Issuing the permit to the applicant.**

These subtasks are described in detail below.

1. Updating the 50MAX Permit Register

Follow the steps below to update the permit register. This also gives you the permit number you need for issuing the permit.

Step	Action
1	Open the 50MAX Permit Register (Excel spreadsheet) and the application email.
2	In the next row available in the 50MAX Permit Register spreadsheet, enter the required data from the application in the relevant columns. This also gives you the permit number (permit numbers run in sequence).
3	Save the 50MAX Permit Register but keep the file open so you can copy the permit number.
4	Continue with subtask 2. <i>Creating a 50MAX permit document.</i>

2. Creating a 50MAX permit document

Once you have entered the application details in the 50MAX Permit Register, follow the steps below to create a permit document.

Step	Action
1	In InfoHub, find the Microsoft Word 50MAX permit template with the relevant pro-forma drawing for the vehicle combination in the application. Double-click on the file to open a new document in Microsoft Word from the template.

Continued on next page

F3.2 Issuing a 50MAX permit continued

2. Creating a 50MAX permit document (continued)

Step	Action
2	<p>From the 50MAX Permit Register spreadsheet, copy the permit number from the application record you created in subtask 1 above.</p> <p>Paste the permit number into the permit number field in the permit document.</p>
3	Complete all other relevant fields in the permit document.
4	<p>Save the permit document as a PDF file into the '50MAX Issued Permits' folder on the G: drive and close the files.</p> <p>Note: Only PDF files are legally valid permits.</p>
5	Continue with subtask 3. <i>Issuing the permit to the applicant.</i>

3. Issuing the permit to the applicant

Follow the steps below to issue a 50MAX permit to the applicant.

Step	Action
1	Open the 'Approved' email template. Select and copy the text from the body of the email template.
2	<p>Open the applicant's email and click on Reply.</p> <p>Paste the text you copied from the email template into the body of the Reply email.</p>
3	<p>Change the subject line of the Reply email to read:</p> <p>'50MAX HPMV permit application – Approved [<i>Company name</i>] [<i>Registration numbers of all vehicle units on the permit</i>]'</p> <p>Note: Including the company name and registration numbers in the subject line makes it easy to search for application records.</p>
4	Edit the standard email text as necessary.

Continued on next page

F3.2 Issuing a 50MAX permit continued

3. Issuing the permit to the applicant

(continued)

Step	Action
5	<p>Attach the following to the email:</p> <ul style="list-style-type: none"> <input type="checkbox"/> the 50MAX permit (PDF file) <input type="checkbox"/> the overlength permit (PDF file), if you have issued one <input type="checkbox"/> the original application email, and <input type="checkbox"/> the RUC attachment (the one-page document 'Road user charges for heavy vehicles with permits to operate overweight'). <p>Tip: A quick way to add attachments is to:</p> <ul style="list-style-type: none"> - grab the file or email you want to attach with your mouse, and - drag and drop it into the body of the email. <p>Important: You must always send permits as PDF files. Word documents can be edited and are not legally valid permits.</p>
6	<p>Send the email to the applicant and then:</p> <ul style="list-style-type: none"> - save it in InfoHub, and - delete the application email from the 50MAX inbox. <p>Note: Always issue a 50MAX permit by email. Waka Kotahi does not fax or post printed copies of permits.</p>

Next step

The next step is to update records and invoicing information – see section *F3.4 Record-keeping, filing and invoicing for 50MAX permits*.

F3.3 Returning a 50MAX permit application

When to return an application If a 50MAX permit application does not meet the requirements for a permit, you must return it to the applicant with an explanation of the missing or incorrect information. The applicant cannot amend the existing application but must submit a new application.

This is different from other HPMV permits, where permitting staff try to resolve issues with an applicant before declining an application.

Procedure

Follow the steps below to return a 50MAX permit application.

Note: You must start this procedure as soon as you notice any issues with an application during the processing checks described in *Chapter F2: Checking 50MAX permit eligibility*.

Step	Action
1	Open the applicant's email and click Forward . Insert the applicant's email address. Note: Using Forward instead of Reply retains the original application attachments.
2	Change the subject line of the new email to: '50MAX Permit Application – Returned'
3	Open the email template for returned applications. Copy the text of the body of the email template and paste it into your new email (the Return email).
4	Close the email template, leaving the Return email open.
5	As you do the checks described in <i>Chapter F2: Checking 50MAX permit eligibility</i> , ensure you list ALL the issues in the Return email that you find as you work through the checks.
6	When you have completed all checks, quickly proofread your email. If you are satisfied that everything is correct, click Send .
7	File the Return email you sent in the '50MAX – Returned' folder in Outlook.

End of process This ends the process for returned applications.

F3.4 Record-keeping, filing and invoicing for 50MAX permits

Updating the 50MAX Permit Register

Ensure that you have recorded all application details in the 50MAX Permit Register, including the 'Date issued' field.

Note: Returned applications are **not** recorded in the 50MAX Permit Register.

Filing all documents

If you have not already done so, save all documents related to a 50MAX permit application, including all emails, attachments and notes, in the appropriate folder in InfoHub, for example in:

...\Freight and Register Records Team\Permits\50MAX Applications\2020

Updating invoicing information

Follow the steps below to update the invoicing information and send it to Accounts Receivable for processing.

Note: You must do this every week.

Step	Action
1	On Monday morning, open the 50MAX Permit Register spreadsheet. Select and copy all the records from the previous week.
2	Create a new Excel spreadsheet and paste the previous week's records you copied from the 50MAX Permit Register.
3	Save the new spreadsheet as: '50MAX Permits Issued W/E [dd/mm/yyyy].xls'. The date is always the last day (Sunday) of the invoicing week.
4	Attach the spreadsheet to an email. The subject line is the same as the name of the attached spreadsheet, ie: '50MAX Permits Issued W/E [dd/mm/yyyy]'. Send the email to accounts.receivable@nzta.govt.nz .

End of process This completes the 50MAX permitting process.