



OVERWEIGHT PERMIT MANUAL

PROCEDURES

First Edition 1995

INCORPORATING AMENDMENTS 1-9

READERS PLEASE NOTE:

This document is one of three available on Transit's website. It contains Chapters 1 to 5 of the Overweight Permit Manual covering the administration and procedures for the issuing of overweight permits.

For information on those vehicles eligible for permits; mobile cranes; payloads; routes; enforcement; bridge supervision and traffic control; inventories; and computer systems please refer to the separate document entitled **Policies**.

For information on definitions used; permit issuing authorities; standard forms; and calculations please refer to the separate document entitled **Appendices**.

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FOREWORD

This manual replaces the Overweight Permit Policy Document last revised in 1989 and is the result of a complete review of existing policy.

It defines the compliance standards applicable to the issue of overweight permits. These standards apply both to the movement of overweight vehicles on state highways and those roads controlled by local authorities that have also adopted Transit New Zealand's requirements.

Local government comprises seventy-four territorial authorities and sixty nine of these currently require vehicles to comply with the manual's provisions.

To function as an effective management tool, a manual must be both clearly written and presented in a readily accessible format. For this reason, the revised manual has been extensively re-written and reformatted. It is also issued in a ring-binder that makes updating simple. The revised manual now more fully meets our shared operational requirements and we trust that the changes and improvements it incorporates will prove of practical advantage.

R J Dunlop
General Manager

ACKNOWLEDGEMENTS

This manual was produced under the direction of Transit New Zealand's Axle Weights and Loadings Advisory Group. This group includes representatives from the following organisations:

- Transit New Zealand
- Land Transport Safety Authority
- New Zealand Police
- New Zealand Local Government Association Inc
- New Zealand Road Transport Association Inc
- New Zealand Heavy Haulage Association Inc
- Power Crane Association of New Zealand Inc

In addition to the above organisations, the draft version of this manual was circulated in 1993 for comment to the following organisations:

- New Zealand Rail Limited
- Association of Local Government Engineers of New Zealand
- Works Consultancy Services Ltd
- Vogel Corporation Ltd

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1. INTRODUCTION

This manual describes Transit New Zealand's overweight permit policy.

1.1 Intention of Policy

This policy covers the issue of permits for vehicles that exceed the legal weight limits defined in the Heavy Motor Vehicle Regulations 1974. These weight limits are detailed in Section 2.1 of this manual. The regulations allow the issue of such permits.

The legal weight limits are the maximum weights that can be sustained under normal conditions without undue deterioration of the road network facilities.

Although there is no established right to exceed the legal weight limits, it is recognised that there are some loads that practically cannot be reduced. A limited number of such loads can be allowed if all facilities on the route are carefully checked when exemption is sought. Restrictions on conditions for travel may be imposed.

This policy contains detailed procedures for determining conditions under which a permit may be issued. It has been developed to satisfy the following objectives:

- To protect road network facilities from loadings which may lead to premature structural deterioration.
- To process permit applications consistently and with a minimum of administration and technical effort.
- To provide guidance to the transport industry on road network limitations to enable development of better vehicles for cartage of heavy loads.
- To provide guidance to the designers and manufacturers of heavy items requiring transport by road.

The overweight limitations have been set without particular regard to the legal weight limits.

Because pavements constitute the major part of the road network, the basic limiting conditions of the policy have been aligned to pavement wear.

Bridges impose a finite limit on the maximum weights that can be carried on any particular route. By carefully classifying the strength of road bridges the policy allows maximum use of these facilities without actively promoting their destruction.

Detailed vehicle parameter calculations are carried out. The vehicle parameters are then compared with pavement and bridge strength information held in road network inventories.

For state highways and some bypasses these checks are carried out by computer using TOPS, the permit checking program. (Refer section 12).

Recent changes mean that local authorities can now choose to have their roading networks included in TOPS.

For some bridge crossings, bridge engineering supervision is a permit condition. This enhances the vehicle carrying ability of a bridge by restricting such factors as speed, position on bridge and other traffic. (Refer section 11).

Under the policy some of the bridge limitations imposed may seem severe, but these merely reflect an engineering appraisal of the load-carrying capacity of the structure in its present condition.

The policy is founded on mutual co-operation between participating road controlling authorities throughout the country, and in presenting it as an operative document Transit New Zealand gratefully acknowledges the assistance which has been so freely given by representatives both from roading authorities and the transport industry towards its development.

1.2 Parties to Policy

Transit New Zealand, as road controlling authority, has established this policy for all state highways. There is provision for local authorities to become parties to the policy for the purpose of issuing permits under one common policy throughout New Zealand.

By becoming party to the policy a local authority may issue permits for travel on its roads within the terms of the policy. The local authority also consents to allow Transit New Zealand to issue permits for travel on the local authority's roads.

Any remaining local authorities wishing to become party to this policy should apply to the General Manager, Transit New Zealand, stating the name, address and qualifications of its approving engineer. The Transit New Zealand Authority would then consider a resolution to confirm the application.

All except four local authorities are currently parties to this policy. Parties to this policy are listed in Appendix B.

1.3 Enforcement

The Police enforce overweight permits. This involves stopping vehicles travelling under permit, and may involve enforcement weighing. (Refer section 10.3).

Infringement offences and fees are listed in the Second Schedule, Transport Act 1962.

1.4 Overdimension Permits

1.4.1 Land Transport Safety Authority

Regulation 48 of the Traffic Regulations 1976 prescribes the maximum permitted dimensions of vehicles and loads on public roads.

Under regulation 49 of the Traffic Regulations 1976 the Land Transport Safety Authority (LTSA) operate a policy for overdimension permits. General Permits have been issued by the LTSA to allow the operation of some smaller overdimension vehicles and loads within specified limits.

For the transport of vehicles or loads which exceed the limits of these General Permits, the overdimension permit issuing agency which has been set up to issue Specific Permits on behalf of the LTSA is the Transport Registry Centre in Palmerston North.

1.4.2 Tranz Rail Limited

Tranz Rail Limited issue permits for overdimension vehicles and loads to travel over railway level crossings and/or under rail over road bridges.

1.4.3 Other Railway Operators

Railway operators other than Tranz Rail Limited may have requirements for overdimension vehicles to travel over railway level crossings and/or bridges.

1.5 Railway Level Crossings

1.5.1 Overdimension Vehicles

(a) *Tranz Rail Limited*

Overdimension vehicles may require an overdimension permit issued by Tranz Rail Limited to cross their railway level crossings. (Refer section 1.4.2.)

Heavy and long vehicles can be slow in clearing railway level crossings which may increase the collision potential. Tranz Rail may therefore examine the ability of certain heavy vehicles to clear railway level crossings.

(b) *Other Railway Operators*

Overdimension vehicles may require approval from railway operators (other than Tranz Rail) to cross their railway level crossings. (Refer section 1.4.3.)

1.5.2 Overweight Vehicles

When processing overweight permits Transit New Zealand does **not** perform checks on the ability of an overweight vehicle to cross railway level crossings.

1.6 Distribution of Manuals

Any road controlling authority that becomes party to this policy will receive a copy of this manual and future amendments.

1.7 Revision of Policy

All revisions of this policy shall be subject to review (or initiation) by the Transit New Zealand Axle Weights and Loadings Advisory Group which shall present its recommendations by submission to the Transit New Zealand Authority. Any permanent changes to this policy will be by consequent resolution of the Authority.

Replacement pages for manuals will be issued for all policy changes.

1.8 Terminology and Abbreviations

Specific terminology and abbreviations are used throughout this manual. Definitions of terms used and standard abbreviations are listed in Appendix A.

2. ROAD NETWORK LEGAL WEIGHT LIMITS

2.1 What is an Overweight Vehicle?

In regard to Transit New Zealand's overweight permit policy, an overweight vehicle is a vehicle which exceeds any of the weight limits imposed under the Heavy Motor Vehicle Regulations 1974 to protect road pavements and bridges.

More specifically, without limiting the interpretation of the regulations -

A vehicle is overweight if any of the following apply:

(a)	The weight on any individual axle exceeds the legal weight limits, refer to table 2.1.
(b)	The weight on any tandem axle set exceeds the legal weight limits, refer to table 2.2.
(c)	The weight on any tri-axle set exceeds the legal weight limits, refer to table 2.3.
(d)	The weight on any two or more axles, that are not an axle set, (including the gross weight of the vehicle) exceeds the legal weight limits, refer to table 2.4.
(e)	For a vehicle operating under a special weight-limit permit (regulation 6), any of the weights specified on the permit are exceeded. Land Transport Safety Authority issue these special weight-limit permits. They relate to heavy vehicles which would otherwise be restricted by legislation passed after they were first registered.
(f)	The weight on any axle exceeds a temporary limit specified by the road controlling authority (regulation 10(4)). Such temporary weight limits are posted to protect weak road pavements.
(g)	The vehicle exceeds the weight limits that a road controlling authority has specified for a particular bridge (regulation 11). Such weight limits are posted to protect weak bridges.

Table 2.1 Legal Weight Limits for Individual Axles

(Refer the regulations, Second Schedule, Table No.1)
 (Diagrams A1 and A2 of Appendix A show axle types and axle sets)

Type of Axle		Maximum Weight (Kilograms)
1.	Single standard tyres: (a) In a twin steer axle set, or in a tandem axle set with a twin or large tyred axle (b) In any other set	5,400 6,000
2.	Single large tyred: (a) In a twin steer axle set (b) In a tandem axle set with 2 single tyred axles or in a tri-axle set (c) In any other axle set	5,400 6,600 7,200
3.	Twin tyred: (a) In a tri-axle set (b) In any other axle set	6,600 8,200
4.	Oscillating axle, in any axle set	9,500

Table 2.2 Legal Weight Limits for Tandem Axle Sets

(Refer the regulations, Second Schedule, Table No.2)
 (Diagrams A1 and A2 of Appendix A show axle types and axle sets)

Type of Axle		Maximum Weight (Kilograms)
1.	Two single standard tyred axles: (a) In a twin steer set (b) Not in a twin steer set	10,800 11,000
2.	Two single large tyred axles: (a) In a twin steer set (b) Not in a twin steer set	10,800 13,000
3.	Two twin tyred axles: (a) Spaced less than 1.3 m from the first axle to the last axle (b) Spaced 1.3 m or more but less than 1.8 m from the first axle to the last axle (c) Spaced 1.8 m or more from the first axle to the last axle	14,500 15,000 15,500
4.	Single standard tyred axle with an oscillating axle	13,000
5.	Single standard tyred axle with a single large tyred axle or a twin tyred axle	12,000

Table 2.3 Legal Weight Limits for Tri-Axle Sets

(Refer the regulations, Second Schedule, Table No.3)
 (Diagrams A1 and A2 of Appendix A show axle types and sets)

Type of Axle	Maximum Weight (Kilograms)
Three oscillating axles, three twin tyred axles, or three large tyred axles: (a) Spaced 2.5 m or more from the first axle to the last axle (b) Spaced 2.4 m or more and less than 2.5 m from the first axle to the last axle (c) Spaced 2 m or more and less than 2.4 m from the first axle to the last axle	18,000 17,500 15,500

Table 2.4 Legal Gross Weight Limits

(Refer the regulations, Second Schedule, Table No. 4)

Maximum sum of weights on any two or more axles that together do not constitute a single tandem axle set or single tri-axle set, where distance from centre of first axle to centre of last axle is 1 m or more but less than 1.8 m (including maximum gross weight).		
Type of Axle		Maximum Weight (Kilograms)
1.	Two single standard tyred axles	10,800
2.	Two single large tyred axles	12,000
3.	A single standard tyred axle with a single large tyred axle or a twin tyred axle	12,000
4.	Any other 2 or more axles	14,500

Table 2.4 continued on next page

Table 2.4 Legal Gross Weight Limits (continued)

(Refer the regulations, Second Schedule, Table No. 5)

Maximum sum of weights on any two or more axles that together do not constitute a single tandem axle set or single tri-axle set, where distance from the centre of first axle to centre of last axle is 1.8 m or more (including maximum gross weight).	
Type of Axle	Maximum Weight (Kilograms)
Where the distance from the centre of the first axle to the centre of the last axle is:	
1.8 m but less than 2.5 m	15,500
2.5 m but less than 3.0 m	17,500
3.0 m but less than 3.3 m	19,000
3.3 m but less than 3.6 m	20,000
3.6 m but less than 4.0 m	21,000
4.0 m but less than 4.4 m	22,000
4.4 m but less than 4.7 m	23,000
4.7 m but less than 5.1 m	24,000
5.1 m but less than 5.4 m	25,000
5.4 m but less than 5.8 m	26,000
5.8 m but less than 6.4 m	27,000
6.4 m but less than 7.0 m	28,000
7.0 m but less than 7.6 m	29,000
7.6 m but less than 8.2 m	30,000
8.2 m but less than 8.8 m	31,000
8.8 m but less than 9.4 m	32,000
9.4 m but less than 10.0m	33,000
10.0 m but less than 10.8m	34,000
10.8 m but less than 11.6m	35,000
11.6 m but less than 12.4 m	36,000
12.4 m but less than 13.2 m	37,000
13.2 m but less than 13.5 m	38,000
13.5 m but less than 14.4 m	39,000
14.4 m but less than 14.8 m	40,000
14.8 m but less than 15.2 m	41,000
15.2 m but less than 15.6 m	42,000
15.6 m but less than 16.0 m	43,000
16.0 m or more	44,000

2.2 When can an Overweight Permit be Issued?

Overweight permits may be issued for all the overweight vehicle cases in section 2.1, (a) to (g) inclusive, all of which relate to the protection of road pavements and/or bridges.

((a) to (f) under regulation 7(1) and (g) under regulation 11(16))

2.3 Vehicle Restrictions

Some regulations, in the Heavy Motor Vehicle Regulations 1974 and the Traffic Regulations 1976, restrict the maximum vehicle weights of specific vehicle types, generally for safety considerations.

Overweight permits do **not** override the above vehicle restrictions or any other requirements of the Heavy Motor Vehicle Regulations 1974, the Traffic Regulations 1976, The Transport Act 1962 or the vehicle's certificate of loading. Overweight permits have a disclaimer to this effect printed on the back of the standard form, TNZ805. (Refer Appendix C.)

2.3.1 Gross Vehicle Weight and Gross Combination Weight

- (a) Compliance with regulation 16A of the Heavy Motor Vehicle Regulations 1974 and regulation 48 of the Traffic Regulations 1976 should ensure vehicles do not exceed safe stability levels and manufacturer's vehicle and componentry ratings.
- (b) Land Transport Safety Authority specifies, on the Certificate of Loading, the Gross Vehicle Weight (for a vehicle) or Gross Combination Weight (for a combination of vehicles). These parameters are considered sufficient to meet the requirements in (a) above.

Gross Vehicle Weight is 'the maximum laden weight of a motor vehicle as specified by the manufacturer'. Gross Combination Weight is the maximum weight of motor vehicles used in the combination, as specified by the manufacturer.

3. PERMIT ADMINISTRATION

3.1 Authority to Issue Permits

3.1.1 State Highways

Transit New Zealand regional managers have authority to issue permits for movements on state highways within their region.

Where a movement involves more than one Transit New Zealand region, then the regional manager of one of the regions may issue a permit for the complete journey provided approval for travel within the other region(s) is obtained.

Where a movement involves both state highways and local authority roads, Transit New Zealand regional managers have authority to issue a permit for the complete journey, provided the local authority(ies) is party to the policy and approves travel for their roads.

Regional managers may delegate their authority to issue permits to individual Transit New Zealand staff members or their network consultants.

Regional Managers may delegate by special arrangement, the right for a local authority to issue overweight permits in their name for specified lengths of state highways within the boundaries of that local authority.

3.1.2 Local Authority Roads

Approving engineers of local authorities that are party to the policy (refer section B2) have the authority to issue permits for movements on roads within their local authority (excluding state highways).

For movement involving both state highways and local authority roads refer to section 3.1.1.

Local authorities that are not party to this policy (refer section B3) are responsible for considering requests for the movement of overweight vehicles on roads within their boundaries (excluding state highways).

3.2 Where to Apply for an Overweight Permit

Permit applications should be made to the Transit New Zealand or local authority office relevant to the proposed movement. Refer to section 3.1 and Appendix B.

3.3 Types of Permit

Single and multiple trips, continuous, area and linked permits, and bridge engineering supervision are defined in Appendix A.

3.3.1 Single Trip Permits

When the payload and/or route are unique for a particular vehicle or when required dates of travel are spaced well apart, overweight permits shall be for a single trip at a time.

The permit shall be restricted to the date(s) required to complete the proposed movement. The total period allowed for the movement should generally not exceed seven days.

3.3.2 Multiple Trip Permits

One permit may be issued for multiple trips where there is no significant increase in administrative effort in processing the application.

The permit may be issued either for a number of specified dates or for a continuous period, but in both cases the expiry date should be no later than one month from the date of issue.

When bridge engineering supervision is required for bridges on the route, the exact number of trips shall be specified.

3.3.3 Continuous Permits

Any vehicle that qualifies for an overweight permit in terms of sections 6, 7 and 8.4 of this Manual may be issued with a continuous overweight permit for a period not exceeding two years.

A vehicle may be issued with more than one continuous permit.

Continuous permits are issued for travel, either:

- on a network of linked roads not exceeding 100 km in total length, or
- on roads within a 50 km radius centred on the normal operating base of the vehicle, or
- in the case of vehicles carrying ISO containers, on specifically named routes that are to and from sea ports.

Continuous permits are subject to the following conditions:

- for mobile cranes, permits shall specifically prohibit movement on pavements for which the PLR exceeds 150%;
- for other vehicles (excluding ISO containers and slurry sealing trucks which have special limits covered in Section 8), permits shall specifically prohibit movement on pavements for which the PLR exceeds 120%;
- movement over bridges where bridge engineering supervision is required as a condition of the permit will generally be granted to those firms and operators that are approved under Section 11.4 to carry out self supervision;
- continuous permits shall be subject to the approval of the regional manager (or the approving engineer of the road controlling authority if state highways are not involved) and may be amended at any time by notice in writing;
- continuous permits shall be subject to cancellation by notice in writing, requiring the permit document to be returned to the permit issuing office, if the road controlling authority is satisfied that the operator has not complied with all the conditions of the permit;
- continuous permits shall only be granted providing that:
 - loads to be carried have been substantiated by weighings or calculations involving known plant weights to the satisfaction of the approving engineer, and
 - vehicle tare weights are substantiated by weighing at least once in any three year period.
 - unspecified payloads are supported by documented evidence covering both weight and indivisibility.

3.3.4 *Area Permits*

Any vehicle that qualifies for a continuous permit in terms of sections 6 and 7 of this Manual may alternatively be issued with an area overweight permit. Vehicles carrying ISO containers are **not** eligible for area permits.

Area permits are issued for travel on a specified documented network of roads for a period of up to five years.

Area permits are subject to the same conditions as stated in the preceding section 3.3.3 for continuous permits. Travel will be limited to the network of roads stated on the permit.

3.3.5 *Linked Permits*

Where overweight vehicles of one operator are travelling in convoy and bridge engineering supervision is involved, permits may be linked for bridge engineering supervision fees.

3.3.6 *Permits for Vehicle Fitness Testing*

Single or multiple trip overweight permits may be issued for vehicle fitness testing purposes subject to the following limitations:

- at no time shall the PLR exceed 150% — even if this means driving up to a test site and loading up there;
- sites for brake testing shall be limited to sections of road as directed by the road controlling authority; and
- bridges requiring bridge engineering supervision shall not be used.

3.4 Processing Times

Processing offices will make every effort to expedite the processing of overweight permit applications.

As a general guide the times shown in the following table may be taken as an indication of likely processing times (refer section 7.1 for mobile cranes). The processing of permits should be completed within these times from receipt in the processing office of the complete and accurate information which is required for processing the application.

3.4 Processing Times (continued)

Movements Involving	Processing Time (working days)
One Transit New Zealand region or local authority	2
More than one Transit New Zealand region or local authority	3
Extremely heavy loads (Possibly involving complications requiring special arrangements to be negotiated with the applicant)	Considerably longer periods (than above)
Continuous permits	May require more than 3
Area permits	Will be advised when application is received

3.5 Delays to Travel

While permit processing will normally be completed in the above times, it may be necessary to delay travel if the permit requires bridge engineering supervision which requires 48 hours notice. Applicants should take such possible delays into account when applying for a permit.

3.6 Administration Charges

3.6.1 *Permit Processing Fee*

A permit processing fee shall be charged for each permit application in accordance with the following scale. This fee goes towards recovering the administration costs incurred.

(Regulation 7(1) of the Heavy Motor Vehicle Regulations 1974 refers, and fees are prescribed in Schedule 4A).

3.6.1 *Permit Processing Fee (continued)*

Application for Permit Processing	Fee (GST exclusive)
For each single, multiple trip or linked permit	\$18.18
For each new continuous or area permit	\$54.55 *
For each reissue of a continuous or area permit	\$ 9.09
An additional charge for each permit where less than 3 working days are available for processing	\$ 9.09

- Note:**
1. A linked permit is a permit that applies to any vehicle only when used in conjunction with another vehicle for which a permit is also required.
 2. A continuous permit is a permit relating to a vehicle that is used frequently and does not have a divisible load.
 3. An area permit is a permit relating to a vehicle travelling frequently on a specified network of roads and carrying an indivisible load.

- * For area permits the standard permit processing fee shall be charged together with an additional charge which covers the extra costs incurred in the investigation of the routes specified on the permit application. The extra costs should be advised to the permit applicant at the time of application. Refer also to section 3.6.3 (b).

Fees shall accompany the permit application, unless special arrangements are made to collect the fees in another manner.

Fees shall be payable irrespective of whether a permit is finally issued.

Where an application is subsequently modified to satisfy the requirements of the processing office, or an issued permit is amended, then only one permit processing fee is payable.

Fees shall be paid into the operating account of the road controlling authority processing the permit application.

3.6.2 *Bridge Engineering Supervision Fee*

A bridge engineering supervision fee shall be charged for engineering supervision of state highway bridges in accordance with the following scale:

Bridge Engineering Supervision State Highway Bridges	Fee (GST exclusive)
Each bridge crossed under supervision, but with a maximum of:	\$ 40
<ul style="list-style-type: none"> • on trips up to 160 km • on trips between 160 km and 320 km • on trips over 320 km 	\$ 80 \$160 \$240
Failure to rendezvous	\$ 40
Note: Local authorities may have other scales for local roads	

(a) *Return Trips*

For return trips, bridge engineering supervision fees are charged for each direction of travel.

(b) *Linked Permits*

Where overweight vehicles of one operator are travelling in convoy under linked permits, such that the total supervision effort is not significantly increased over that for one vehicle, only one bridge engineering supervision fee is payable.

Individual vehicle spacing should not exceed 15 minutes for this to apply.

(c) *Multiple Trip Permits*

A separate bridge engineering supervision fee shall be charged for each of the trips of a multiple trip permit.

(d) *Failure to Rendezvous*

If an operator fails to rendezvous within one hour of the time arranged and the supervised bridge crossing(s) is/are postponed or cancelled then the operator shall be charged the equivalent of one supervised crossing.

(e) *Bridge Engineering Self-Supervision*

In the case of operators approved by the National Highway Manager to self-supervise bridge crossings, no bridge engineering supervision fee would normally be charged.

However those approved operators will be charged a bridge engineering supervision fee in those instances where the regional manager requires certain routes, bridges and/or heavy vehicles to be given bridge engineering supervision by his/her own staff or nominated consultant.

(f) *Recovery of Fees*

Bridge engineering supervision fees for the complete permit movement and any adjustments shall be recovered by the office issuing the permit and be paid into the operating account of the road controlling authority processing the permit.

Adjustments may arise because of bridges that were not crossed, additional crossings or by failure to rendezvous.

3.6.3 *Other Charges*

(a) *Charges for Technical Investigations*

When the Pavement Loading Ratio (PLR) exceeds 150% or the Bridge Loading Ratio (BLR) exceeds 200% at any point on the route, the road controlling authority may require the applicant to enter into an agreement to sponsor technical investigations and structural modification of critical facilities before a permit is issued for the proposed movement. (Refer section 5.)

(b) *TOPS Charges*

No charge will be made for the use of TOPS where it is used as part of normal processing of overweight permits. Charges will be made for additional investigations, advice and feasibility studies where additional costs arise from the use of the road controlling authority's technical consultants or advisors.

Area permits will usually require additional investigations for which a charge will be made. The cost will be advised to the permit applicant by the processing office at the time of application. Where a large area is involved, such as the entire North Island state highway system, this cost could amount to several thousand dollars.

(c) *Charges to Remove Obstructions*

Any work done to facilitate movement of the overweight vehicle, e.g. removal of overhead signs, etc shall be a charge to the user to whom the permit is issued.

3.7 Application for Permit (Form TNZ 804)

Operators should complete form TNZ 804, refer Appendix C, supplying all the information requested. Faxed applications are acceptable.

Some processing offices accept telephone applications where the vehicle details are held in the Heavy Vehicle Inventory, refer section 12.1.

It is essential that accurate weights be used. Refer to section 10 for methods of weight determination.

Specific points of origin and destination of movements should be given as well as the proposed route.

For continuous permits involving loads which are not divisible the information to be provided should include either:

- a list of the items to be carried (e.g. details of construction plant); or
- a general description of the payload (e.g. "individual unladen items of construction equipment not exceeding 40 tonnes tare weight" or "One ISO container sealed for export"), provided this can be supported by documentary evidence of weight if requested by the permit issuing officer or the police.

For area permits applicants will be required to provide additional information in the permit application about the routes proposed for coverage. A set of road maps suitably marked up is recommended.

3.8 Issuing of Permit (Form TNZ 805)

The permit is issued by the permit issuing officer completing form TNZ 805, refer Appendix C. The permit issued may include conditions, some of which will involve additional TNZ forms, for example bridge engineering supervision form TNZ 806.

3.9 Permit Issuing Officers and Approving Engineers

Permit issuing officers administer Transit New Zealand's overweight permit policy. The detailed procedure that they should follow comprises section 4.

When proposed overweight vehicle movements load the route facilities above prescribed limits, the permit issuing officer is required to refer the proposed movement to the appropriate approving engineer(s) for consideration.

The detailed procedure that approving engineers should follow comprises section 5.

Permit issuing officer and approving engineer are defined in Appendix A.

Permit issuing officers and approving engineers throughout New Zealand are listed in Appendix B.

4. PERMIT ISSUING OFFICER PROCEDURE

This section is a detailed check list of steps that the permit issuing officer should follow. It is referenced throughout (in the right hand column) to other sections of this manual where policy is defined.

Manual Method — The procedure in this section details the steps in the manual (not computer) method of processing and issuing permits.

TOPS Method — Some groups of these steps can be carried out using TOPS, the computer checking program. Such steps are indicated throughout this section.

For details of how to use TOPS the on-line documentation on the “Help” menu of the system should be referred to.

The following groups of steps are detailed in this section:

- 4.1 Check Application Details
- 4.2 Determine Critical Facilities on Route (can use TOPS)
- 4.3 Determine Facilities Requiring Referral to Approving Engineer
- 4.4 Inform Road Controlling Authorities
- 4.5 Complete the Permit
- 4.6 Complete the Permit Conditions
- 4.7 Issue the Permit

4.1 Check Application Details

Step	Action	Refer Section
1	<p>Check Application Form TNZ 804 Ensure that the application on form TNZ 804 includes all the necessary information. If some information is missing request it before continuing with the processing.</p>	C-5
2	<p>Check Authority to Issue Permit If you do not have the authority to issue the permit for the desired journey, notify the applicant of the appropriate office.</p>	3.1
3	<p>Check for Enforcement Action If you have reason to believe that the vehicle may be the subject of enforcement action by the NZ Police then you should liaise with the police before processing the permit application.</p>	10
4	<p>Check if Vehicle in Heavy Vehicle Inventory If vehicle has a heavy vehicle inventory number then access the vehicle data from that inventory. (Refer TOPS “Help” menu.)</p>	12.1 12.4
5	<p>Check that an Overweight Permit is Required If the vehicle weights are within the legal or posted limits for the route, notify the applicant that an overweight permit is not required.</p>	2
6	<p>Examine Vehicle Information Reject the application if the vehicle does not comply with the requirements of section 6 (or section 7 for mobile cranes). If the vehicle may qualify for a special dispensation under section 6.1 or 6.2, refer the details to the National Highway Manager for movements involving state highways or the local authority approving engineer for movements on local roads.</p>	6 or 7
7	<p>Check Gross Vehicle Weight (GVW) or Gross Combination Weight (GCW). This information is specified on the Certificate of Loading which is available from any Certificate of Fitness issuing authority, for example, Vehicle Testing New Zealand. Check that the GVW exceeds the proposed gross weight of the vehicle, or that the GCW exceeds the proposed gross weight of the combination of vehicles.continued on next page</p>	2.3.1

4.1 Check Application Details (continued)

Step	Action	Refer Section
7	<p>continued from previous page Reject the application if: the GVW does not exceed the proposed gross weight of the vehicle, or if the GCW does not exceed the proposed gross weight of the combination of vehicles.</p>	2.3.1
8	<p>Check Brake Code Requirement This information is requested on form TNZ 804 for vehicles carrying ISO containers. If the proposed gross mass of the vehicle combination is between 39 and 44 tonnes check that the applicant has answered “Yes”. Reject the application if the answer is “No”.</p>	8.4.6
9	<p>Examine Payload Information Reject the application in accordance with section 8 if the payload is divisible. If the application includes the use of ballast on the tractor, action is required with respect to section 8.3. Check that unspecified loads travelling under continuous or area permits are supported by some documented evidence of weight.</p>	8 and 3.3.3
10	<p>Check Maximum Vehicle Speed This step is required for all permit applications which are processed using the TOPS computer system. Check whether the vehicle is permitted to exceed 50 km/hr in terms of the overweight permit policy.</p>	6.4 or 7.1.4
11	<p>Allocate Permit Number Permit applications shall be sequentially numbered within each processing office. Linked permits shall be given a common sequential number followed by a bar number for individual identification.</p>	

4.2 Determine Critical Facilities on Route*

* Section 4.2 can alternatively be carried out using TOPS, if the route has been included in TOPS.

Step	Action	Refer Section
1	<p>Determine Vehicle Axle Index Calculate the VAI or obtain it from the Heavy Vehicle Inventory.</p>	D1 12.1
2	<p>Determine Vehicle Gross Index Calculate the VGI or obtain it from the Heavy Vehicle Inventory.</p>	D2 12.1
3	<p>Determine Critical Pavement Grades Refer to Graph L1: Pavement Loading.</p> <p>Using the VAI determined in step 1, identify those grades of pavement that are critical for the type of permit requested.</p> <p>For continuous or area permits for other than mobile cranes, identify pavement grades that give a Pavement Loading Ratio (PLR) greater than 120%.</p> <p>For all other permits, identify pavement grades that give a PLR greater than 130% and note separately any that will exceed 150%.</p>	D3 12.2.1
4	<p>Determine Critical Bridge Deck Grades Refer to Graph L2 : Deck Loading.</p> <p>Using the VAI determined in step 1, identify those grades of bridge deck for which the Deck Loading Ratio (DLR) will exceed 130% and note separately any that will exceed 150%.</p>	D4 12.3.2

continued on next page

4.2 Determine Critical Facilities on Route* (continued)

Step	Action	Refer Section
5	<p>Determine Critical Bridge Classes Refer to Graph L3: Bridge Loading.</p> <p>Using the VGI determined in step 2, identify those classes of bridge for which the Bridge Loading Ratio (BLR) will exceed 175% noting separately any that will exceed 200%.</p> <p>If there are bridges where the BLR exceeds 175% recalculate the BLR taking into account the critical bridge span.</p>	<p>D5</p> <p>12.3.1</p> <p>D5</p>
6	<p>Determine Critical Facilities from Inventories For state highways (and agreed bypasses) use the details in the computer inventories of TOPS.</p> <p>For local authority roads use previously agreed details if available, otherwise request details from the local authority concerned to identify:</p> <ul style="list-style-type: none"> • the pavements on the route that have critical pavement grades (as determined in step 3); • the bridges on the route that have critical bridge deck grades (as determined in step 4); • the bridges on the route that have critical bridge classes (as determined in step 5) and the critical span length for each of these bridges; • rerouting if necessary, to avoid critical pavements and bridges as determined above; and • contacts for bridge engineering supervision (if required). 	<p>12.4</p> <p>11</p>

4.3 Determine Facilities Requiring Referral to Approving Engineer

Action	Refer Section
<p>If there are pavements where the PLR exceeds 130%, or bridge decks where the DLR exceeds 130%, or bridges where the recalculated BLR exceeds 175%:</p> <ul style="list-style-type: none"> • request information from the applicant on the effect of stripping items from the payload or vehicle, including revised axle weights; • for movements involving state highways — refer the application to the regional manager together with a description of the critical facilities and the effect of stripping items; and • for movements not involving state highways — refer the application to the approving engineer of the relevant local authority(ies). <p>Permits may only be issued at the discretion of the above approving engineers. Any conditions set by the approving engineer as part of his/her approval should be incorporated in the permit.</p>	

Note: If TOPS has been used to perform section 4.2, then values of PLR, DLR and BLR should be obtained from TOPS to determine referrals to the approving engineer.

4.4 Inform Road Controlling Authorities

Action	Refer Section
<p>Contact each of the road controlling authorities which are involved in the proposed movement and that are parties to this policy (including other Transit New Zealand regions), unless an alternative agreement exists.</p> <p>Inform each authority of:</p> <ul style="list-style-type: none"> • the permit number; • the proposed date of departure of the movement; • parameters relating to the proposed movement including VAI and critical VGI if known; and • the route required by the proposed movement. <p>Obtain from each authority:</p> <ul style="list-style-type: none"> • bridge engineering supervision requirements for that authority's section of the route; and • final agreement to all permit details for that area. <p>Note: If the desired route includes roads of a local authority which is not a party to this policy, that portion of the route must be excluded from the permitted route and the applicant requested to make separate arrangements directly with the local authority concerned.</p>	1.2

4.5 Complete the Permit

Step	Action	Refer Section
1	<p>Permit Form TNZ 805 All overweight permits issued in accordance with this policy shall be on standard form TNZ 805 to comply with the requirements of the Heavy Motor Vehicle Regulations 1974, First Schedule, Form B.</p>	C
2	<p>Permit Number Add the permit number.</p>	4.1 step 11
3	<p>Vehicle Description The vehicle description shall include the vehicle type, make and model. Certified lifting capacity shall be shown for mobile cranes. Details of any trailer that is permitted to be towed behind mobile plant shall be included here.</p>	
4	<p>Registration Numbers Add the registration numbers of the vehicles involved. Where the vehicle combination covered by the permit includes one of several identical dollies or trailers these may all be listed on the one permit by using the words “tractor reg no ----- and any combination of the following trailers reg nos -----”</p>	
5	<p>Load Description The load description shall adequately define the load to be carried including the degree of stripping (e.g. Cat D9G with ripper bar, stripped of blade and ripper tynes). Any associated equipment permitted to be carried concurrently shall be clearly defined in the load description (e.g. number of ballast blocks). Equipment permitted on cranes shall be included in the load description, e.g. length of boom, fly jib, spare wheel, packing blocks. Note: Stripped items become divisible pieces of the load and must be transported separately. Where a continuous or area permit covers the movement of several alternative items of plant, then either:</p> <ul style="list-style-type: none"> • the alternative items may be listed on an attachment to the overweight permit form TNZ 805 provided each sheet is clearly marked indicating that it is part of that particular permit, and is signed by the permit issuing officer; or <p style="text-align: right;">continued on next page</p>	

4.5 Complete the Permit (continued)

Step	Action	Refer Section
5	<p>Load Description (continued from previous page)</p> <ul style="list-style-type: none"> the payload may be generally described eg "individual unladen items of construction equipment not exceeding 40 tonnes tare weight" provided this can be supported by documentary evidence of weight. 	
6	<p>Route Description</p> <p>The route description shall clearly define the route that has been checked.</p> <p>Where a bypass must be used for a bridge with insufficient capacity or where a detour is necessary for other reasons, these must be clearly indicated in the correct location in the route description.</p> <p>Exclude any portion of the route in areas of local authorities that are not parties to the policy.</p>	4.4
7	<p>Permit Weights</p> <p>The axle weights entered on the permit must be those that have been used in processing the permit application.</p> <p>The value entered for maximum gross weight shall be the sum of the axle weights even if individual axle weights allow for some variation or misplacement of payload.</p> <p>A schedule of weights for individual axles and groups of axles may be used for permits issued for ISO containers.</p>	
8	<p>Route Maps</p> <p>A map of the described route shall be incorporated with all continuous and area permits.</p>	

4.6 Complete the Permit Conditions

Step	Action	Refer Section
1	<p>Vehicle Speed Enter the maximum vehicle speed in condition 3.2 of the permit, or write in “legal highway speed”.</p>	6.4 or 7.1.4
2	<p>Tyre Pressure The maximum tyre pressure is not required to be entered on the permit.</p>	6.5
3	<p>ISO Containers Enter the following additional conditions on the permit:</p> <p><i>“Minimum tyre size shall be a 235 millimetre manufacturer's designated section width having an aspect ratio of 75 and fitted to a 17.5 inch rim.”;</i></p> <p><i>“It will be necessary to carry documentation supporting the fact that for export containers, the entire contents of the container had been loaded or packed for the sole purpose of export or for imported containers, the entire contents of the container were loaded or packed overseas.”;</i></p> <p><i>“Any of the following documents will be acceptable (photocopy or facsimile):</i></p> <ul style="list-style-type: none"> • <i>Shipping company delivery order;</i> • <i>Shipping company carter’s note;</i> • <i>Carrier’s waybill;</i> • <i>Wharf gate pass; or</i> • <i>Any other traceable document.”;</i> <p><i>“When stopped by an enforcement officer the driver must immediately upon demand produce documentary evidence that the container has been loaded or packed for the sole purpose of export or import.”;</i></p> <p><i>“Approval to operate under the authority of this policy may be revoked if it is shown that an operator deliberately misrepresented the fact that a container had been loaded or packed for the sole purpose of export or import.”;</i> and</p> <p><i>“This vehicle shall meet the brake code requirements or the Interim Brake Specification when operating between 39 and 44 tonnes gross mass”.</i></p> <p>If a schedule is used to show alternative axle weight combinations, enter the following condition on the permit:</p> <p><i>“Total weight on any group of axles shall not exceed any of the weights shown in Schedule No x”.continued next page</i></p>	<p>8.4.1</p> <p>8.4.2</p> <p>8.4.6</p> <p>8.4.3</p>

4.6 Complete the Permit Conditions (continued)

Step	Action	Refer Section
8	<p>Additional Permission Where the proposed movement involves railway bridges or crossings that have not been delegated or roads controlled by a local authority that is not party to this policy, then it must be noted on the permit that separate permission must be obtained from these other controlling authorities.</p>	
9	<p>Other Special Conditions and Instructions Other instructions such as notification of dimensional restrictions may be added if the approving engineer considers them necessary.</p>	

4.7 Issue the Permit

Step	Action	Refer Section
1	<p>Alteration of Permit Details If a permit needs to be altered as a result of weighing, a delayed start or any other reason, then this may be done by the officer who issued the permit after the revised details have been checked for compliance with this policy. The officer who issued the permit shall initial all amendments. This procedure is not to be followed in the event of a breach of overweight permit (see section 10.3.1).</p>	
2	<p>Distribute Copies of Permit to:</p> <ul style="list-style-type: none"> • the applicant; • each road controlling authority involved in the movement; • enforcement authorities within the region of travel; • if the permit is for state highway movements between Transit New Zealand regions, a copy should be forwarded to the National Highway Manager; and • if the permit is a continuous or area permit involving state highways, a copy should be forwarded to the National Highway Manager. 	
3	<p>Charge Fees</p> <ul style="list-style-type: none"> • Charge the processing fee • If any bridges require bridge engineering supervision, charge the bridge engineering supervision fee. 	3.6.1 3.6.2

5. APPROVING ENGINEER PROCEDURE

This section details the steps that approving engineers should follow when proposed movements of overweight vehicles have been referred to them.

If the proposed movements involve any of the following:

- pavements where the PLR exceeds 130%;
- bridge decks where the DLR exceeds 130%; or
- bridges where the BLR exceeds 175%.

then the permit issuing officer should refer these movements (facilities) to the approving engineer for consideration. (Refer section 4.3.)

5.1 All Movements Referred for Approval

Investigate the following aspects:

- Can the payload be carried for all or part of the proposed journey by rail or sea transport?
- Is it a non-productive movement? e.g. sales promotion, routine servicing, etc.
- Does the size of the item being transported exceed the requirements of use at the destination? e.g. cranes with surplus lifting capacity, large tractors or motor scrapers for small tasks etc.

If any of these apply, the application may be rejected at the discretion of the approving engineer.

5.2 Pavements Referred for Approval

If	Then
PLR Exceeds 130%	If another route with a lower PLR is available, then this part of the route (with PLR exceeding 130%) shall only be used at the discretion of the approving engineer responsible for the pavement.
PLR Exceeds 150%	<ul style="list-style-type: none"> <li data-bbox="846 600 1289 873">• Obtain the approval and any special conditions from the approving engineer responsible for each part of the proposed route. For state highways, the approval of the National Highway Manager shall also be obtained. <li data-bbox="846 919 1289 1014">• Specify any special conditions or arrangements required as a condition of the permit.

5.3 Bridge Decks and Bridges Referred for Approval

If after considering this section a bridge on the proposed route has insufficient capacity and cannot be bypassed:

- try other routes;
- request further engineering analysis if the applicant is willing to meet the cost (refer section 3.6.3); or
- investigate the use of a more suitable transporter to move the load.

5.3.1 *Bridges Included In TOPS*

- use detailed analysis to more accurately define the conditions under which the load may move;
- if stripping of items would significantly reduce the amount of bridge engineering supervision, specify this as a condition of the permit, adjust axle weights and reprocess accordingly;
- where some restriction is indicated as being necessary, specify this as a condition of the permit. For example, the use of a local bypass may be required. (Refer section 9.2).

5.3.2 *Bridges not Included in TOPS*

If	Then
<p>DLR does not exceed 150% and BLR does not exceed 200%.</p>	<ul style="list-style-type: none"> • If stripping of items would significantly reduce the amount of bridge engineering supervision, specify this as a condition of the permit, adjust axle weights and reprocess accordingly. • Specify that “central” position and “crawl” speed is required for all bridges with either DLR greater than 130% or BLR greater than 175%, unless a structural analysis shows that some lesser restriction is sufficient to keep the effects of the vehicle within the capacity of the members. <p>The use of a bypass may be requested instead, refer section 9.2.</p>
<p>DLR exceeds 150% or BLR exceeds 200%.</p>	<ul style="list-style-type: none"> • Obtain the written approval and bridge engineering supervision requirements from the approving engineer responsible for each bridge in this category. This will usually require structural analysis to check that the effects of the vehicle are within the capacity of the members. • Specify the bridge engineering supervision requirements as a condition of the permit.