
Permit Issuing and Management System (PIMS)

Kimberley Pacey

1 February 2017

Version 6.0

User Guide

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More information

NZ Transport Agency
Published July 2015

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Wellington 6141

This document is available on the NZ Transport Agency's website at www.nzta.govt.nz

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1.0 INTRODUCTION

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

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

Other benefits that are available through the system are:

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

To get started, go to <https://hpmvpermits.nzta.govt.nz/home>

NZ TRANSPORT AGENCY
WAKA KOTAHU

Home Permits Information Contact

Welcome

Welcome to the NZTA Heavy Vehicle Permit Portal

Aim
To have a single heavy vehicle permit processing system.

About this site
This site is owned and maintained by the New Zealand Transport Agency (NZTA).
Use this site to apply for HPMV, Specialist Vehicle and Overweight permits.
For information about the permit process and frequently asked questions, see the [Information](#) page or for enquiries or any other questions, see the [Contact](#) page.

Register an account
By creating a user account you will be able to speed up your application time. You can easily save your company details so that you won't have to populate them for each application. You will also be able to view the status of your application and edit applications, where you have either got details incorrect or you wish to submit a new application.
NB: It is not required to create a user account and applications can still be submitted without one.

Email

Password

[Login](#) [Register](#) [Forgot Password](#)

2.0 REGISTER AS A USER

2.1 Create an Account

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

NZTA TRANSPORT AGENCY
WAKA KOTAHU

Home Permits Information Contact

Welcome

Welcome to the NZTA Heavy Vehicle Permit Portal

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NB: It is not required to create a user account and applications can still be submitted without one.

Email

Password

Login Register Forgot Password

Step 2: This will take you to the Register page. All fields with (*) are compulsory. Once the details have been entered, click on 'Register'.

Register

Home / Register

First Name *

Last Name *

Email *

Password *
Your password should be at least 8 characters long and contain letters, numbers, and special characters such as: ~ ! @ # \$ % ^ & * () _ - + = \ [\] { } | ; : ' < , > .

Confirm Password *

Mobile

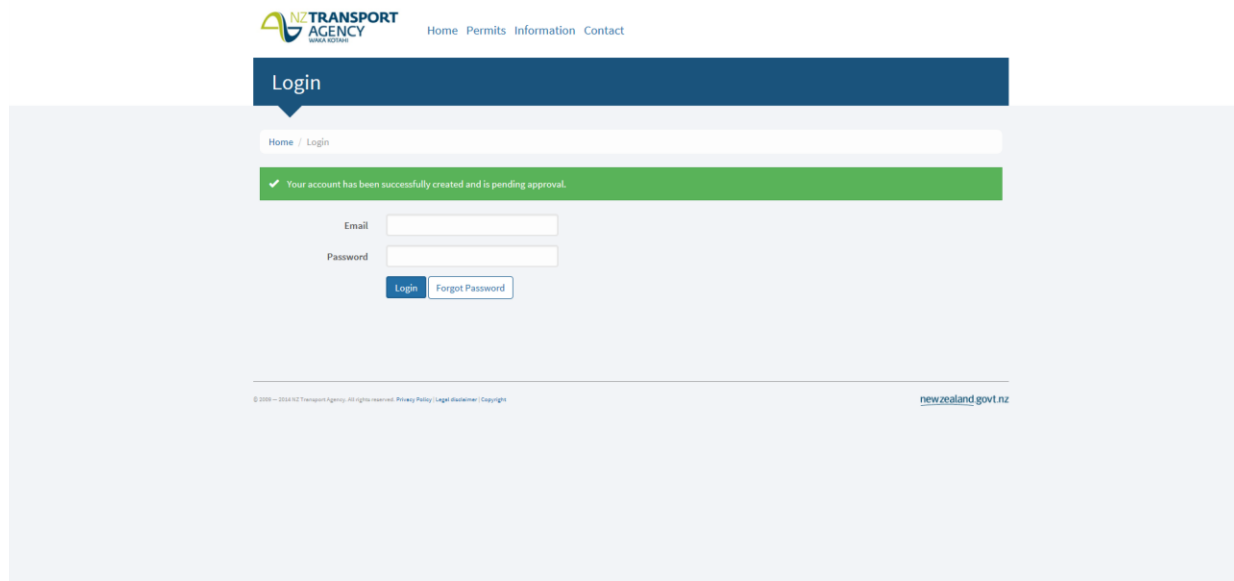
Phone

Postal Address

Postal Code

Register

Step 3: An email will be sent out to notify the person registering, that the account has been created and is pending approval.



The screenshot displays the NZ Transport Agency website's login interface. At the top, the agency's logo and navigation links (Home, Permits, Information, Contact) are visible. A dark blue 'Login' button is positioned above a white breadcrumb trail showing 'Home / Login'. A prominent green banner with a checkmark icon and the text 'Your account has been successfully created and is pending approval.' is centered on the page. Below this, there are input fields for 'Email' and 'Password', followed by 'Login' and 'Forgot Password' buttons. The footer contains copyright information for 2008-2016 and a link to the New Zealand government website.

NZ TRANSPORT AGENCY
Home Permits Information Contact

Login

Home / Login

✓ Your account has been successfully created and is pending approval.

Email

Password

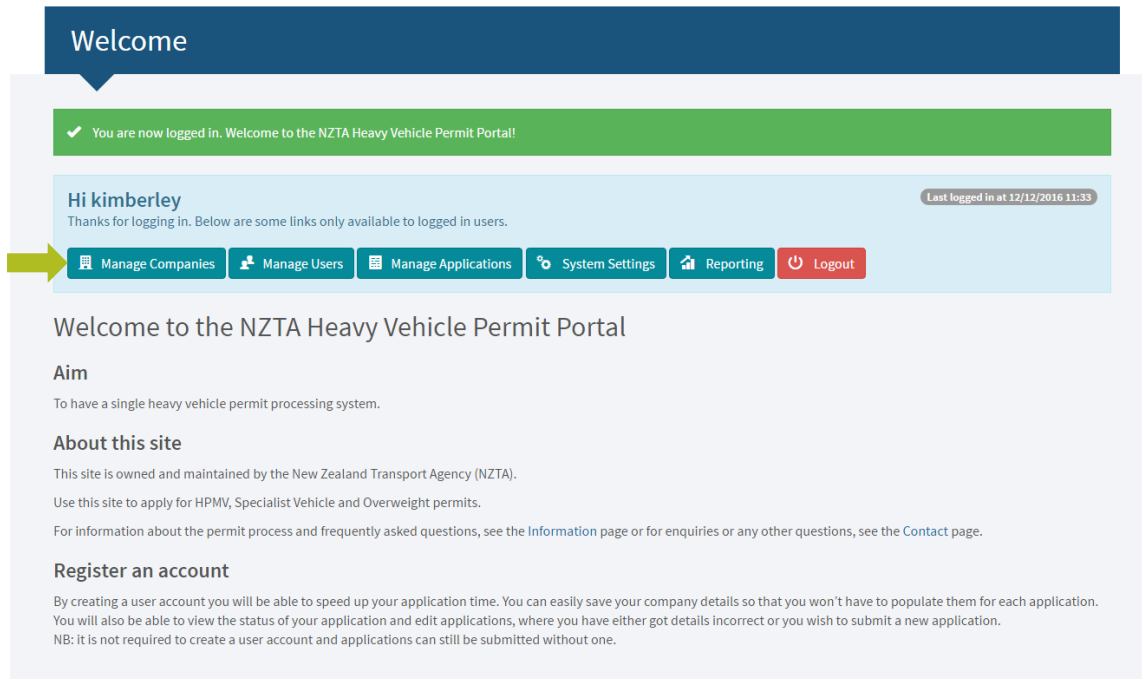
Login Forgot Password

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3.0 MANAGE YOUR COMPANIES

3.1 Register a New Company

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



Step 2: Click on 'Register a New Company'.



Step 3: Complete all necessary fields. All fields with (*) are compulsory. Once details have been entered, click on 'Save'.

Register a new company

Home / Companies / Register Company

Company Name *

Contact Name *

Email *

Phone *

Mobile

Main Depot Location *

Postal Address *

Postcode

TSL Name

TSL Number *

BESS Co. Number

Save Cancel

3.2 Linking to an existing Company

Step 1: To link to an existing company, click on 'Manage Companies'.

Welcome

✓ You are now logged in. Welcome to the NZTA Heavy Vehicle Permit Portal!

Hi kimberley

Thanks for logging in. Below are some links only available to logged in users.

Last logged in at 12/12/2016 11:33

Manage Companies Manage Users Manage Applications System Settings Reporting Logout

Welcome to the NZTA Heavy Vehicle Permit Portal

Aim

To have a single heavy vehicle permit processing system.

About this site

This site is owned and maintained by the New Zealand Transport Agency (NZTA).

Use this site to apply for HPMV, Specialist Vehicle and Overweight permits.

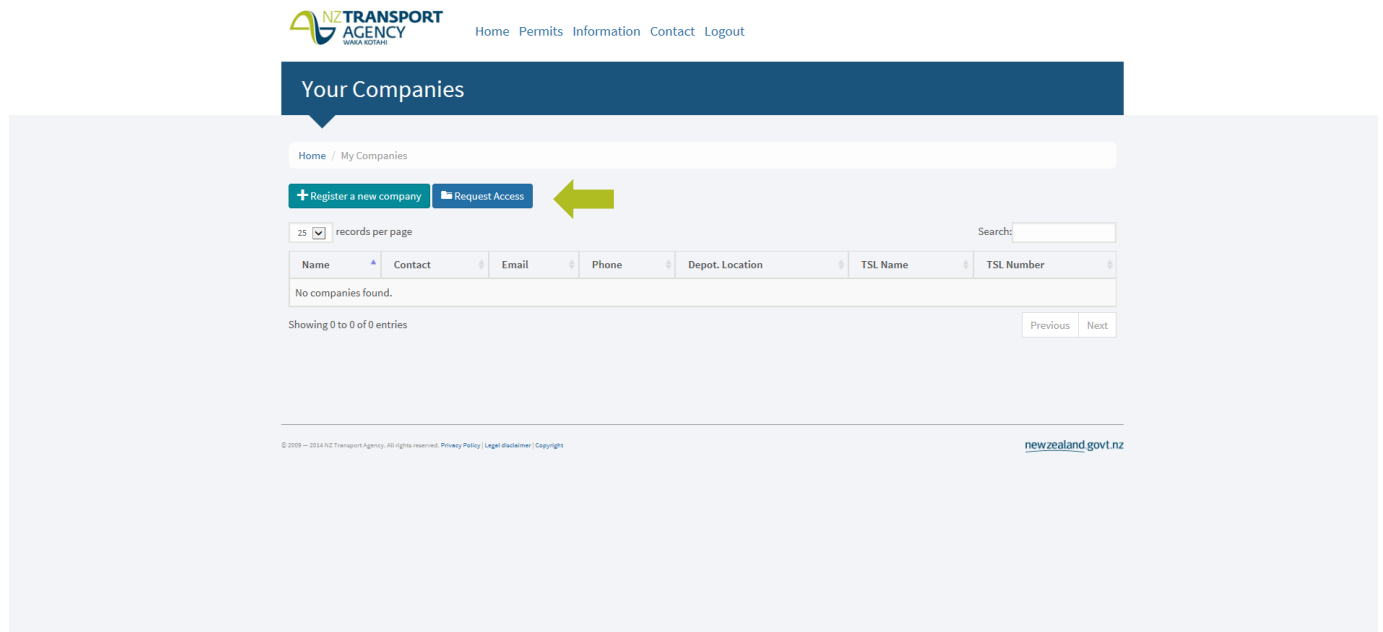
For information about the permit process and frequently asked questions, see the Information page or for enquiries or any other questions, see the Contact page.

Register an account

By creating a user account you will be able to speed up your application time. You can easily save your company details so that you won't have to populate them for each application. You will also be able to view the status of your application and edit applications, where you have either got details incorrect or you wish to submit a new application.

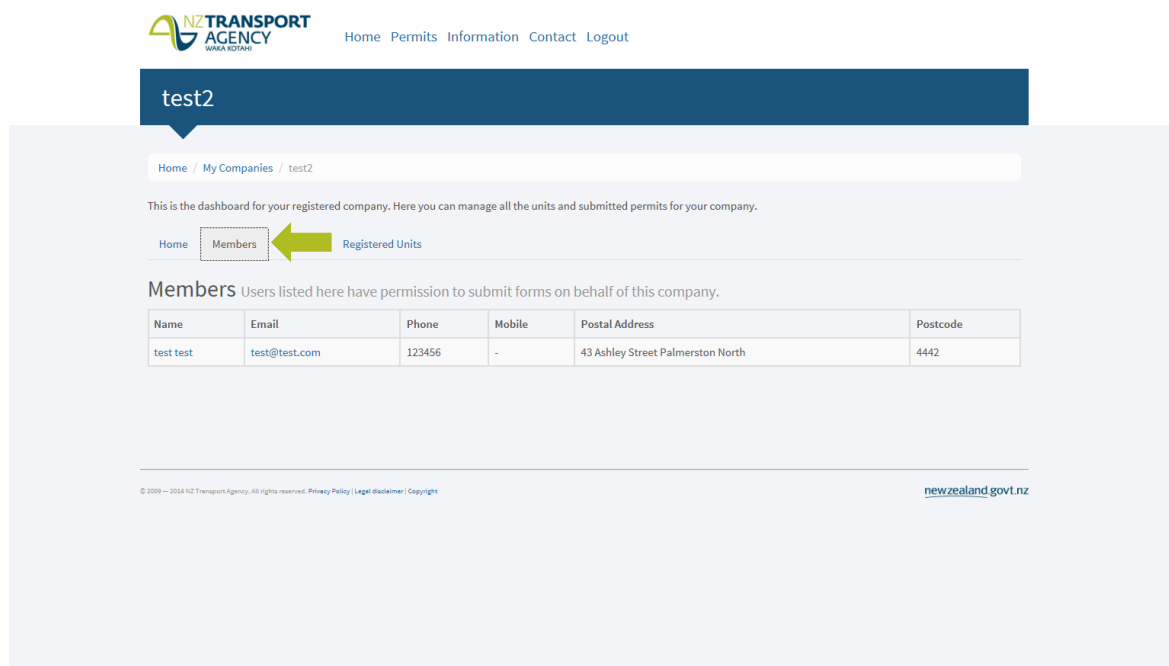
NB: It is not required to create a user account and applications can still be submitted without one.

Step 2: Click on 'Request Access'. This will open up an e-mail dialogue. Please e-mail: applyHPMV@nzta.govt.nz and specify which company you wish to be linked to. The Permit Issuing Office will then notify you by return e-mail.

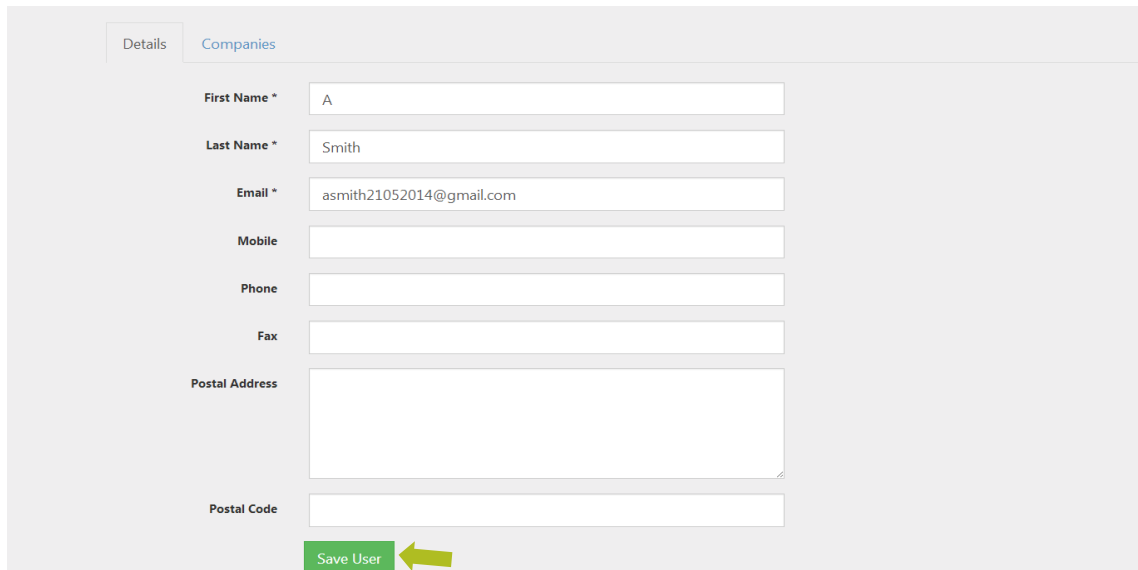


3.3 Edit Users linked to a Company

Step 1: From 'My Companies', select the company you wish to amend and then click on the 'Members' tab.



Step 2: After editing the details, click on 'Save User' to save the changes.



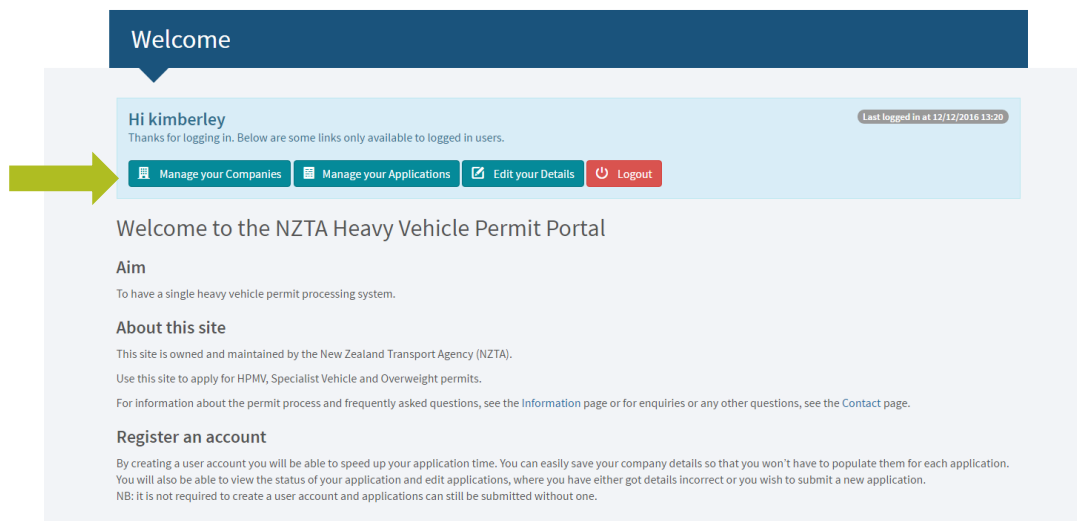
The screenshot shows the 'Companies' tab in the PIMS user interface. The form contains the following fields:

- First Name ***: A
- Last Name ***: Smith
- Email ***: asmith21052014@gmail.com
- Mobile**: (empty)
- Phone**: (empty)
- Fax**: (empty)
- Postal Address**: (empty)
- Postal Code**: (empty)

At the bottom of the form, there is a green button labeled 'Save User' with a green arrow pointing to it.

3.4 Edit an existing Company

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



The screenshot shows the NZTA Heavy Vehicle Permit Portal homepage. The user navigation bar at the top contains the following links:

- Manage your Companies** (highlighted with a green arrow)
- Manage your Applications**
- Edit your Details**
- Logout**

The main content area includes the following sections:

- Welcome to the NZTA Heavy Vehicle Permit Portal**
- Aim**: To have a single heavy vehicle permit processing system.
- About this site**: This site is owned and maintained by the New Zealand Transport Agency (NZTA). Use this site to apply for HPMV, Specialist Vehicle and Overweight permits. For information about the permit process and frequently asked questions, see the Information page or for enquiries or any other questions, see the Contact page.
- Register an account**: By creating a user account you will be able to speed up your application time. You can easily save your company details so that you won't have to populate them for each application. You will also be able to view the status of your application and edit applications, where you have either got details incorrect or you wish to submit a new application. NB: It is not required to create a user account and applications can still be submitted without one.

Step 2: Click on the company name.

Your Companies

Home / My Companies

[+ Register a new company](#) [Request Access](#) [Applications Export](#)

25 records per page Search: test

| Name | Contact | Email | Phone | Depot. Location | TSL Name | TSL Number |
|------|---------|---------------|--------|-----------------|----------|------------|
| test | test | test@test.com | 123123 | test | test | 12345 |

Showing 1 to 1 of 1 entries (filtered from 2 total entries)

Previous 1 Next

Step 3: Click on 'Edit'.

test

Home / My Companies / test

This is the dashboard for your registered company. Here you can manage all the units and submitted permits for your company.

Home Members Permits Registered Units

| | | | |
|----------------|---------------|--------------------|-------|
| Name | test | TSL Name | test |
| Depot Location | test | TSL Number | 12345 |
| Postal Address | test | BESS Co. Number | 12345 |
| Post Code | 1234 | Registered Members | 2 |
| Contact Person | test | Total Permits | 5 |
| Email | test@test.com | Pending Permits | 1 |
| Phone | 123123 | Registered Units | 0 |
| Mobile | - | | |

[Edit](#) [Back to My Companies](#)

Step 4: After editing the details, click on 'Save' to save the changes.

Editing Company

Home / My Companies / Editing test

Company Name * test

Contact Name * test

Email * test@test.com

Phone * 123123

Mobile

Main Depot Location * test

Postal Address * test

Postcode 1234

TSL Name test

TSL Number * 12345

BESS Co. Number 12345

[Save](#) [Cancel](#)

3.5 Create a Units Library

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

test2

Home / My Companies / test2

This is the dashboard for your registered company. Here you can manage all the units and submitted permits for your company.

Home Members Permits **Registered Units**

Registered Units Registering units makes the process of filling out future forms easier! It means you don't have to fill in it's details manually on each form.

| Reg # | Type | Axles | Make | Model | Year | GCM | GVM |
|------------------------------------|------|-------|------|-------|------|-----|-----|
| No units have been registered yet! | | | | | | | |

[+ Register a unit](#)

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Step 2: After entering the details, click on 'Save' at the bottom of the page to save the changes. All fields with (*) are compulsory.

Register a new Unit

Home / My Companies / test2 / Register Unit

Please fill out all the details for this Unit

Reg. Number *

Unit Type *

GCM (kg)

GVM (kg)

Make *

Model *

Year

Engine Power (kw)

Pivot Point (m)

Total Unit Mass (kg)

Width (m)

Deck Height (m)

Deck Length (m)

Gooseneck Position (m)

Gooseneck Height (m)

No. Of Axles *

Please fill in the axle information for this unit

Some axles are missing required information.

| Steering # | Axle | Axle Set * | Axle Type * | Tyre Size * | Suspension Type * | Track Outer (m) * | Track Inner (m) | Max Mass (user defined) (kg) | Spacing from prev (m) |
|------------|--------------------------|-----------------|-----------------------|-------------|-------------------|-------------------|-----------------|------------------------------|-----------------------|
| 1 | <input type="checkbox"/> | (IN) Individual | (S) Single Tyred Axle | Select | (A) Air Bag | (m) | (m) | (kg) | (m) |
| 2 | <input type="checkbox"/> | (IN) Individual | (S) Single Tyred Axle | Select | (A) Air Bag | (m) | (m) | (kg) | (m) |

[Save](#) [Cancel](#)

4.0 APPLYING FOR A PERMIT (REGISTERED USERS ONLY)

4.1 Applying for a permit via the portal

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

The screenshot shows the NZTA Heavy Vehicle Permit Portal. At the top, there is a navigation bar with the NZTA logo and links: Home, Permits, Information, Contact, Applications, and Logout. A yellow arrow points to the 'Permits' link. Below the navigation bar is a 'Welcome' banner. The banner displays the user's name 'Hi kimberley', a message 'Thanks for logging in. Below are some links only available to logged in users.', and a 'Last logged in at 17/01/2017 12:57' timestamp. Below the banner is a row of buttons: Manage Companies, Manage Users, Manage Applications, System Settings, Reporting, Change Password, and Logout. The main content area is titled 'Welcome to the NZTA Heavy Vehicle Permit Portal'. It includes sections for 'Aim' (To have a single heavy vehicle permit processing system.), 'About this site' (This site is owned and maintained by the New Zealand Transport Agency (NZTA). Use this site to apply for HPMV, Specialist Vehicle and Overweight permits. For information about the permit process and frequently asked questions, see the Information page or for enquiries or any other questions, see the Contact page.), and 'Register an account' (By creating a user account you will be able to speed up your application time. You can easily save your company details so that you won't have to re-navigate them for each application).

The 'Permits' page is shown below. It has a navigation bar with the NZTA logo and links: Home, Permits, Information, Contact, Applications, and Logout. Below the navigation bar is a 'Permits' banner. The banner displays a breadcrumb trail 'Home / Permits'. Below the banner is a section titled 'For online permit applications choose the relevant link'. It lists three links: 'Online HPMV Permit Application', 'Online Specialist Vehicle Permit Application', and 'Online Overweight Permit Application'. Below these links is a note: 'In the event you are unable to process your application online, the old permit application forms are available using the links below. These should only be used if the online permit application is unavailable or you are experiencing technical difficulties using the online permit submission process.' Below the note are three links: 'HPMV Permit Application', 'Specialist Vehicle Permit Application', and 'Overweight Permit Application'.

Step 2: Please refer to [Section 6.1](#) to apply for an HPMV Permit, [Section 6.2](#) to apply for a Specialist Vehicle Permit and [Section 6.3](#) to apply for an Overweight Permit.

4.2 How to reuse a draft application

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

Step 1: Submit the initial application following the process in Steps 6.1, 6.2 or 6.3. You can then edit the application, changing the relevant details (i.e. prime mover or amending the route) and tick the declaration and then click 'Save as New Application'.



[Home](#) [Permits](#) [Information](#) [Contact](#) [Applications](#) [Logout](#)

test

[Home](#) / [Companies](#) / test

This is the dashboard for your registered company. Here you can manage all the units and submitted permits for your company.

[Home](#) [Members](#) [Permits](#) [Registered Units](#)

All Permits All permits that have been submitted for this company.

| Ref | Permit Type | Status | Date | Contact | Permit From | Permit To | |
|-----------|-------------|-----------|------------|---------|-------------|------------|----------------------|
| 150624615 | HPMV | Submitted | 28/07/2015 | test | 08/07/2015 | 08/07/2017 | Edit |

[+ New Overweight Permit](#)

[+ New HPMV Permit](#)

High Productivity Motor Vehicle Permit Application

[Home](#) / [High Productivity Motor Vehicle Permit](#)

[Help & Information](#)

[Permit Information](#) / [General Information](#) / [Unit #1](#) / [Unit #2](#) / [Attachments](#) / [Submit](#)

Step 6 - Submit

It is the permit holders' responsibility to operate within the regulatory requirements relating to SRT, Brake Code, GVM/GCM, RUC, Load anchorage point ratings, draw beam / draw bar / 5th wheel mount rating, as well as any other conditions detailed in the permit or legislation. The NZ Transport Agency can revoke permits under Section 5.6 of the Vehicle Dimensions and Mass Rule 2002 (Rule 41001).

☐ I declare that the particulars contained in this application are true and correct.

[Previous Step](#)

[✓ Update Existing Application](#)

[✓ Save as New Application](#)

4.3 How to reuse an existing application number

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

Permit Information / General Information / Unit #1 / Unit #2 / Attachments / Submit

Step 1 - Permit Information

Permit Type * ☐ Higher Mass (\$54.55 + GST) ☐ Overlength (\$54.55 + GST) ☐ Both HM and OL (\$109.10 + GST)

Application Type * ☐ New ☐ Feasibility ☐ Renewal

Road Network * ☐ Both ☐ Local Roads ☐ State Highway

Pro-forma * ☐ Pro-forma ☐ Non Pro-forma ☐ N/A

By entering a previous application reference number below, you can pre-populate the details of Step 2 with data from that application.

Application Reference #

Existing Permit #

[Next Step](#)

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

Postcodes are required for the 'From' and 'To' locations in the route description to enable a more accurate understanding of the route applied for. An example is shown below.

| | | | |
|------------------------|---|----------------------|--|
| Route From | Ports of Auckland Ltd Level 1, Ports of Auckland Building/1 Sunderland St, Parnell, Auckland 1010 | Route To | Port Of Tauranga Limited 2 Salisbury Ave, Mt Maunganui, 3116 |
| Route From Postal Code | 1010 | Route To Postal Code | 3116 |

Permit Information / General Information / Unit #1 / Unit #2 / Attachments / Submit

Step 1 - Permit Information

Permit Type * ☐ Higher Mass (\$54.55 + GST) ☐ Overlength (\$54.55 + GST) ☐ Both HM and OL (\$109.10 + GST)

Application Type * ☐ New ☐ Feasibility ☐ Renewal

Road Network * ☐ Both ☐ Local Roads ☐ State Highway

Pro-forma * ☐ Pro-forma ☐ Non Pro-forma ☐ N/A

By entering a previous application reference number below, you can pre-populate the details of Step 2 with data from that application.

Application Reference #

Existing Permit #

[Next Step](#)

Postcodes are required for the 'from' and 'to' locations in the route description to enable a more accurate understanding of the route applied for. An example is shown below.

| | | | |
|------------------------|---|----------------------|--|
| Route From | Ports of Auckland Ltd Level 1, Ports of Auckland Building/1 Sunderland St, Parnell, Auckland 1010 | Route To | Port Of Tauranga Limited 2 Salisbury Ave, Mt Maunganui, 3116 |
| Route From Postal Code | 1010 | Route To Postal Code | 3116 |

[Help & Information](#)

[Permit Information](#) / [General Information](#) / [Unit #1](#) / [Unit #2](#) / [Attachments](#) / [Submit](#)

Step 1 - Permit Information

Permit Type * ☐ Higher Mass (\$54.55 + GST) ☐ Overlength (\$54.55 + GST) ☐ Both HM and OL (\$109.10 + GST)

Application Type * ☐ New ☐ Feasibility ☐ Renewal

Road Network * ☒ Both ☐ Local Roads ☐ State Highway

Pro-forma * ☒ Pro-forma ☐ Non Pro-forma ☐ N/A

By entering a previous application reference number below, you can pre-populate the details of Step 2 with data from that application.

Application Reference # ✓

Existing Permit #

[Next Step](#)

4.4 Renewing a permit

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

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

Route From Postal Code 1010 Route To Postal Code 3116

[Help & Information](#)

[Permit Information](#) / [General Information](#) / [Attachments](#) / [Submit](#)

Step 1 - Permit Information

Permit Type * ☒ Higher Mass (\$54.55 + GST) ☐ Both HM and OL (\$109.10 + GST)

Application Type * ☐ New ☐ Feasibility ☒ Renewal

By entering a previous application reference number below, you can pre-populate the details of Step 2 with data from that application.

Application Reference #

Existing Permit # ✕

[Next Step](#)

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5.0 MANAGE APPLICATIONS

5.1 Check Progress of submitted applications (registered users only)

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

The screenshot shows the NZTA Transport Agency website. At the top, there is a navigation bar with links: Home, Permits, Information, Contact, Logout. Below this is a dark blue banner with the text 'Welcome'. Underneath, a light blue box contains a 'Hi test' message and a row of buttons: 'Manage your Companies', 'Manage your Applications' (highlighted with a green arrow), 'Edit your Details', and 'Logout'. Below the banner, the text 'Welcome to the NZTA Truck Permit Portal' is displayed. Further down, there are sections for 'Aim', 'About this site', and 'Register an account'.

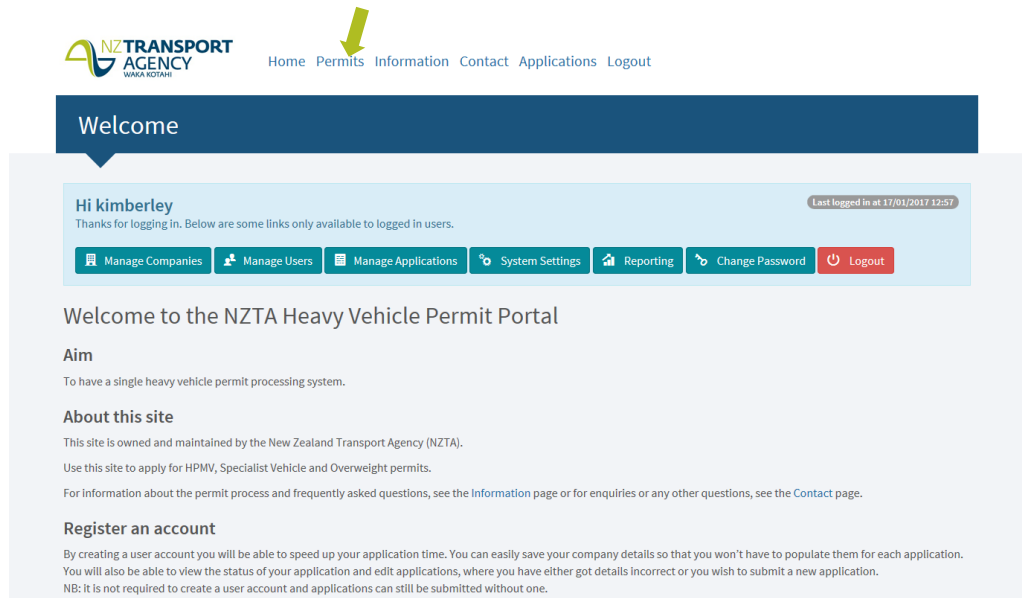
Step 2: On the Submitted Applications page under "Status" it will indicate if the particular application is either in 'Received', 'In Progress', or in 'Approved' or 'Declined' state.

The screenshot shows the 'Submitted Applications' page. At the top, there is a dark blue banner with the text 'Submitted Applications'. Below this, there is a search and filter interface. It includes a 'Keywords' search bar, a 'Permit Type' dropdown, and date range selectors for 'From (Permit Required)', 'To (Permit Required)', 'From (Application Date)', and 'To (Application Date)'. There are also dropdowns for 'Status' and 'Region'. Below these, there are sections for 'Selected Permit Types', 'Selected Regions', and 'Selected Statuses'. A green 'Apply Filters' button and a blue 'Clear Filters' button are present. An 'Export to CSV' button is also visible. At the bottom, there is a table with columns: Ref #, Company Name, Application Type, Status, and Date Permit Required. The table currently shows 'No applications were found.' and 'Showing 0 to 0 of 0 entries'.

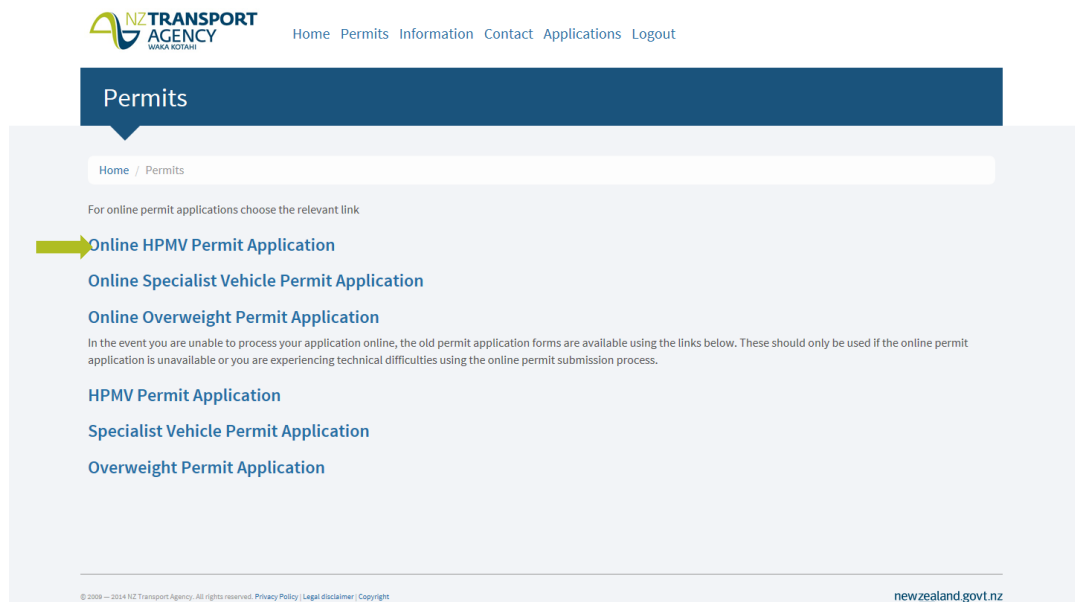
6.0 APPLYING FOR A PERMIT (REGISTERED OR NON-REGISTERED USER)

6.1 Applying for a Higher Mass Permit

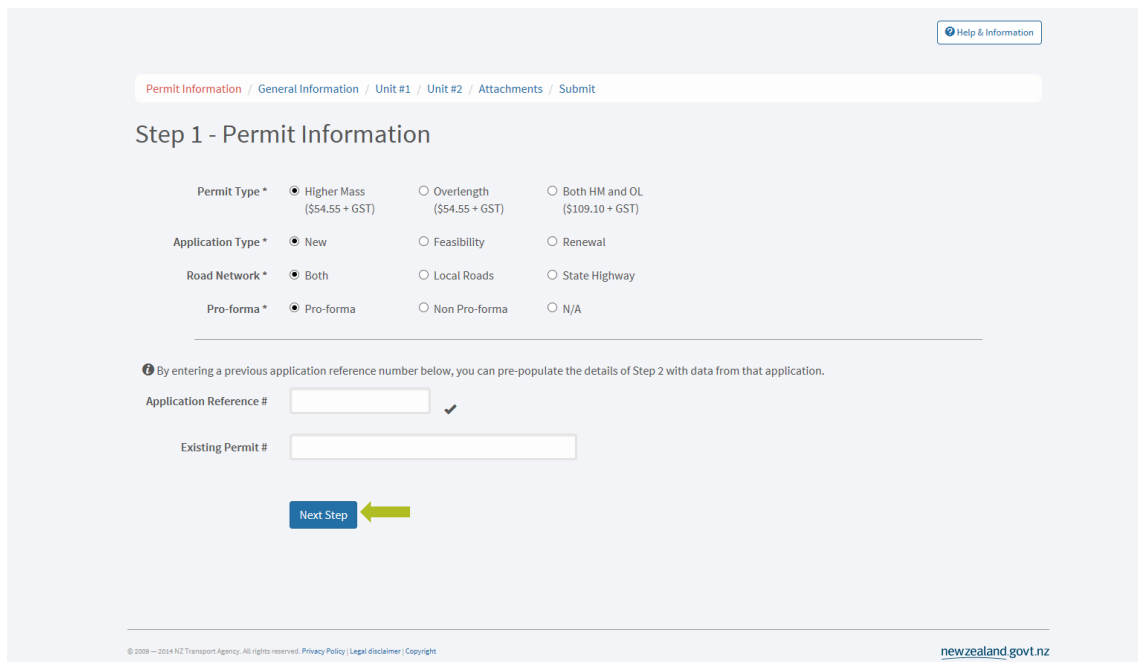
Step 1: To apply for a new Higher Mass permit, click on the permits tab from the Home Page.



Step 2: Select the type of permit you are applying for (Higher Mass).



Step 3: Enter in the details in Step 1 – ‘Permit Information’, every field marked with (*) must be filled in to proceed. Once the details are complete, click ‘Next step’ to proceed.



Help & Information

Permit Information / General Information / Unit #1 / Unit #2 / Attachments / Submit

Step 1 - Permit Information

Permit Type * ☒ Higher Mass (\$54.55 + GST) ☐ Overlength (\$54.55 + GST) ☐ Both HM and OL (\$109.10 + GST)

Application Type * ☒ New ☐ Feasibility ☐ Renewal

Road Network * ☒ Both ☐ Local Roads ☐ State Highway

Pro-forma * ☒ Pro-forma ☐ Non Pro-forma ☐ N/A

By entering a previous application reference number below, you can pre-populate the details of Step 2 with data from that application.

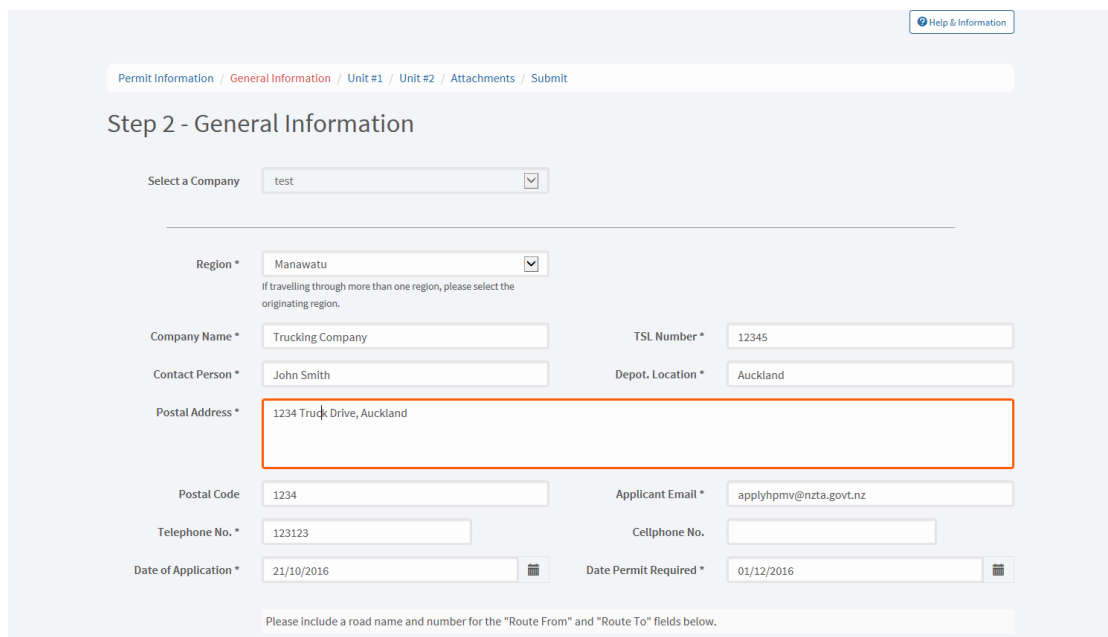
Application Reference # ✓

Existing Permit #

[Next Step](#) ←

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Step 4: In Step 2 – ‘General information’, you must fill in all the spaces marked with (*). You will need to attach a route description document – this must detail the route from start to finish.



Help & Information

Permit Information / General Information / Unit #1 / Unit #2 / Attachments / Submit

Step 2 - General Information

Select a Company ✓

Region * ✓
If travelling through more than one region, please select the originating region.

Company Name * TSL Number *

Contact Person * Depot. Location *

Postal Address *

Postal Code Applicant Email *

Telephone No. * Cellphone No.

Date of Application * Date Permit Required *

Please include a road name and number for the "Route From" and "Route To" fields below.

Step 5: Once the page has had all the required fields completed, click ‘Next Step’ to continue.

Comments

Units *

Vehicle Type *

Total Width (max 2.55m) *

Total Height (max 4.30m) *

Total Length (m) *
If the total length is over 20m an Overlength permit is required.

Width to Outside Tyres (m) *


Load Description *

Total Mass Applied For (kg) *

Load * ☒ Divisible ☐ Indivisible

Axle Weight Flexibility * ☒ Yes ☐ No

AWF limits * ☒ Class1 ☐ HPMV ☐ None ☐ User Defined

[Previous Step](#) [Next Step](#) 

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

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

Step 3 - Unit #1

Please fill out all the details for Unit 1

Unit Type *

Reg. Number *

GCM (kg) *

No. Of Axles *


Total Unit Mass (kg)

GVM (kg) *

Please fill in the axle information for this unit

All numeric values should be to two decimal places. All mass values should be greater than or equal to 1000 kg.

| Steering # | Axle # | Axle Set * | Axle Type * | Tyre Size * | Suspension Type * | Track Outer (m) * | Mass (kg) * | Max Mass (user defined) (kg) * | Spacing from prev (m) * |
|------------|--------------------------|--------------------------------------|--|-------------------------------|----------------------------------|---------------------------|------------------------------|--------------------------------|---------------------------|
| 1 | <input type="checkbox"/> | (IN) Individual <input type="text"/> | (S) Single Tyred Axle <input type="text"/> | 12.00 R2 <input type="text"/> | (A) Air Bag <input type="text"/> | 4.25 <input type="text"/> | 5000.00 <input type="text"/> | (kg) <input type="text"/> | (m) <input type="text"/> |
| 2 | <input type="checkbox"/> | (IN) Individual <input type="text"/> | (S) Single Tyred Axle <input type="text"/> | 13.00-24 <input type="text"/> | (A) Air Bag <input type="text"/> | 4.25 <input type="text"/> | 5000.00 <input type="text"/> | (kg) <input type="text"/> | 4.25 <input type="text"/> |

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Step 7: At Step 4 – Unit # 2, you are required to fill in the relevant details for the second unit, generally a trailer. You can have up to 5 units recorded on a permit and can choose the number of units in Step 2.

Permit Information / General Information / Unit #1 / **Unit #2** / Attachments / Submit

Step 4 - Unit #2

Please fill out all the details for Unit 2

Unit Type *

Reg. Number *

GCM (kg)

No. Of Axles *


Total Unit Mass (kg)

GVM (kg) *

Please fill in the axle information for this unit

All numeric values should be to two decimal places. All mass values should be greater than or equal to 1000 kg.

| Steering # | Axle # | Axle Set* | Axle Type* | Tyre Size* | Suspension Type* | Track Outer (m)* | Mass (kg)* | Max Mass (user defined) (kg)* | Spacing from prev (m)* |
|------------|--------------------------|--------------------------------------|--|------------|----------------------------------|------------------|------------|-------------------------------|------------------------|
| 3 | <input type="checkbox"/> | (IN) Individual <input type="text"/> | (S) Single Tyred Axle <input type="text"/> | 12.00 R2 | (A) Air Bag <input type="text"/> | 4.25 | 5000.00 | (kg) | 4.25 |
| 4 | <input type="checkbox"/> | (IN) Individual <input type="text"/> | (S) Single Tyred Axle <input type="text"/> | 13.00-24 | (A) Air Bag <input type="text"/> | 4.25 | 5000.00 | (kg) | 4.25 |

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

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

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

NZTA HPMV Proforma Designs: <http://www.nzta.govt.nz/commercial-driving/high-productivity/proforma-designs-for-high-productivity-motor-vehicles/>

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

High Productivity Motor Vehicle Permit Application

Home / High Productivity Motor Vehicle Permit

Help & Information

Permit Information / General Information / Unit #1 / Unit #2 / **Attachments** / Submit

Step 5 - Attachments

Attach any necessary supporting documentation (up to 8 documents) Mandatory attachments: High Productivity Motor Vehicle Attributes Check from approved Heavy Vehicle Specialist Certifier; Pro-forma vehicle design diagram with dimensions added. Attachments required for certain applications: Additional route information (if required); Performance Based Standards report (non-proforma vehicles only); Route description if over pro-forma design total length (non-proforma vehicles only). Examples of additional supporting attachments include: Quality Plan; Trip Register; Truck Attribute Sheet; Trailer Attribute Sheet; Route Maps or Route Description. Valid file types include: jpeg, png, gif, pdf, xls, xlsx, doc, docx. Total file size cannot be larger than 25 MB.

Browse... HPMV Attributes Check

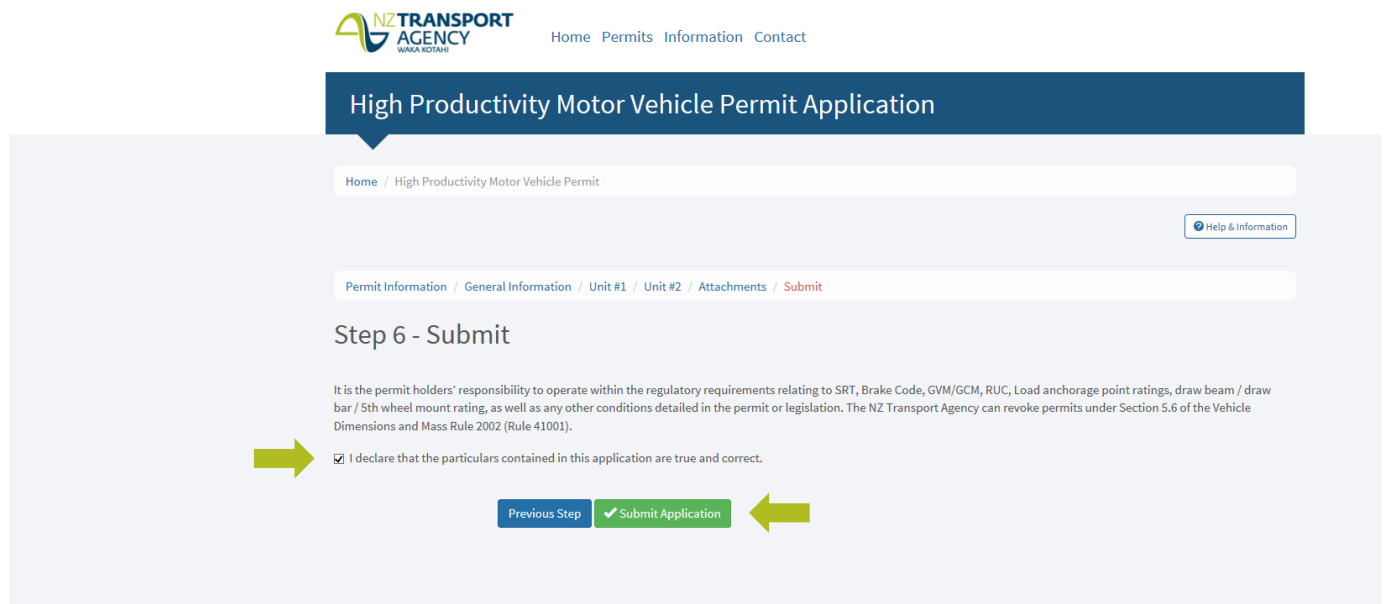
Browse... Pro-forma Vehicle Design Diagram

+ Add another attachment

Previous Step Next Step

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

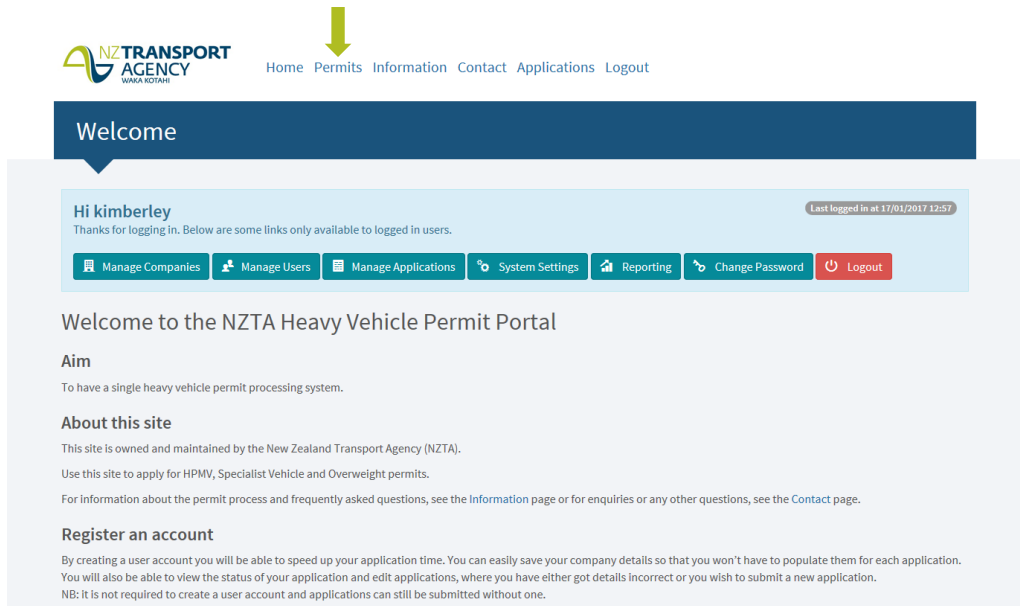
Once this is done, click on 'Submit Application'. You will receive an e-mail with a copy of the application and an application reference number. This application reference number can be used for future correspondence with the Permit Issuing Office.



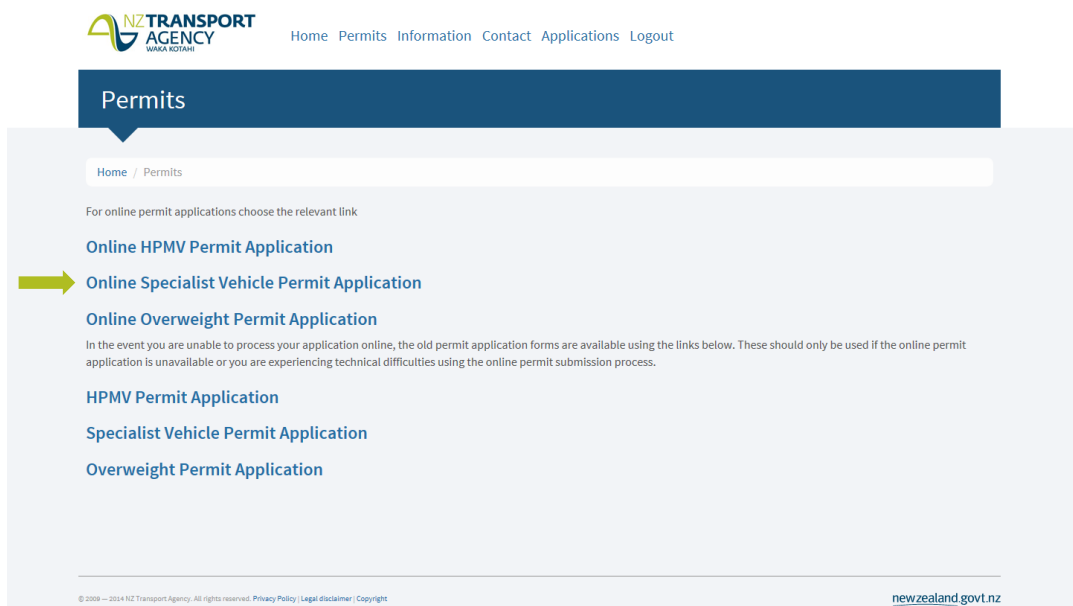
The screenshot shows the NZ Transport Agency website interface for the 'High Productivity Motor Vehicle Permit Application'. At the top, the NZ Transport Agency logo and navigation links (Home, Permits, Information, Contact) are visible. The main heading is 'High Productivity Motor Vehicle Permit Application'. Below this, a breadcrumb trail reads 'Home / High Productivity Motor Vehicle Permit'. A 'Help & Information' button is on the right. The current step is 'Step 6 - Submit', with a breadcrumb trail: 'Permit Information / General Information / Unit #1 / Unit #2 / Attachments / Submit'. A text block explains the permit holder's responsibility to operate within regulatory requirements. Below this, a green arrow points to a checked checkbox with the text 'I declare that the particulars contained in this application are true and correct.' At the bottom, there are two buttons: 'Previous Step' and 'Submit Application' (highlighted with a green checkmark and a green arrow pointing to it).

6.2 Applying for a Specialist Vehicle Permit

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



Step 2: Select the type of permit you are applying for (Specialist Vehicle).



Step 3: In Step 1 – ‘Permit Information’, fill in the relevant fields marked (*). Click ‘Next Step’ to proceed.

Permit Information / General Information / Vehicle Details / Attachments / Submit

Step 1 - Permit Information

Permit Type * ☒ Specialist Vehicle (\$54.55 + GST)

Application Type * ☒ New ☐ Feasibility

Road Network * ☒ Both ☐ Local Roads ☐ State Highway

By entering a previous application reference number below, you can pre-populate the details of Step 2 with data from that application.

Application Reference #

Existing Permit #

[Next Step](#)

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Step 4: Under Step 2 – ‘General Information’, fill in all fields marked with (*). If the permit is related to a local authority service contract, you must tick the box reflecting this.

Region *

If travelling through more than one region, please select the originating region.

Company Name *

Contact Person *

Postal Address *

Postal Code

Telephone No. *

Date of Application *

TSL Number *

Depot Location *

Applicant Email *

Cellphone No.

Date Permit Required *

☒ This permit is related to a local authority service contract

Please include a road name and number for the "Route From" and "Route To" fields below.

Route From *

Route To *

Route From Postal Code*

Route To Postal Code*

Return Trip * ☐ Yes ☐ No

Route Description *

Step 5: You must select the correct vehicle type for the permit you are applying for; to proceed, click ‘Next Step’.

Route Description *

Route Description Attachment* Browse... Valid file types include: jpeg, png, gif, bmp, pdf, xls, xlsx, doc, docx. Files cannot be larger than 20 MB.

Comments

Units * 1

Total Width (max 2.55m) *

Total Length (m) *

Total Mass Applied For (kg) *

Vehicle Type *
 Please select
 Concrete mixer
 Groundspreader truck
 Passenger service vehicle (bus)
 Rubbish compactor truck

Total Height (max 4.30m) *

Width to Outside Tyres (m) *

Load Share Ratio (if applicable)
 ☒ N/A ☐ 60/40 ☐ 55/45

Previous Step Next Step

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

Once complete, click on “Next Step” to continue.

Step 3 - Vehicle Details

Please fill out all the details for this unit

Unit Type * Concrete mixer

Reg. Number * CNCRT

No. Of Axles * 2

Total Unit Mass (kg)

GVM (kg) * 18000.00

Please fill in the axle information for this unit

All numeric values should be to two decimal places. All mass values should be greater than or equal to 1000 kg.

⚠ Some axles are missing required information.

| Steering # | Axle # | Axle Set* | Axle Type* | Tyre Size* | Suspension Type* | Track Outer (m)* | Mass (kg)* | Max Mass (user defined) (kg)* | Spacing from prev (m)* |
|------------|--------------------------|-----------------|-----------------------|------------|------------------|------------------|------------|-------------------------------|------------------------|
| 1 | <input type="checkbox"/> | (IN) Individual | (S) Single Tyred Axle | Select | (A) Air Bag | (m) | (kg) | (kg) | (m) |
| 2 | <input type="checkbox"/> | (IN) Individual | (S) Single Tyred Axle | Select | (A) Air Bag | (m) | (kg) | (kg) | (m) |

Previous Step Next Step

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

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

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

Permit Information / General Information / Vehicle Details / **Attachments** / Submit

Step 4 - Attachments

Attach any necessary supporting documents to this application (up to 8 documents):

- A clear photograph of the vehicle's compliance plate showing the load share percentage ratio (60/40 or 55/45) if the vehicle has a tandem axle set with a twin-tyred axle and a single large-tyred axle
- Weight certificate (optional)
- Confirmation of contract details (if this permit is related to a local authority service contract).

Valid file types include: jpeg, png, gif, xls,xlsx, doc, docx. Total file size cannot be larger than 25 MB.

| | | | |
|--------------------------------|----------------------------------|--------------------------|--------------------------|
| <input type="text"/> Browse... | Compliance Plate Photograph | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="text"/> Browse... | Weight Certificate | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="text"/> Browse... | Confirmation of Contract Details | <input type="checkbox"/> | <input type="checkbox"/> |

[+ Add another attachment](#)

[Previous Step](#) [Next Step](#)

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

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

NZ TRANSPORT AGENCY
WAKA KOTAHU

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High Productivity Motor Vehicle Permit Application

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[Help & Information](#)

Permit Information / General Information / Unit #1 / Unit #2 / **Attachments** / **Submit**

Step 6 - Submit

It is the permit holders' responsibility to operate within the regulatory requirements relating to SRT, Brake Code, GVM/GCM, RUC, Load anchorage point ratings, draw beam / draw bar / 5th wheel mount rating, as well as any other conditions detailed in the permit or legislation. The NZ Transport Agency can revoke permits under Section 5.6 of the Vehicle Dimensions and Mass Rule 2002 (Rule 41001).

☒ I declare that the particulars contained in this application are true and correct.

[Previous Step](#) [Submit Application](#)

6.3 Applying for an Overweight Permit

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

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

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

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

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

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

Permit Information / Vehicle Information / Unit #1 / Attachments / Submit

Step 3 - Unit #1

Please fill out all the details for Unit 1

| | | | | | |
|------------------------|--|----------------------|----------------------|-----------------|----------------------|
| Unit Type * | <input type="text" value="Please select"/> | Reg. Number * | <input type="text"/> | | |
| No. Of Axles * | <input type="text" value="2"/> | GCM (kg) * | <input type="text"/> | GVM (kg) * | <input type="text"/> |
| Make * | <input type="text"/> | Model * | <input type="text"/> | Year | <input type="text"/> |
| Engine Power (kw) | <input type="text"/> | Pivot Point (m) | <input type="text"/> | | |
| Width (m) | <input type="text"/> | Deck Height (m) | <input type="text"/> | Deck Length (m) | <input type="text"/> |
| Gooseneck Position (m) | <input type="text"/> | Gooseneck Height (m) | <input type="text"/> | | |

Please fill in the axle information for this unit

All numeric values should be to two decimal places. All mass values should be greater than or equal to 1000 kg.

⚠ Some axles are missing required information.

| # | Axle Type* | Axle Set Type* | Tyre Size* | Suspension Type* | Track Outer (m)* | Track Inner (m) | Weight (kg)* | Spacing from prev (m)* |
|---|-----------------------|-----------------|------------|------------------|------------------|-----------------|--------------|------------------------|
| 1 | (S) Single Tyred Axle | (IN) Individual | Select | (A) Air Bag | (m) | (m) | (kg) | (m) |
| 2 | (S) Single Tyred Axle | (IN) Individual | Select | (A) Air Bag | (m) | (m) | (kg) | (m) |

Previous Step Next Step

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

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

NZ TRANSPORT AGENCY WAIKATO REGION

Home Permits Information Contact

Overweight Permit Application

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Permit Information / Vehicle Information / Unit #1 / Attachments / Submit

Step 4 - Attachments

Attach any necessary supporting documentation (up to 8 documents). Examples of the required attachments include: Quality Plan; Trip Register; Truck Attribute Sheet; Trailer Attribute Sheet; Route Maps or Route Description.

Valid file types include: jpeg, png, gif, pdf, xls, doc, docx. The total file size cannot be larger than 25 MB.

+ Add another attachment

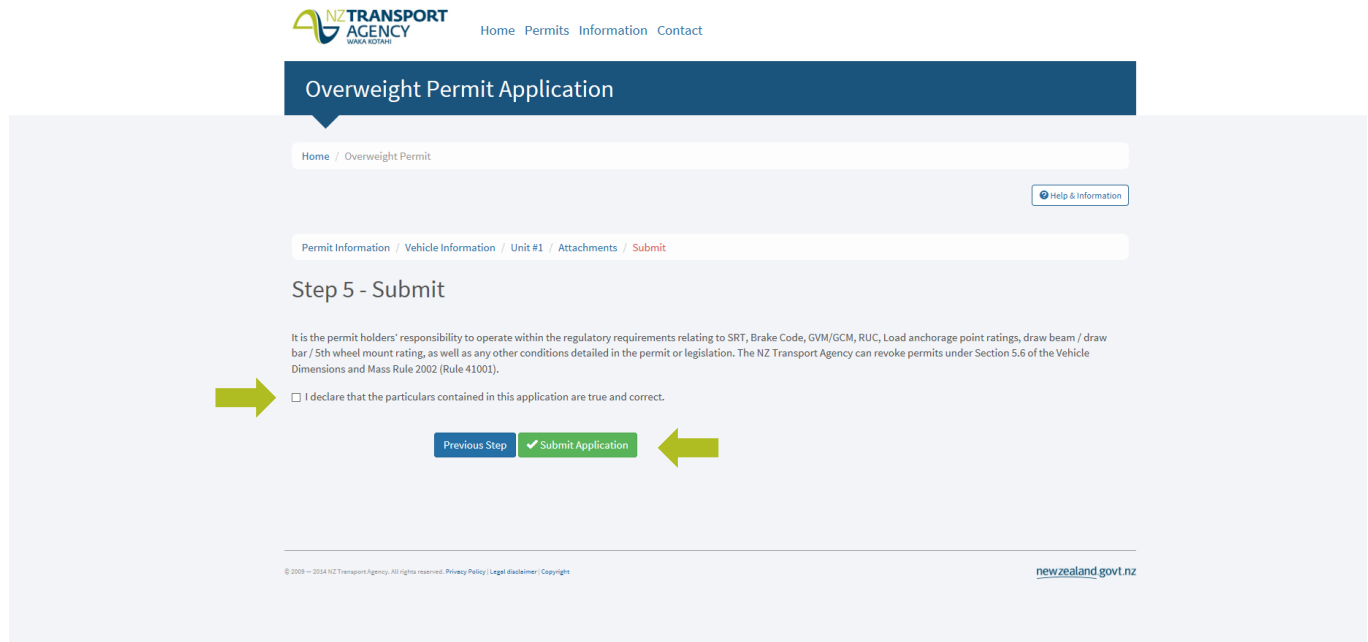
Previous Step Next Step

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

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



NZ TRANSPORT AGENCY
WAIKATO REGION

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Overweight Permit Application

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[Permit Information](#) / [Vehicle Information](#) / [Unit #1](#) / [Attachments](#) / [Submit](#)

Step 5 - Submit

It is the permit holders' responsibility to operate within the regulatory requirements relating to SRT, Brake Code, GVM/GCM, RUC, Load anchorage point ratings, draw beam / draw bar / 5th wheel mount rating, as well as any other conditions detailed in the permit or legislation. The NZ Transport Agency can revoke permits under Section 5.6 of the Vehicle Dimensions and Mass Rule 2002 (Rule 41001).

☐ I declare that the particulars contained in this application are true and correct.

[Previous Step](#) [✔ Submit Application](#)

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7.0 MORE INFORMATION

For help and definitions in the portal:

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

Route From Postal Code 1010 Route To Postal Code 3116

[Help & Information](#)

[Permit Information](#) / [General Information](#) / [Unit #1](#) / [Unit #2](#) / [Attachments](#) / [Submit](#)

Step 1 - Permit Information

Permit Type * ☐ Higher Mass (\$54.55 + GST) ☐ Overlength (\$54.55 + GST) ☐ Both HM and OL (\$109.10 + GST)

Application Type * ☐ New ☐ Feasibility ☐ Renewal

Road Network * ☐ Both ☐ Local Roads ☐ State Highway

Pro-forma * ☐ Pro-forma ☐ Non Pro-forma ☐ N/A

By entering a previous application reference number below, you can pre-populate the details of Step 2 with data from that application.

| Notes for Applicants High Productivity Motor Vehicle Permit Application | |
|---|--|
| Home / HPMV | |
| Permit type | Applications for pro-forma vehicles must indicate vehicle dimensions on the appropriate diagram, printed off the NZTA website, see page 4 of this application form. |
| TSL # | Transport Services Licence number of operator of HPMV combination, not required for pro-forma Overlength HPMV permits. |
| Company name | Full legal name of company applying for permit. |
| Comments | The comments area can also be used to provide additional helpful information like the previous Permit Number to be used as a base. |
| Date Permit Required | Note that some aspects of the permit issuing process are outside the control of the NZTA. |
| Permit from date | Enter "N/A" for Overlength applications. Note that some aspects of the permit issuing process are outside the control of the NZTA. |
| Route description | For general access pro-forma Overlength only applications, enter 'general access'. For applications that have non pro-forma Overlength or Higher Mass requirements the description must detail all State Highways the application vehicle is required to be travelled on. Note: NZTA can only issue HPMV permits for State Highways. Refer to the appropriate Road Controlling Authority for access to local roads. Consider fuelling locations. |
| Vehicle type | For permit issuing purposes a 'Vehicle' is defined as the complete combination that the permit will be issued for. Different combinations of units (i.e. vehicle) will require a different permit. |
| Unit | For permit issuing purposes a 'Unit' is defined as something that can be used singularly or in conjunction with other Units to make an overall vehicle, e.g. a prime mover or a trailer. |
| Reg Number | For feasibility applications TBA is allowed, VIN numbers can also be used if the vehicle is not registered but the Reg Number will be needed before the combination can be used operationally. |

To contact the Permitting team:

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

For rules and regulations:

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

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