
Permit Issuing and Management System (PIMS)

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Version 6.0

User Guide

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1.0 INTRODUCTION

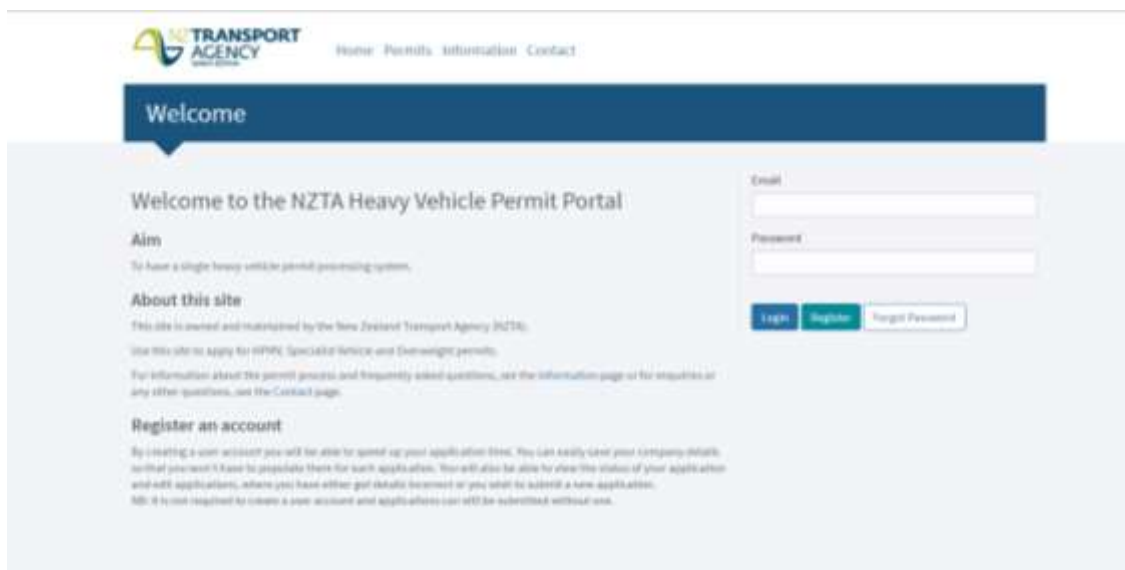
This guide shows users how to navigate through the Permit Issuing Management System (PIMS).

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

Other benefits that are available through the system are:

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

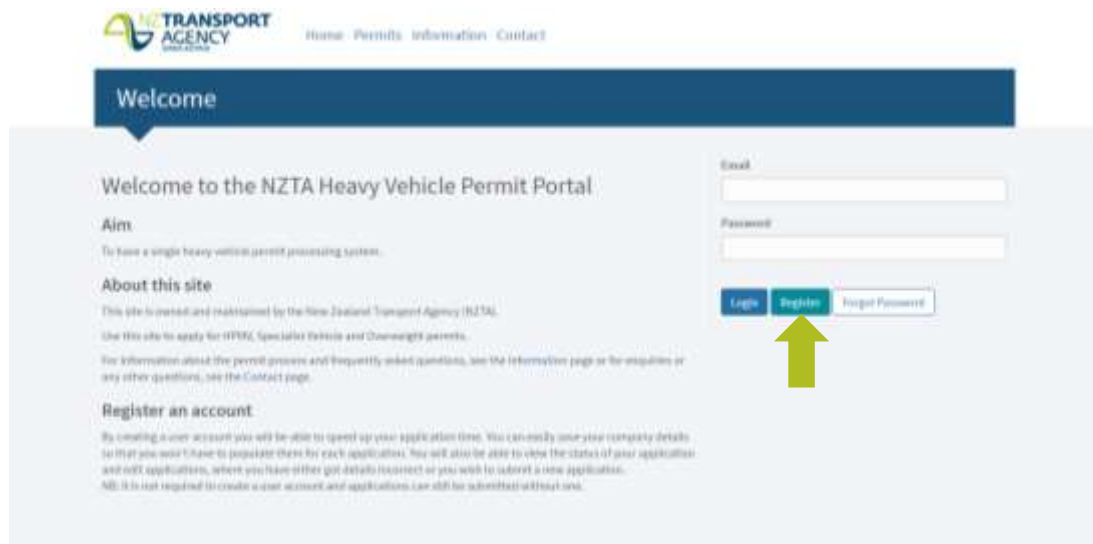
To get started, go to <https://hpmvpermits.nzta.govt.nz/home>



2.0 REGISTER AS A USER

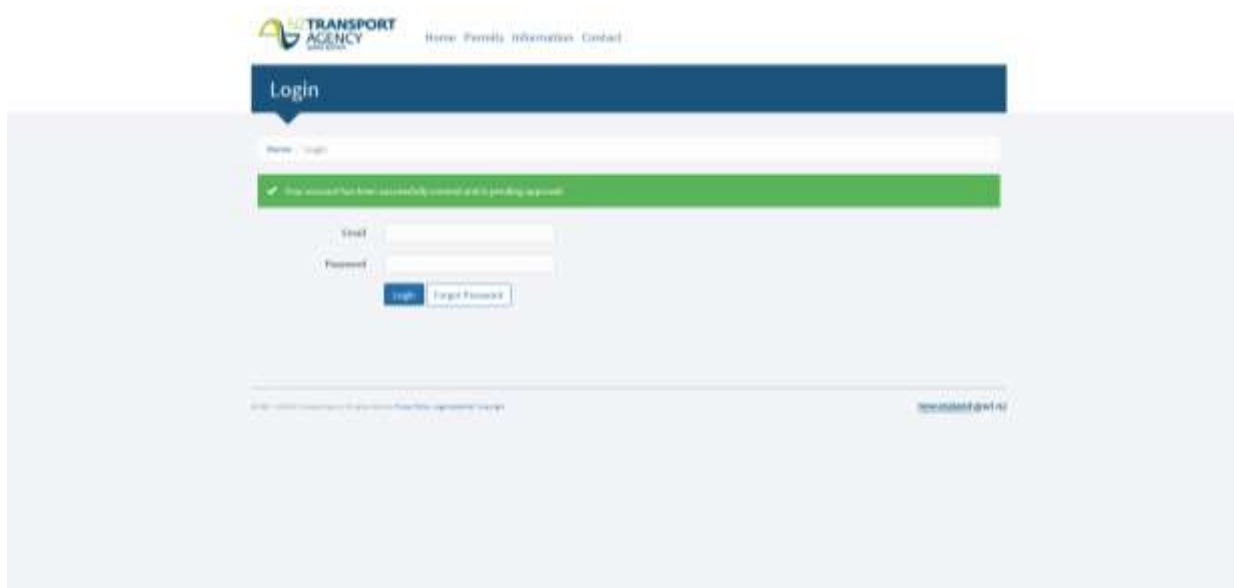
2.1 Create an Account

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



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

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

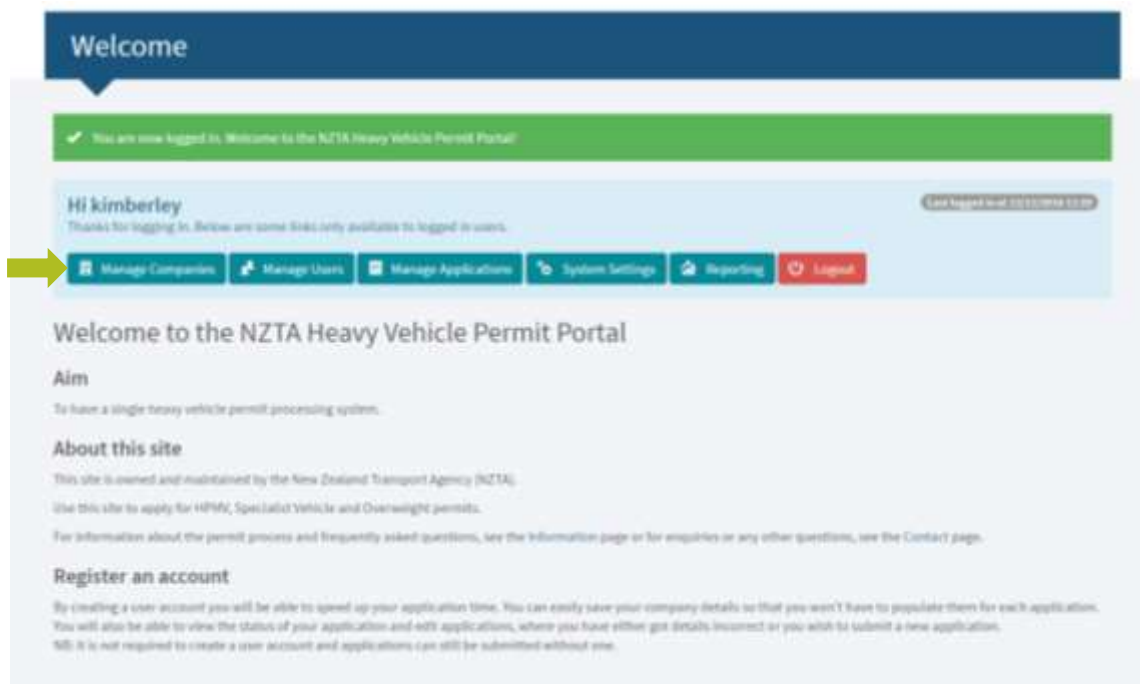


The screenshot displays the NZ Transport Agency login interface. At the top left is the agency logo and navigation links for Home, Parents, Information, and Contact. A dark blue 'Login' button is positioned above a white input field for the email address. Below the email field, a green banner with a checkmark icon and the text 'Your account has been successfully created and is pending approval.' is visible. Underneath the banner are input fields for 'Email' and 'Password', followed by a blue 'Login' button and a 'Forgot Password' link. At the bottom of the page, there is a copyright notice and the website URL 'www.nzta.govt.nz'.

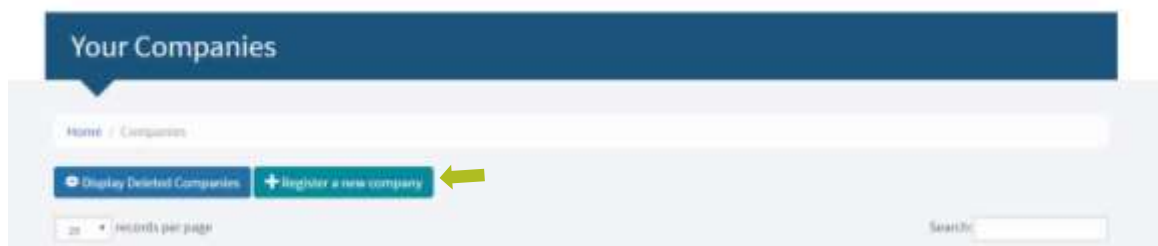
3.0 MANAGE YOUR COMPANIES

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'.

Home / Companies / Register Company

Company Name *

Contact Name *

Email *

Phone *

Mobile

Main Depot Location *

Postal Address *

Postcode

TSI Name

TSI Number *

BSS 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.

Manage Companies Manage Users Manage Applications System Settings Reporting Logout

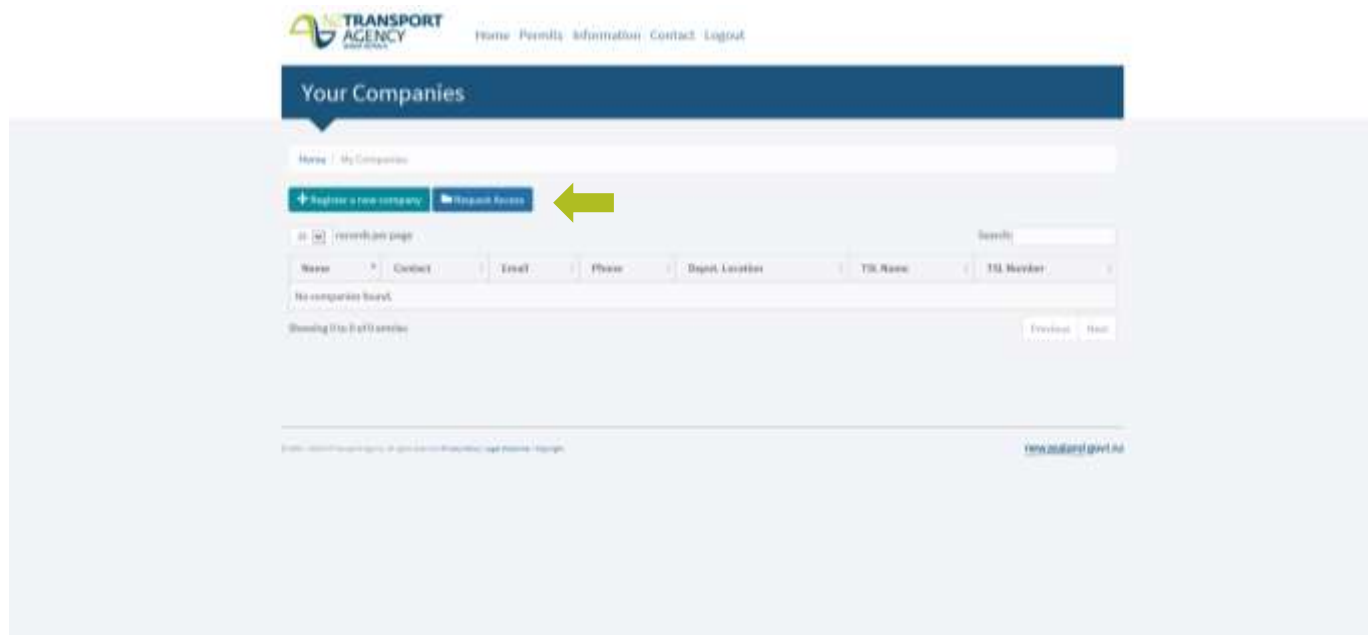
Welcome to the NZTA Heavy Vehicle Permit Portal

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 Oversight 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.

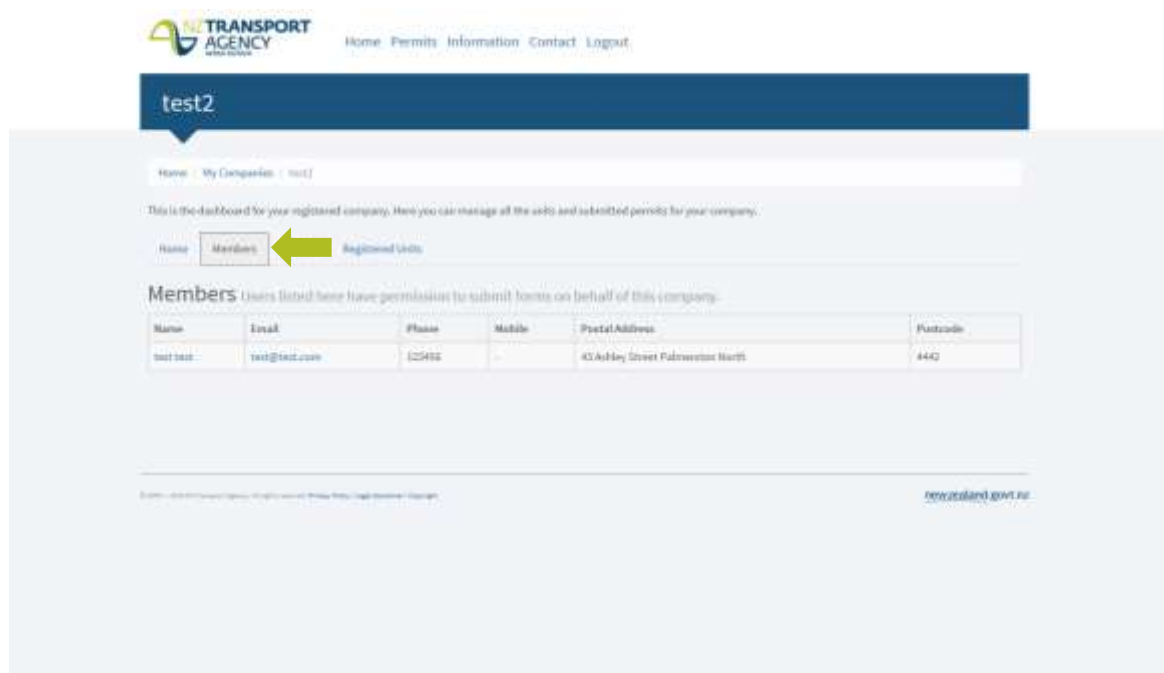
Register an account
By creating a user account you will be able to speed up your application time. You can easily save your company details so that you won't have to populate them for each application. You will also be able to view the status of your application and edit applications, where you have 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 a user profile editing form. The 'Details' tab is active. The form fields are as follows:

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

A green 'Save User' button is positioned at the bottom right of the form, with a yellow arrow pointing to it.

3.4 Edit an existing Company

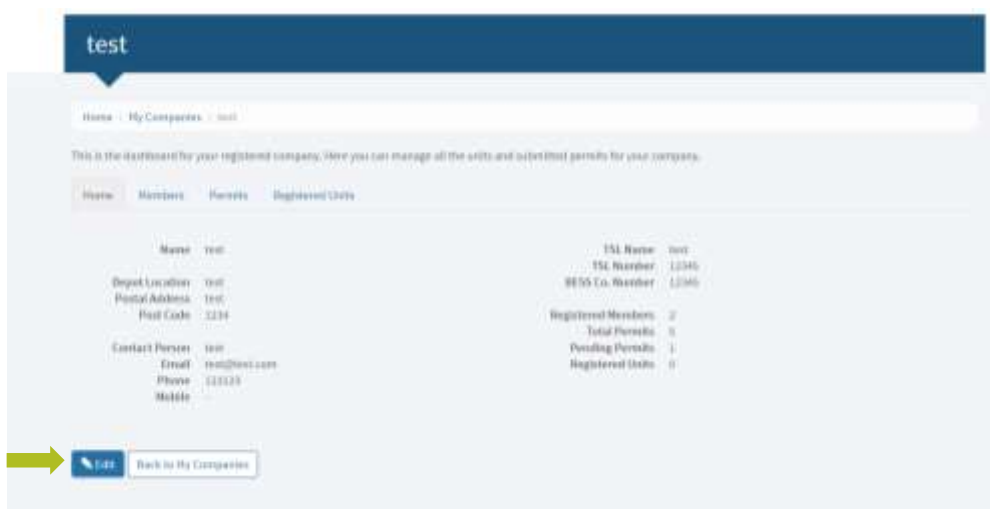
Step 1: To edit details of an existing company, click on 'Manage your Companies'.

The screenshot shows the user interface of the NZTA Heavy Vehicle Permit Portal. At the top, there is a 'Welcome' banner. Below it, the user is identified as 'Hi kimberley'. A navigation bar contains several buttons: 'Manage your Companies', 'Manage your Applications', 'Edit your Details', and 'Logout'. A yellow arrow points to the 'Manage your Companies' button. Below the navigation bar, the page content includes a welcome message, the site's aim, information about the site, and a section for registering an account.

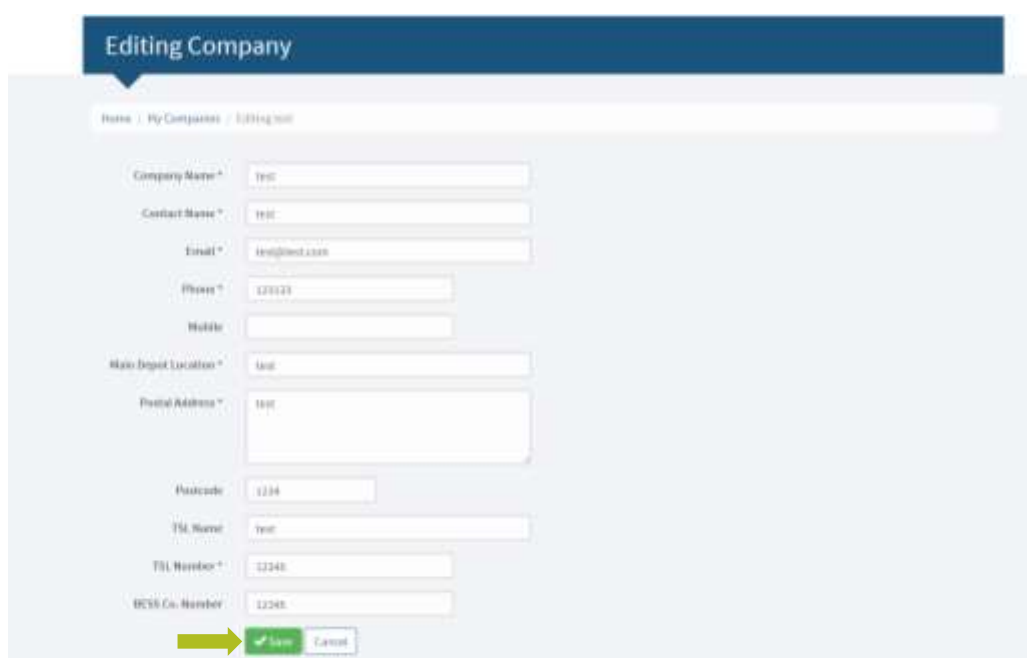
Step 2: Click on the company name.



Step 3: Click on 'Edit'.

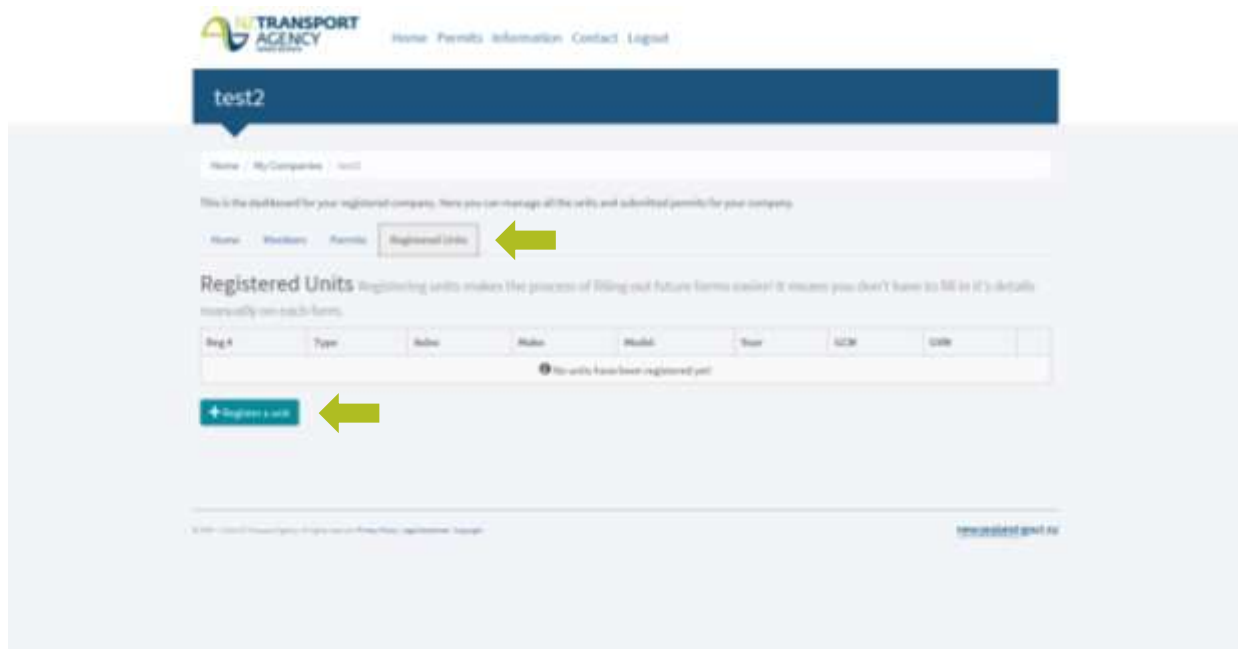


Step 4: After editing the details, click on 'Save' to save the changes.

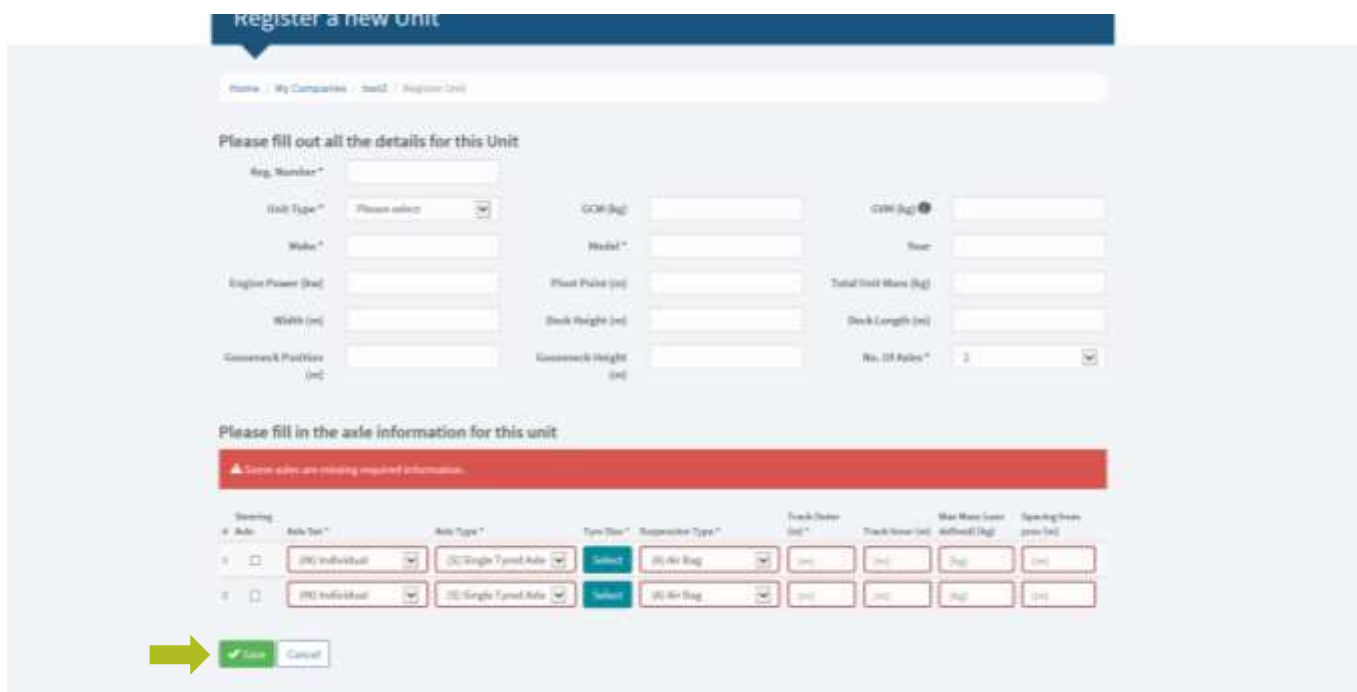


3.5 Create a Units Library

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



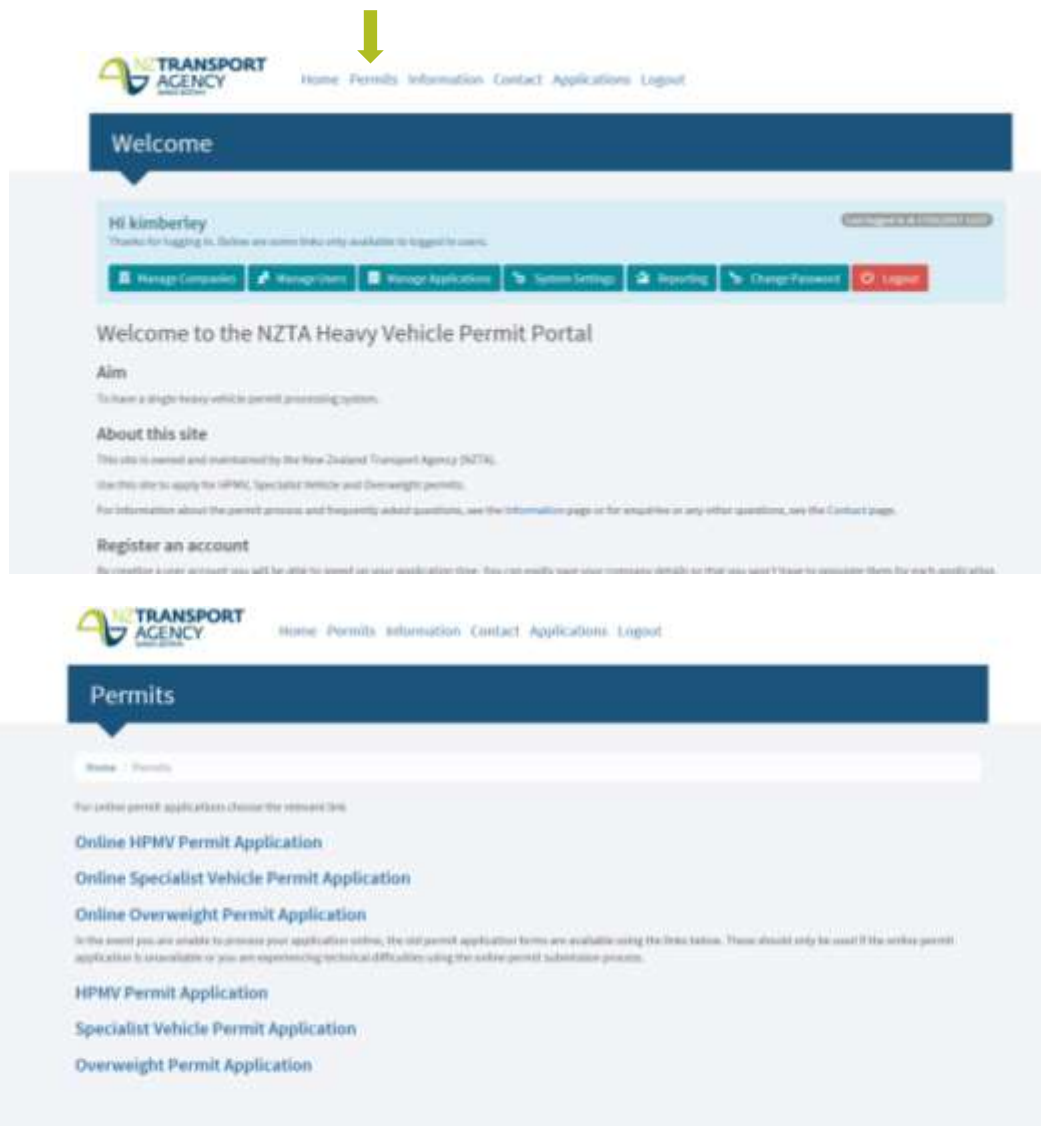
Step 2: After entering the details, click on ‘Save’ at the bottom of the page to save the changes. All fields with (*) are compulsory.



4.0 APPLYING FOR A PERMIT (REGISTERED USERS ONLY)

4.1 Applying for a permit via the portal

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

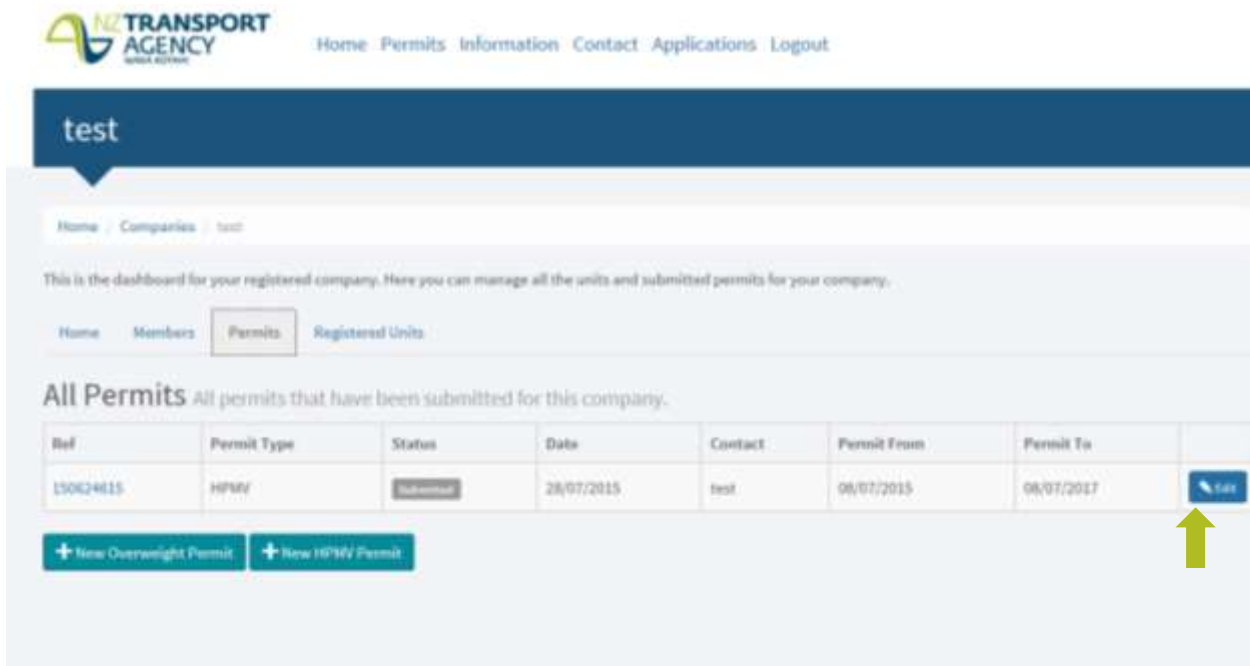


Step 2: Please refer to [Section 6.1](#) to apply for an HPMV Permit, [Section 6.2](#) to apply for a Specialist Vehicle Permit and [Section 6.3](#) to apply for an Overweight Permit.

4.2 How to reuse a draft application

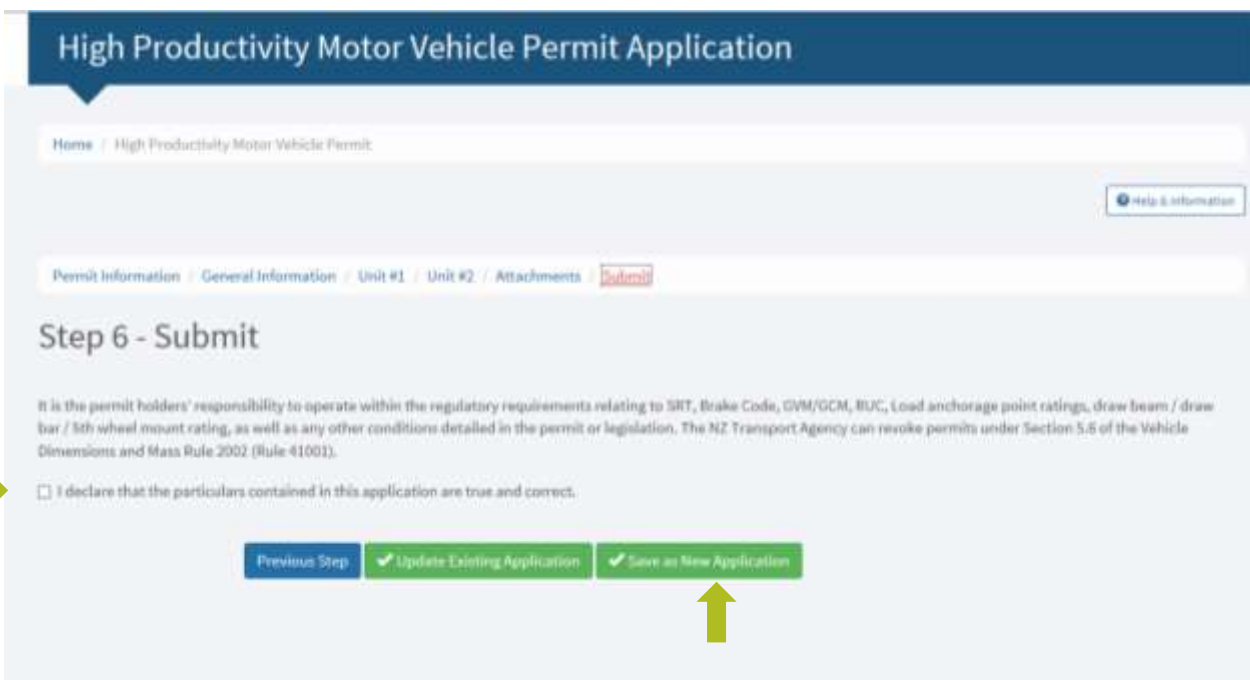
If you have registered as a user in the portal and will be submitting multiple applications with minor changes to them, you can save and reuse a draft application. To do this you will need to:

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



The screenshot shows the NZ Transport Agency PIMS dashboard. At the top, there is a navigation bar with 'Home', 'Permits', 'Information', 'Contact', 'Applications', and 'Logout'. Below this, a user profile bar shows the name 'test'. The main content area is titled 'All Permits' and contains a table of submitted permits. A green arrow points to the 'Save' button in the rightmost column of the table.

Ref	Permit Type	Status	Date	Contact	Permit From	Permit To	
130624615	HPMV	Submitted	28/07/2015	test	08/07/2015	08/07/2017	Save



The screenshot shows the 'High Productivity Motor Vehicle Permit Application' form, Step 6 - Submit. The form includes a declaration checkbox and three buttons: 'Previous Step', 'Update Existing Application', and 'Save as New Application'. A green arrow points to the 'Save as New Application' button.

Step 6 - Submit

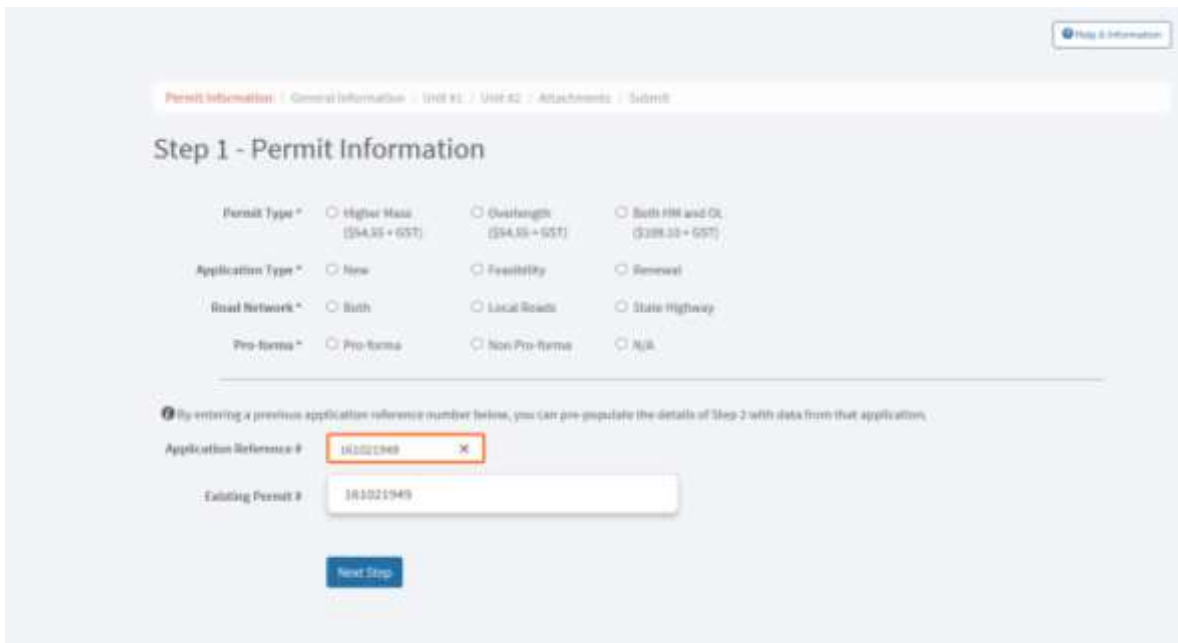
It is the permit holders' responsibility to operate within the regulatory requirements relating to SRT, Brake Code, GVM/GCM, BUC, Load anchorage point ratings, draw beam / draw bar / 5th wheel mount rating, as well as any other conditions detailed in the permit or legislation. The NZ Transport Agency 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.

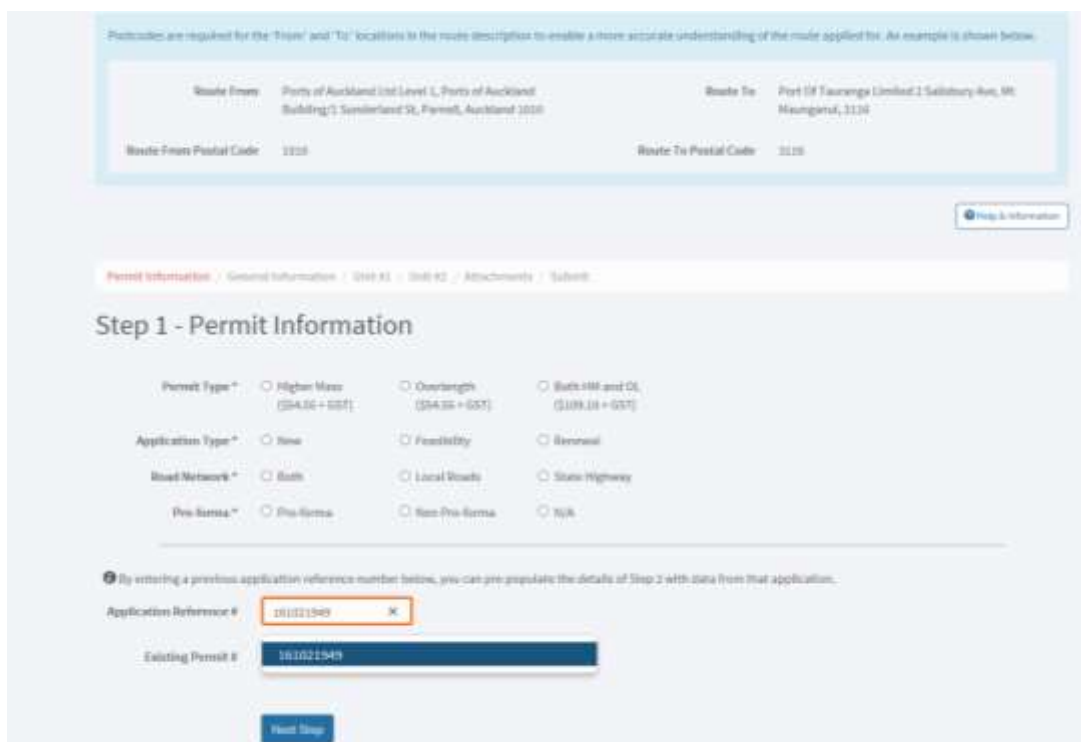
Previous Step Update Existing Application Save as New Application

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.



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.



Permits are required for the 'Travel Lane' for locations on the route description to enable a route accurately when starting of the route applied for. An example is shown below.

Route From	Ports of Auckland (101 Level 1, Ports of Auckland Building) 1, Timberland St, Port of Auckland, Auckland 1010	Route To	Port Of Teauranga Limited 2 Salisbury Ave, Mt Maunganui, 3110
Route From Postal Code	1010	Route To Postal Code	3110

[Flag & Information](#)

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

Step 1 - Permit Information

Permit Type* Higher Mass (204.00 + GST) Overweight (204.00 + GST) Both HM and OX (204.00 + GST)

Application Type* New Feasibility Renewal

Road Network* State Local/Roads State/Highway

Proforma* Pro-Forma Non-Pro-Forma N/A

i By entering a previous application reference number below, you can pre-populate the details of Step 1 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 3110 [Flag & Information](#)

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

Step 1 - Permit Information

Permit Type* Higher Mass (204.00 + GST) Both HM and OX (204.00 + GST)

Application Type* New Feasibility Renewal

i By entering a previous application reference number below, you can pre-populate the details of Step 1 with data from that application.

Application Reference #

Existing Permit #

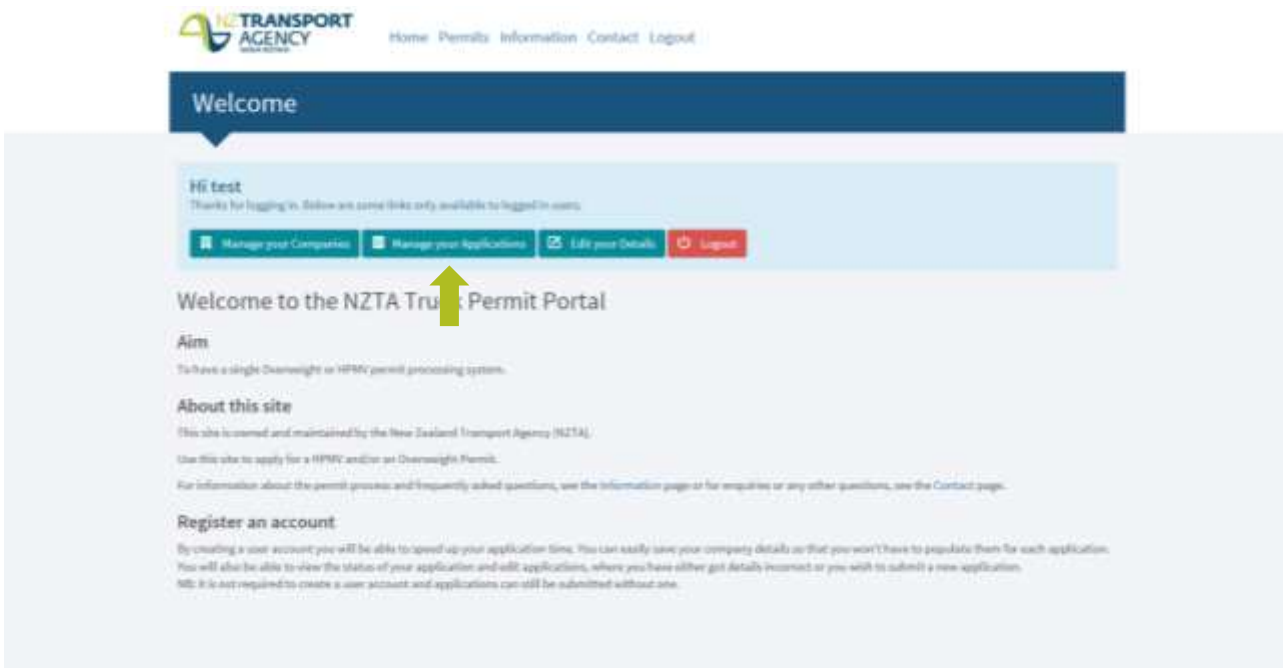
[Next Step](#)

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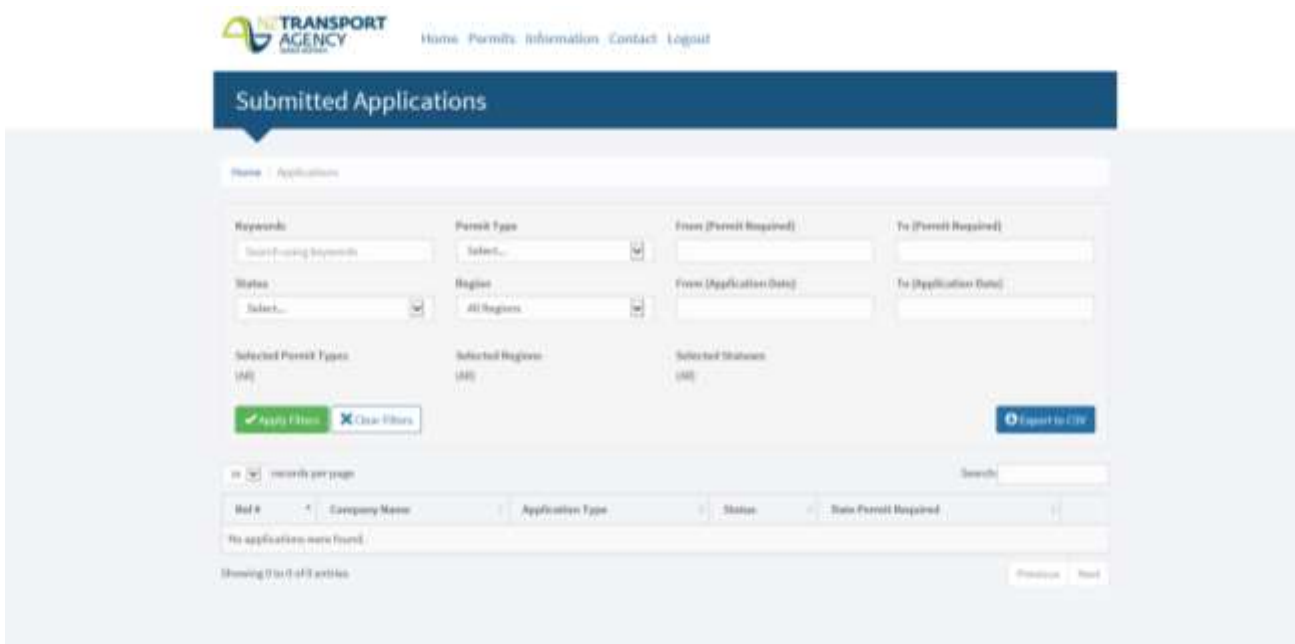
5.0 MANAGE APPLICATIONS

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’.



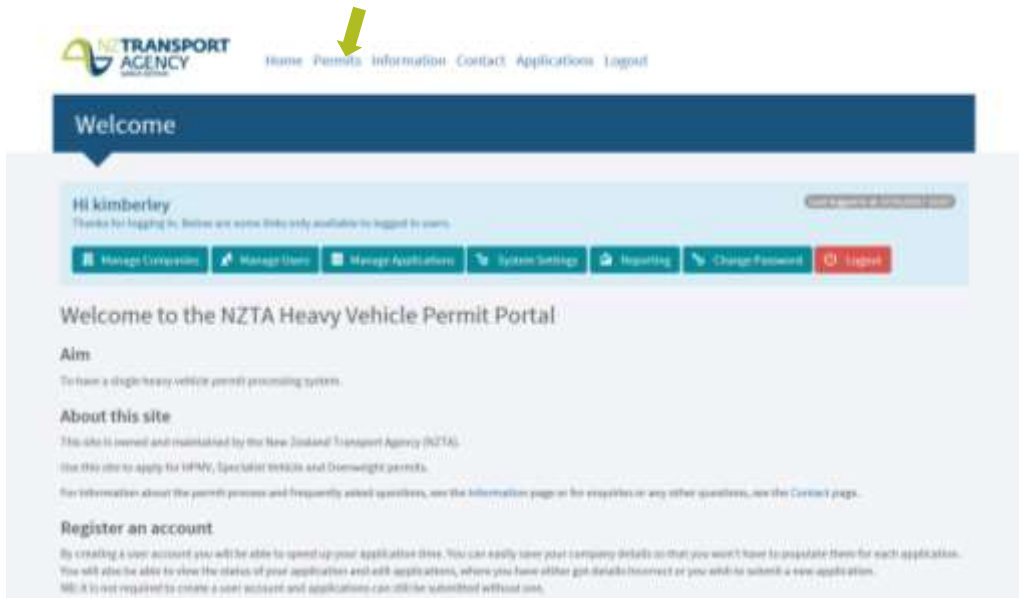
Step 2: On the Submitted Applications page under “Status” it will indicate if the particular application is either in ‘Received’, ‘In Progress’, or in ‘Approved’ or ‘Declined’ state.



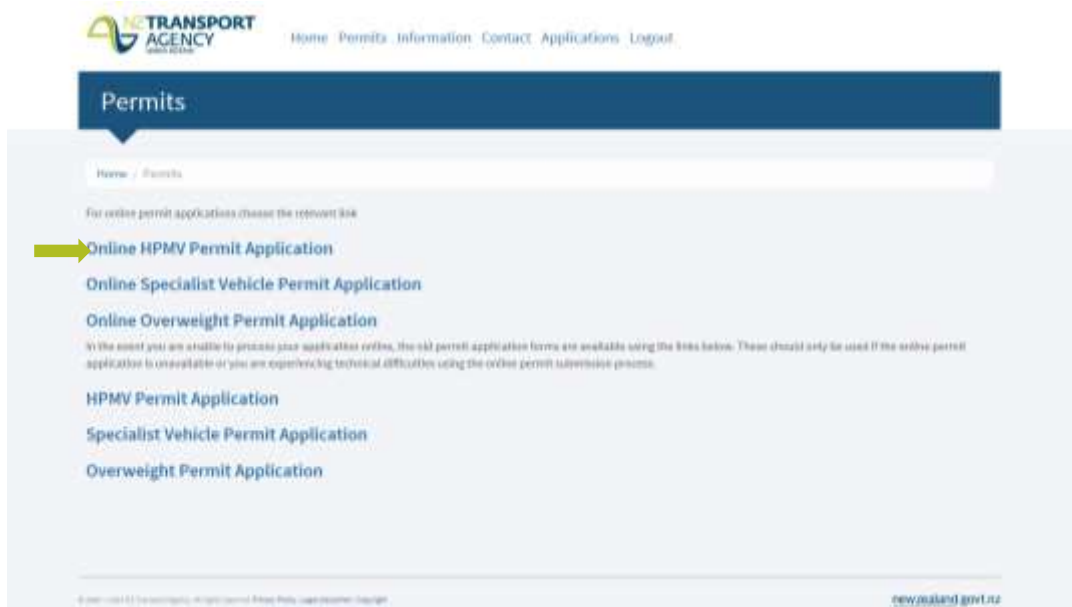
6.0 APPLYING FOR A PERMIT (REGISTERED OR NON-REGISTERED USER)

6.1 Applying for a Higher Mass Permit

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



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



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

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

Step 1 - Permit Information

Permit Type * Major Work (204.00 + 037) Overlength (204.00 + 037) Bulk 100 and 120 (209.20 + 037)

Application Type * New Feasibility Renewal

Road Network * State Local Roads State Highway

Fee Status * Fee Status Non Fee Status 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.

Permit Information / General Information / DAD #1 / DAD #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 * TSI 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.

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

Wheeling #	Axle #	Axle Type	Axle Type	Type Size	Suspension Type	Track Center (mm)	Mass (kg)	Max Mass (over allowed) (kg)	Spacing from prev (mm)
1	<input type="checkbox"/>	(R) Individual	(S) Single Tyred Axle	12.00 R0	(A) Air Bag	4.25	1000.00	(N)	(N)
2	<input type="checkbox"/>	(R) Individual	(S) Single Tyred Axle	12.00 R0	(A) Air Bag	4.25	1000.00	(N)	4.25

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)

GCM (kg)

Please fill in the axle information for this unit

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

Order #	Is Axle*	Axle ID*	Axle Type*	Type Size*	Suspension Type*	Track Spacing (mm)	Wheel Spacing (mm)	Max Wheel Load (kg)	Applying From (year)
1	<input type="checkbox"/>	(10) Individual	(S) Single Tyred Axle	13.00 90	(A) Air Bag	4.25	5000.00	(%)	4.25
2	<input type="checkbox"/>	(10) Hub Mount	(S) Single Tyred Axle	13.00 24	(A) Air Bag	4.25	5000.00	(%)	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

Name: High Productivity Motor Vehicle Permit

Permit Information / General Information / 141811 / 141812 / **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; Proforma vehicle design diagrams with dimensions added. Attachments required for certain applications: additional route information (if required), Performance Based Standards report from proforma vehicles only, Route design tool. If your proforma design tool length does not include only, Examples of additional supporting attachments include: Quality Plan; Trip Register; Truck Attributes Sheet; Trailer Attributes Sheet; Route Maps or Route Descriptions.

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

File Name	Type	Size
Browse... HPMV Attributes Check		
Browse... Proforma Vehicle Design Diagram		

[Add another attachment](#)

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

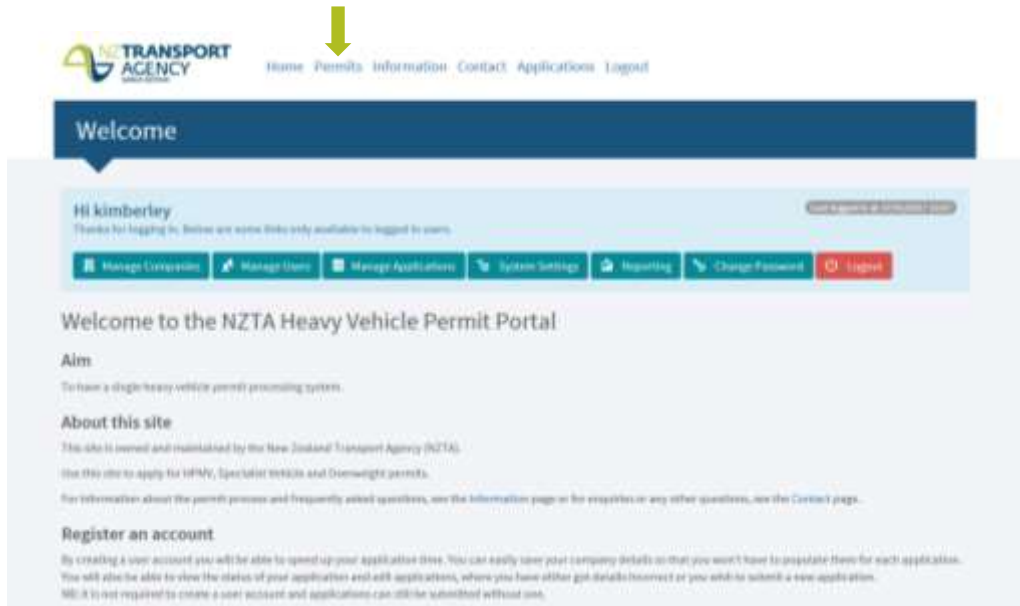
Step 9: To submit the application, click on the declaration check box to confirm that all information provided on the application form are true and correct. Note you will be asked to accept the Privacy Statement the first time you use the portal (registered users). Non-registered users will need to agree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

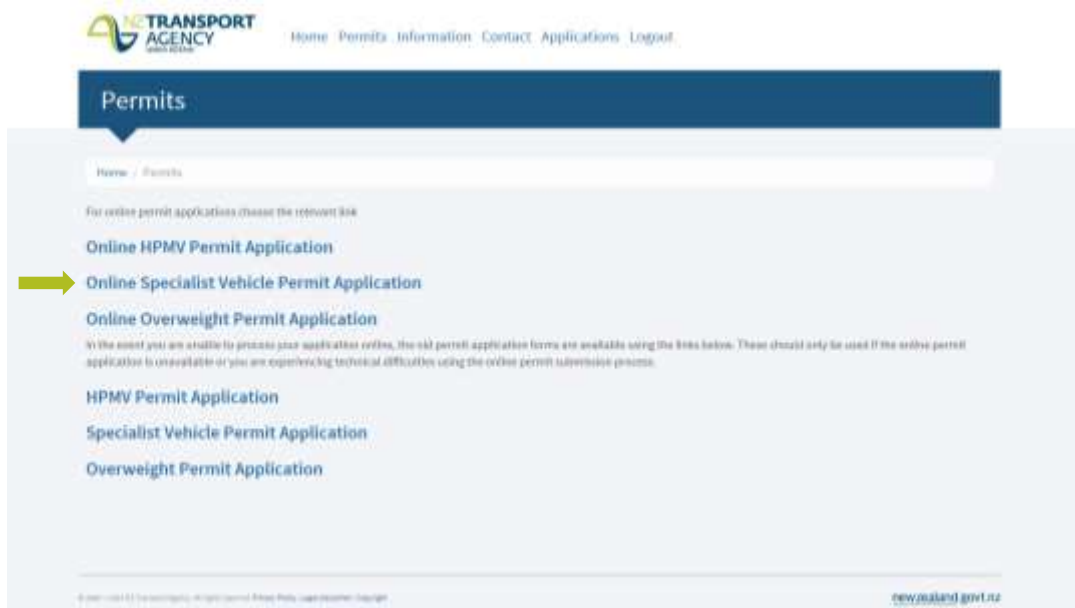
The screenshot shows the NZ Transport Agency website interface for a 'High Productivity Motor Vehicle Permit Application'. At the top, there is a navigation bar with the agency logo and links for 'Home', 'Permits', 'Information', and 'Contact'. Below this is a blue header with the title 'High Productivity Motor Vehicle Permit Application'. A breadcrumb trail indicates the current location: 'Home > High Productivity Motor Vehicle Permit'. A 'Help & Information' button is visible on the right. The main content area is titled 'Step 6 - Submit' and contains a paragraph of text regarding regulatory requirements. Below the text is a checkbox labeled 'I declare that the particulars contained in this application are true and correct.' with a green arrow pointing to it. At the bottom, there are two buttons: 'Previous Step' and 'Submit Application', with a green arrow pointing to the latter.

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.

The screenshot shows the 'Step 1 - Permit Information' form. At the top right, there is a 'Step 1 - Information' button. Below the breadcrumb 'Permit Information', the form title 'Step 1 - Permit Information' is displayed. The form contains several fields: 'Permit Type*' with a dropdown menu showing 'Special Vehicle (24.55 + 027)'; 'Application Type*' with radio buttons for 'New' (selected) and 'Feasibility'; 'Road Network*' with radio buttons for 'Both' (selected), 'Local Roads', and 'State Highway'. Below these is a note: 'By entering a previous application reference number below, you can pre-populate the details of Step 2 with data from that application.' This is followed by 'Application Reference #' and 'Existing Permit #' input fields. At the bottom, a blue 'Next Step' button is highlighted with a green arrow pointing to it from the right.

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.

The screenshot shows the 'Step 2 - General Information' form. It contains numerous fields: 'Region*' (dropdown), 'Company Name*' (text), 'Contact Person*' (text), 'Postal Address*' (text), 'Postal Code' (text), 'Telephone No.*' (text), 'Date of Application*' (calendar), 'TSL Number*' (text), 'Dist. Location*' (text), 'Applicant Email*' (text), 'Telephone No.' (text), 'Date Permit Required*' (calendar), and a checked checkbox 'This permit is related to a local authority service contract' highlighted with a green arrow. Below these are 'Route From*' and 'Route To*' text fields, 'Route From Postal Code*' and 'Route To Postal Code*' text fields, 'Return Trip*' radio buttons (Yes/No), and a 'Route Description*' text field.

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

Vehicle Description *

Vehicle Description Attachments * Browse...

Comments

Units * 1

Total Mass (max 3,000kg) *

Total Length (m) *

Total Mass Applied For (kg) *

Vehicle Type *

- Concrete mixer
- Gravel/gravel truck
- Passenger service vehicle (bus)
- Rubbish compactor truck

Total Weight (max 4,500kg) *

Warrant as Outside Types (m) *

Load Mass Ratio (if applicable) N/A 0.000 0.005

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 * CN007

No. of Axes * 2

Total Unit Mass (kg)

GVW (kg) * 20000

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 0.001 kg.

Some axes are missing required information

Ordering #	Axle #	Axle ID	Axle Type	Tyre Size	Suspension Type	Track Center (m)	Mass (kg)	Max Mass (over Allowed) (kg)	Spacing from axle (m)
1	1	(R) Left Hand	(S) Single Tyred Axle	Select	(A) Air Bag	0.00	0.00	0.00	0.00
1	2	(R) Left Hand	(S) Single Tyred Axle	Select	(A) Air Bag	0.00	0.00	0.00	0.00

Previous Step Next Step

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.

The screenshot shows the 'Step 4 - Attachments' section of the application form. It includes a breadcrumb trail: Permit Information / General Information / Vehicle Details / Attachments / Submit. Below the title, there is a list of required attachments: a compliance plate photograph, a weight certificate (optional), and confirmation of contract details (if applicable). A note specifies that total file size cannot exceed 25 MB. Three 'Browse...' buttons are provided for each attachment type. A 'Add another attachment' button is located below the list. At the bottom, there are 'Previous Step' and 'Next Step' buttons, with a green arrow pointing to the 'Next Step' button.

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.

The screenshot shows the 'Step 6 - Submit' section of the application form. It includes a breadcrumb trail: Permit Information / General Information / Unit #1 / Unit #2 / Attachments / Submit. Below the title, there is a declaration checkbox: 'I declare that the particulars contained in this application are true and correct.' A green arrow points to this checkbox. At the bottom, there are 'Previous Step' and 'Submit Application' buttons, with a green arrow pointing to the 'Submit Application' button.

6.3 Applying for an Overweight Permit

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

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

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

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

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

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

Step 3 - Unit #1

Please fill out all the details for Unit 1.

Unit Type * [Please select] Reg. Number * []

No. of Units * 3 SCM (kg) * [] GVW (kg) * []

Make * [] Model * [] Year []

Engine Power (kw) [] Front Pinch (m) []

Width (m) [] Deck Height (m) [] Deck Length (m) []

Grossdeck Position (m) [] Grossdeck Height (m) []

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.

There are missing required information.

Axle Type*	Axle Set Type*	Type Size*	Suspension Type*	Track Base (m)*	Track Spacing (m)	Weight (kg)*	Spacing from previous (m)*
(S) Single Tyred Axle	(R) Individual	select	(A) Air Bag	[]	[]	[]	[]
(S) Single Tyred Axle	(R) Individual	select	(A) Air Bag	[]	[]	[]	[]

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 Home Permits Information Contact

Overweight Permit Application

Home > Overweight Permit > Attachments

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: png, jpg, pdf, xls, doc, docx, docm. The total file size cannot be larger than 25 MB.

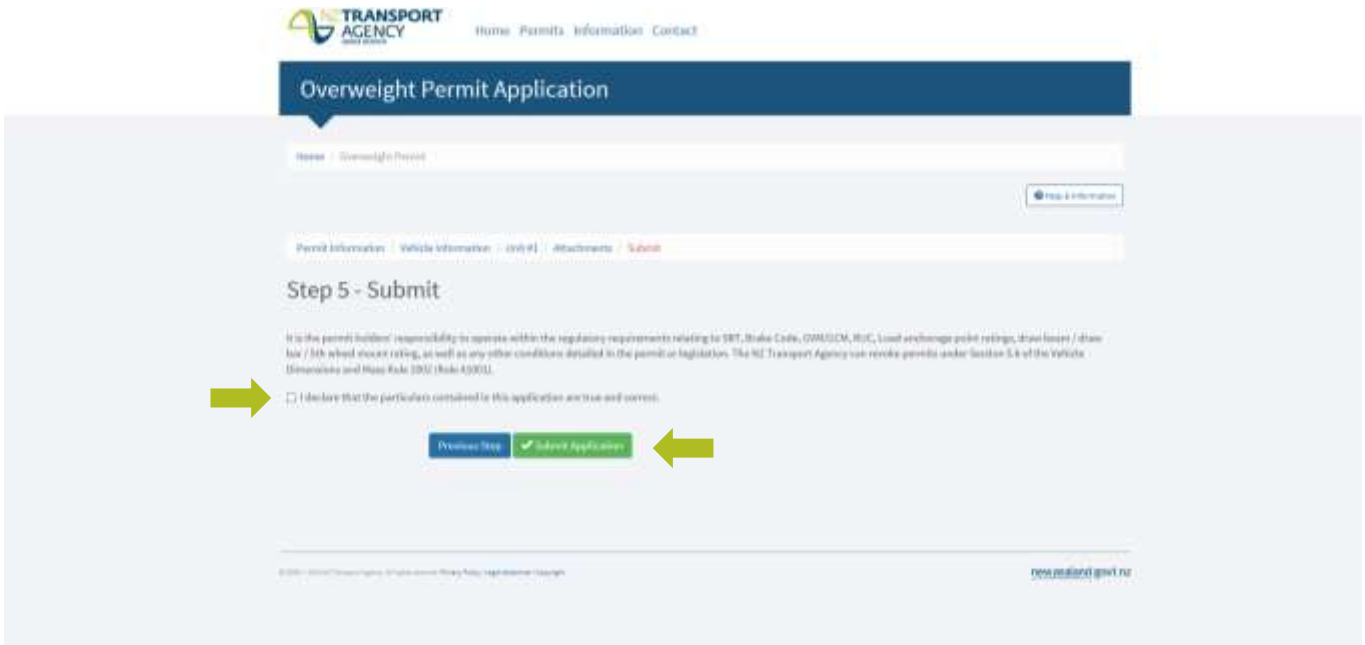
Browse... x

+ Add another attachment

Previous Step Next Step

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

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



7.0 MORE INFORMATION

For help and definitions in the portal:

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

The screenshot shows a web form titled 'Step 1 - Permit Information'. At the top, there are two fields: 'Route From Postal Code' (3333) and 'Route To Postal Code' (3116). A green arrow points to a 'Help & Information' button in the top right. Below the breadcrumb 'Permit Information > General Information / UH9 K2 / UH9 K2 / Attachments / Submit', the form contains several sections of radio button options:

- 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
- Pre-forms ***
 - Pre-forms
 - Non Pre-forms
 - N/A

At the bottom, there is a note: '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	
Name	HPMV
Permit type	Applications for pre-former vehicles must include vehicle dimensions on the appropriate tag on, printed off the NZTA website, see page 4 of this application form.
TDR	Transport Services Licence number of operator of HPMV contribution, not required for pre-former 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 hint.
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 pre-former Overlength only applications, enter 'general access'. For applications that have non pre-former Overlength or Higher Mass requirements the description must detail all State Highways the applicable vehicle is required to be certified on. Note: NZTA can only issue HPMV permits for State Highways. Refer to the appropriate Road Controlling Authority for access to local roads. Consider halting 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 axle (i.e. vehicles) 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 TDR 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.