

Keep these guidelines, only submit page 3, 4 and 5

General Information

- The issue of any permit is at the discretion of the Chief Executive, Roads and Maritime Services (RMS), and may be cancelled or withdrawn at any time.
- Class 1 Permits can only be issued to Heavy Vehicles, which are defined in current legislation as:
 - Any vehicle having a GVM exceeding 4.5 TONNES.
 - Any combination that includes a vehicle with a GVM exceeding 4.5 TONNES.

A car or station wagon cannot be classed as a Heavy Vehicle unless it meets these ratings.

- Special Purpose vehicles which exceed the mass limits set out in Schedule 1, and/or the dimension limits set out in Schedule 6 of the Heavy Vehicle (Mass, Dimension & Loading) National Regulation, need a permit to access the NSW road network.
- The permit is issued to the hauling vehicle, and is not transferable on change of vehicle ownership. **The new owner must obtain a new permit.** No refund will be made on cancellation of a permit.
- Permits cannot be issued for more than one year.
- Once a permit is issued, alterations cannot be made to that permit document. If changes are required, **a new permit must be issued at your cost.**
- The driver of the permit vehicle must carry a copy of the permit in the driving compartment, and produce it on request to an Authorised Officer, or a Police Officer.
- A permit will only be issued in the name of the Registered Operator, and to a person who has the competence and authority to control and direct the vehicle and its driver.
- All vehicles in any permit combination must be registered or have an Unregistered Vehicle Permit.
- Your RMS customer number can be found on the vehicles NSW registration papers.
- **The provision of false or misleading information is a serious offence.**
- A Transport Management Plan (TMP) is a comprehensive document that describes how an Oversize and/or Overmass (OSOM) movement will be safely undertaken in NSW.

The document enables you to record your plans, procedures and other operational activities that will be required in order to safely transport an OSOM movement in NSW.

From 6 January 2014, all permit applications for OSOM movements that are classified as 'High Risk', or on a 'High Risk' route or involve a 'Critical/Sensitive load' will require a TMP Coversheet OSOM (www.rms.nsw.gov.au/heavyvehicles/downloads/tmp.html) and a TMP to be completed prior to a permit being assessed for the movement.

The definition of 'High Risk' or 'Critical/Sensitive load' is available at www.rms.nsw.gov.au/heavyvehicles/osom/tmp.html

Oversize Permits

- A Class 1 oversize permit may only be issued for approved oversize Special Purpose Vehicles and Combinations that exceed a dimension limit provided for in the respective Class 1 Oversize Notices, or for travel on a Limited Access Location.
- All permit dimensions must be for travel in the vehicles most compact form.
- At the discretion of RMS, some combinations will be inspected by RMS prior to commencement of travel. Instances of non compliance will result in the permit being withdrawn.
- An application may be declined if, in the opinion of RMS, the most appropriate vehicle is not being used.
- Permits to exceed 5.0 metres in overall height must be accompanied by an Over Height Clearance Authority letter from each Electricity Authority affected on the route to be travelled. The application will not be processed until the letter(s) is/are produced.
- If a vehicle is constructed oversize, an approval to register a non complying vehicle (showing approved dimensions) issued by the relevant registration authority must be provided, or the application will be refused.

Overmass Permits

- Class 1 overmass permits can only be issued to approved overmass non load carrying Special Purpose Vehicles such as cranes, concrete pumps, drill rigs.

continued next page

Contact Details

Monday to Friday 8.30am to 4.30pm (*but not on Public Holidays*)

Roads and Maritime Services, Special Permits Unit
PO Box 94 Glen Innes NSW 2370

www.rms.nsw.gov.au | T 1300 656 371 | F 1300 361 570 | E spu@rms.nsw.gov.au

- Special Purpose Vehicles (including towed vehicles such as crushers and amusement rides) that are registered in NSW and exceed a general access mass or dimension limit, must have an RMS issued 'Approval to Register a Non Complying Vehicle' certificate or an NHVR Vehicle Standards Exemption Permit. These document details the operational conditions, mass and dimension limits that are accepted for road travel, and must be produced when applying for any Class 1 Permit. Permits will not be issued to exceed any of the stated limits in that certificate.
- A prime mover used to tow an overmass special purpose trailer, must be a bogie drive and meet or exceed the minimum axle spacings shown here -



- You cannot use a Traders Plate unless you have a letter of approval from RMS for the vehicle to which it is affixed.
- Permits are valid for return journeys on the route(s) or areas specified on the permit.
- At the discretion of RMS, some vehicles or combinations must be inspected by RMS prior to commencement of travel. Instances of non compliance may result in the permit being withdrawn.
- Permits are generally issued for a period of one (1) month, but can be issued for up to one year in some cases.
- Where a route to be travelled does not have a recent precedent loading for the required configuration, a route investigation will need to be carried out by RMS. Any cost incurred must be paid by the applicant irrespective of whether the route is approved for travel, or not approved for travel.
- Each permit is configuration specific unless otherwise specifically stated on the permit. For example, a crane and dolly combination permit cannot be used for travel without the dolly.

Lodgement of Application

- **By email** - scan the completed application and any required documentation and email to: spu@rms.nsw.gov.au
(if you want to pay by credit card)
- **By fax** - fax the completed application and any required documentation to:
1300 361 570
(if you want to pay by credit card)
- **Other** - take the completed application and any required documentation to your nearest RMS Customer Service Centre and they will forward your application to the Special Permits Unit.
(if you want to pay by cash or credit card)
- Lodgement of an application is not a guarantee that a permit will be issued.
- A permit cannot be issued without payment.
- A fee may be charged to assess an application, even if it is ultimately deemed ineligible for a permit.

**Please keep these guidelines
Do not send them with your application
Only submit the following three pages**

5. Vehicle dimension details

Most Compact Travel Dimensions (only to one decimal place, rounding up if necessary)

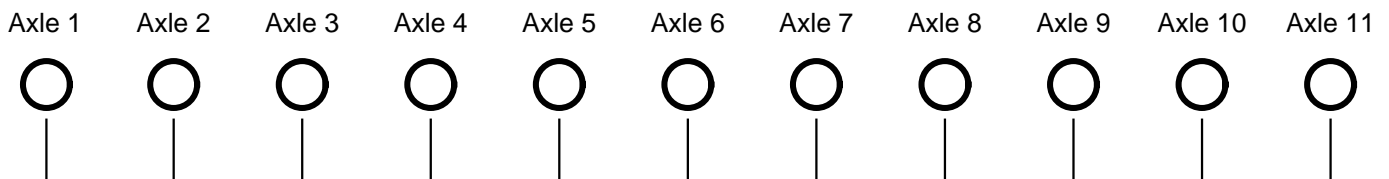
Forward projection is measured from the centre of the drivers steering wheel.

Width	Height*	Length	Forward Projection	Rear Overhang
<input style="width: 100px; height: 30px;" type="text"/>	<input style="width: 100px; height: 30px;" type="text"/>	<input style="width: 100px; height: 30px;" type="text"/>	<input style="width: 100px; height: 30px;" type="text"/>	<input style="width: 100px; height: 30px;" type="text"/>

* Where height exceeds 5 metres, Electrical Clearance letters must be supplied - Attached

6. Mass and axle spacing details (only if vehicle is overmass)

Vehicle axle spacings In this diagram, write the number of wheels fitted to each axle inside the circle for that axle, and then underneath between the lines show the distance between each axle



Vehicle mass details	Group or Axle 1	Group or Axle 2	Group or Axle 3	Group or Axle 4	Group or Axle 5	Group or Axle 6
Number of axles in the group						
Axle ground contact width (outside tyre to outside tyre)						
Tyre size fitted to axle						
Manufacturers axle & suspension rating						
Approved Mass Limit						

7. Route details

From (town or suburb) **To** (town or suburb)

Along the following roads,

OR

Approved routes for Annual Permit.

8. Transport Management Plans (TMPs) - (see Guidelines for further information)

Does your OSOM movement require a TMP?

No

Yes (tick applicable) TMP Coversheet OSOM and associated documents attached

continued next page

9. Applicant declaration

The person responsible for directing this vehicle movement is (name)

And the position of that person in the organisation is -

The information given in this application is complete, true and correct in every detail.

I understand that failure to provide complete, true and correct information in this application may result in the application being not processed or refused.

I understand that Personal Information about me is collected and held by Roads and Maritime Services (RMS) of 20-44 Ennis Road, Milsons Point NSW 2061. I understand that my personal information is being collected for the purpose of deciding whether to issue a permit to me.

I acknowledge that this information is provided for the purposes of the *Road Transport (Vehicle and Driver Management) Act 2005*. I understand that if I do not supply the requested details and/or do not sign/confirm this declaration a permit may not be issued to me.

I acknowledge that personal information about me held by RMS may be disclosed inside and outside NSW to driver licensing and vehicle registration agencies, law enforcement agencies, providers of compulsory third party (bodily injury) insurance and solicitors in regard to motor vehicle accidents. I acknowledge that personal information about me held by RMS may be disclosed for the purposes of verifying the contents of this application; the administration of driver licensing and vehicle registration legislation and law enforcement; and for the purposes of the protection of public revenue and road safety.

I understand that I have a right to access and where necessary seek amendment of personal information about me held by RMS in accordance with the provisions of the *Privacy and Personal Information Protection Act 1998* (NSW) and/or the *Privacy Act 1988* (Cth).

Applicant name

Applicant signature

Applicant address

Applicant phone number

Date

Notes

1. *Unsigned or incomplete applications will be disregarded.*
2. *The permit fee may be charged to consider an application even though it is declined.*

10. Method of payment

Please Note: The permit fee is not refundable if, after issue date you do not require the permit, or if you want changes made. For current permit fee refer to RMS web site Heavy Vehicles F.A.Q

Cheque (if paying at RMS Registry)

Cash (if paying at RMS Registry)

Credit card payment

Visa MC Amex Diners

Please debit the permit fee to my credit card as follows (will not be accepted if amount is left blank),

\$.00

Credit card number

Expiry date

Name on credit card

Card holder address

Phone

My supply of credit card information is voluntary and I understand that my 'personal information' may be disclosed inside and outside NSW, to RMS' Bank and my financial institution for the purpose of administration and processing credit card payment. Please read the declaration opposite which contains additional privacy information.

Signature of card holder

Date

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