

Guidelines

About this form

- Under the Heavy Vehicle National Law (HVNL) the National Heavy Vehicle Regulator (NHVR) is responsible for the administration of the Intelligent Access Program (IAP) and the issuing of access permits. Roads and Maritime Services continue to administer all IAP services in NSW under the delegation from the NHVR.
- This form provides detailed information regarding mobile cranes enrolling in the IAP in NSW. It must be submitted in order to complete the IAP online enrolment application. Where possible it should be scanned and attached to the IAP online enrolment application, otherwise the form can be faxed or posted as detailed in the lodgement section below.
- If your crane exceeds general mass or dimension limits, you will need to provide an approval document from a registering authority (eg Roads and Maritime Certificate of Approved Operations) and/or a NHVR Vehicle Standards Exemption (Permit) stating the crane's approved dimensions and mass. If the approval document or NHVR Vehicle Standards Exemption (Permit) does not state the individual axle masses for the crane, a current split weighbridge certificate will need to be provided.
- The information provided in this form, the IAP online enrolment application and the other supporting documents provided will be used by Roads and Maritime to determine whether:
 - (i) your crane is eligible for the IAP and its IAP scheme; and
 - (ii) your crane is eligible for the special requirements you selected on the form.

Roads and Maritime is not able to process your application without all of the requested information.

Contact Details

Monday to Friday 8.30am to 5.00pm AEST (excluding Public Holidays)
Roads and Maritime Services, Vehicle Telematics Systems
PO Box 94 Glen Innes NSW 2370

www.rms.nsw.gov.au/iap | T 1300 364 847 | F 02 6732 9116 | E iap@rms.nsw.gov.au

Mobile Cranes and the IAP

- The following mobile cranes are defined as high risk and must be enrolled in the IAP in NSW:
 - (i) All cranes wider than 2.5 metres.
 - (ii) All cranes 2.5 metres wide or less that exceed the mass limits allowed in the current NSW Class 1 Special Purpose Vehicles Notice¹ or National Class 1 Special Purpose Vehicle Notice.
 - (iii) All cranes with a forward projection exceeding 5.5 metres.

¹When travelling under the NSW Class 1 Special Purpose Vehicles Notice, two axle 'Pick and Carry' cranes that are 2.5 metres wide or less with axle masses above 10 tonnes but which do not exceed 12 tonnes will not require IAP in NSW.

To be eligible for enrolment in the IAP, the mobile crane and its trailing unit must be currently registered in an Australian Jurisdiction.

- If your crane is eligible to enrol in the IAP in NSW, you will be issued an interim Intelligent Access Condition (IAC) via email. You must provide the interim IAC to your chosen IAP Service Provider who will install the IAP equipment in your vehicle. A list of IAP Service Providers is available at www.tca.gov.au/certified-services/iap.
- Roads and Maritime will issue a NSW IAP Certificate of Enrolment for your enrolled crane via email when the IAP Service Provider has informed Roads and Maritime that it is ready for monitoring.
- All costs related to the fitment of in-vehicle units and the provision of vehicle monitoring must be borne by the crane operator.

Urban Access Concession (UAC) and Urban Peak hour Concession (UPC)

- In addition to a base network, mobile cranes enrolling in the IAP that meet certain dimension limits relevant to the concession may be eligible for extended urban access via the Urban Access Concession (UAC) or Urban Peak hour Concession (UPC).
- Both UAC and UPC provide an exemption from the State road peak hour travel and clearway and transit lane travel restrictions in the NSW Urban Zone.
- UAC also provides additional access to selected restricted tunnels provided the mobile crane complies with tunnel height restrictions and all other conditions listed in the NSW Class 1 Special Purpose Vehicle and Combination Exemption Notice or National Class 1 Special Purpose Vehicle Notice.
- Cranes can operate under UAC under the National Class 1 Special Purpose Vehicle Notice or an access permit, while cranes can operate under UPC under the National Class 1 Special Purpose Vehicle Notice.

continued next page

- The dimensions limits for the UAC or UPC are:

	UAC		UPC	
	Option 1	Option 2	Option 1	Option 2
Width	Not exceeding 2.9m			
Forward projection	Not exceeding 3.5m	Not exceeding 5.5m	Not exceeding 4.6m	Not exceeding 5.5m
Length	Not exceeding 15.5m (includes the forward projection and rear overhang)	Not exceeding 10.8m (includes the forward projection and rear overhang)	Not exceeding 10.8m (includes the forward projection and rear overhang)	Not exceeding 10.5m (includes the forward projection and rear overhang)
Height	Not exceeding the maximum height and rear overhang dimension limits for mobile cranes listed in the current NSW Class 1 Special Purpose Vehicles Notice or National Class 1 Special Purpose Vehicle Notice			
Rear overhang				

- To be eligible for UAC or UPC, you will need to provide written confirmation of the width, length and forward projection of the mobile crane you selected for UPC or UAC. This can be an approval document from a registering authority or a NHVR Vehicle Standards Exemption (Permit) stating the crane's approved dimensions.

Note: For cranes registered in NSW with a Special Purpose Exemption/Approval dated before 1 March 2011, you will need to provide a Vehicle Dimension Certificate (VDC) for your crane. To arrange measurement for a VDC please contact Technical Enquiries on 1300 137 302.

- For more information on UPC or UAC please refer to Roads and Maritime's website available at www.rms.nsw.gov.au/business-industry/heavy-vehicles/road-access/mobile-cranes.html.

Alternate Configuration

All terrain mobile cranes up to five axles and all terrain mobile crane and dolly combinations may be eligible for the Alternate Configuration Scheme. The supporting approval document from a registering authority (eg Special Purpose Vehicle Exemption/Approval previously issued by Roads and Maritime) or a NHVR Vehicle Standards Exemption (Permit) must specify the largest dimensions, heaviest total mass and individual axle mass if applicable. Further information on how to obtain a new or amended NHVR Vehicle Standards Exemption (Permit) is available at www.nhvr.gov.au.

Under the Alternate Configuration Scheme, an access permit will be required for each configuration for a maximum of two SPV access networks.

An operator must declare when operating on the alternate SPV network in the comments section of the Self Declaration Input Device (SDID) at the start and end of each trip under that access permit. If the vehicle is not fitted with an SDID, the driver must declare the SPV network by an alternative method approved by TCA and provided by your IAP Service Provider.

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

Access permits

- Mobile cranes wider than 2.5 metres but not exceeding 3.5 metres that comply with the other mass and dimension limits outlined in the current NSW Class 1 Special Purpose Vehicle and Combination Exemption Notice or National Class 1 Special Purpose Vehicle Notice can operate in NSW once enrolled in the IAP and a NSW Certificate of Enrolment has been issued by Roads and Maritime. These cranes do not need an access permit when operating within the conditions of the current NSW Class 1 Special Purpose Vehicle and Combination Exemption Notice or National Class 1 Special Purpose Vehicle Notice.
- An access permit is required for any of the following eligible IAP cranes to operate in NSW:
 - All cranes that exceed 3.5 metres wide.
 - All cranes that exceed the mass limits outlined in the current NSW Class 1 Special Purpose Vehicle and Combination Exemption Notice or National Class 1 Special Purpose Vehicle Notice.
 - All cranes with a forward projection exceeding 5.5 metres.
 - All cranes operating under UAC that exceed the mass and/or dimensions limits outlined in the current National Class 1 Special Purpose Vehicle Notice.
 - All cranes operating under ACAP.

Note: High risk mobile cranes must be enrolled in the IAP in NSW.

- An access permit can be issued by Roads and Maritime for a mobile crane travelling on Roads and Maritime managed state roads within NSW or by the NHVR for mobile cranes travelling on all roads within NSW or interstate. Roads and Maritime will issue a permit as part of the IAP enrolment if an access permit is required and you have indicated that you have not applied for an access permit from the NHVR. An access permit fee will apply.

An access permit fee will apply for each access permit issued under the Alternate Configuration Scheme.

Lodgement of this form

- In addition to the completion of this form please provide a copy of:
 - The vehicle's registration certificate.
 - An approval document from a registering authority (eg Special Purpose Vehicle Exemption/Approval previously issued by Roads and Maritime) or a NHVR Vehicle Standards Exemption (Permit) stating the crane's approved dimensions and mass.
 - A current split weighbridge certificate, if the approval document from a registering authority or the NHVR Vehicle Standards Exemption (Permit) does not state the crane's individual axle masses.
 - A written confirmation of the width, length and forward projection of the mobile crane for applications requiring the UAC or the UPC.

Note: For cranes registered in NSW with a Special Purpose Exemption/Approval dated before 1 March 2011, please contact Technical Enquiries on 1300 137 302 to arrange for a VDC.
 - For the Alternate Configuration Scheme:
 - Document (i) above must be for the largest dimensions and heaviest total mass.
 - Document (ii) above must show both the crane and dolly combination and the standalone crane configuration where alternate configuration includes crane and dolly combination and standalone crane otherwise it must show the standalone crane configuration at its largest dimension and heaviest total mass.
 - Document (iii) above must be for all crane configurations requested.
 - Completed section 5 and 6 of the form for each of the configuration requested.
 - Document (iv) above must be for each crane configuration requested requiring UAC or UPC.

This form and other supporting documents may be lodged:

- By Internet:** By scanning this form and supporting documents and attaching it to the IAP online enrolment under Heavy Vehicles at service.nsw.gov.au/online-services if paying by credit card.
- By fax to:** 02 6732 9116 if you don't have a scanner and paying by credit card.
- By email:** iap@rms.nsw.gov.au if paying by credit card
- By post to:** Roads and Maritime Services
Vehicle Telematic Systems
PO Box 94
GLEN INNES NSW 2370 if paying by credit card or cheque

Use this form to supply application details for IAP Mobile Cranes

1. IAP Application details

This Application Details Form provides detailed information about the crane being enrolled in IAP in NSW. This information will assist Roads and Maritime to determine the routes and conditions of access. Where possible it should be scanned and attached to the IAP online enrolment application. If you don't have access to a scanner the form can be faxed or posted as detailed at the end of this form.

An IAP application number is provided upon submission of the IAP enrolment application online. Please provide that IAP application number below if faxing or posting this form.

IAP application number

--	--	--	--	--	--	--	--	--	--	--

2. Owner and Permit details

Permits will only be issued for up to 12 months. If you require a common expiry date for a group of permits, please specify a proposed permit finish date where the permit duration is one year or less.

Proposed permit start date

Proposed permit finish date

/	/			
day	month	year		

/	/			
day	month	year		

Name of Registered Operator

--

3. Vehicle details

Registration plate

State

--	--	--	--	--	--	--	--	--	--

--	--	--

Trailing unit (if applicable)

Registration plate

State

--	--	--	--	--	--	--	--	--	--

--	--	--

Copy of the vehicle's registration certificate is attached.

Approval document number

Provide the crane's approval document number below from a registering authority and attach a copy to this application.

--

Copy of approval document from a registering authority is attached (all pages).

Where a crane has a NHVR Vehicle Standards Exemption (Permit), provide the permit number below and attach a copy to this application.

--

Copy of NHVR Vehicle Standards Exemption (Permit) is attached (all pages).

Does the approval document from a registering authority or a NHVR Vehicle Standards Exemption (Permit) state the individual axle masses for the crane?

Yes No. A current split weighbridge certificate (stating individual axle masses) for the mobile crane is required. Attach a copy to this application.

Copy of split weighbridge certificate is attached.

4. Special Requirements

12 tonne mass limit per axle

12 tonne mass limit per axle, when fitted with 16 inch (406mm) or wider tyres, is allowed on three, four and five axle all terrain cranes.

Note: If you select to have 12 tonne mass limit per axle your network may be restricted.

Copy of approval document from a registering authority or a NHVR Vehicle Standards Exemption (Permit) stating 12 tonne per axle.

Urban Access Concession (UAC)

Mobile cranes that comply with the dimensions limits for UAC stated in the guidelines for this form are eligible for additional urban access via the UAC.

Copy of approval document from a registering authority or a NHVR Vehicle Standards Exemption (Permit) (stating the approved dimensions) for the crane or a Vehicle Dimension Certificate (VDC) is attached.

A VDC is required for cranes registered in NSW with a Special Purpose Exemption / Approval dated before 1 March 2011.

Urban Peak hour Concession (UPC)

Mobile cranes that comply with the dimensions limits for UPC stated in the guidelines for this form are eligible for additional urban access via the UPC.

Copy of approval document from a registering authority or a NHVR Vehicle Standards Exemption (Permit) (stating the approved dimensions) for the crane or a Vehicle Dimension Certificate (VDC) is attached.

A VDC is required for cranes registered in NSW with a Special Purpose Exemption / Approval dated before 1 March 2011.

Alternate Configuration

All terrain cranes up to five axles and crane and dolly combinations may be eligible for the Alternate Configuration Scheme. The all terrain crane or crane and dolly combination must be validly registered in the largest dimension and heaviest total mass.

Please select a maximum of two SPV Networks below for use under the Alternate Configuration Scheme. Please also complete sections 5 and 6 of this form for each configuration requested.

- SPV Level 2
- SPV Level 3
- SPV Level 4
- SPV Level 4/12t per axle
- SPV Level 6

Please also include the following:

Copy of approval from a registering authority or a NHVR Vehicle Standards Exemption (Permit) containing approval for the above requested configurations at their largest dimensions and heaviest total mass is attached.

Sections 5 and 6 on the following page is completed and attached for each of the configurations requested above.

Note: A split weighbridge certificate is required for each configuration if the approval document from a registering authority or a NHVR Vehicle Standards Exemption (Permit) does not state the crane's individual axle masses for each configuration requested.

continued next page

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 driver's steering wheel.

Rear projection is measured from the centre of the rear axle group.

Width (m)	Height (m)	Length (m)	Forward Projection (m)	Rear Overhang (m)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

6. Mass and axle spacing details

Vehicle axle spacings

In this diagram, write the number of tyres fitted to each axle inside the circle for that axle, and then underneath between the lines show the distance between each axle in metres to one decimal place.

Axle 1	Axle 2	Axle 3	Axle 4	Axle 5	Axle 6	Axle 7	Axle 8	Axle 9	Axle 10	Axle 11
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Mark the axles that belong to the dolly or trailer:

Vehicle mass details

	No. of axles in the group	Axle ground contact width (outside tyre to outside tyre) (m)	Tyre size fitted to axle (mm)	Load sharing axle group (Yes or No)	Manufacturers axle rating (tonnes)	Manufacturers max suspension rating (tonnes)	Approved mass limit (tonnes)
Group or Axle 1							
Group or Axle 2							
Group or Axle 3							
Group or Axle 4							
Group or Axle 5							
Group or Axle 6							
Group or Axle 7							
Group or Axle 8							

7. Comments

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

continued next page

8. Registered operator declaration

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 (Roads and Maritime) 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 enrol the vehicle in the IAP in NSW and to issue a permit to me.

I acknowledge that this information is provided for the purposes of the Heavy Vehicle National Law (NSW). I understand that if I do not supply the requested details and/or do not sign/confirm this declaration an interim IAC, IAP Certificate of Enrolment and/or a permit may not be issued to me.

I acknowledge that 'personal information' about me held by Roads and Maritime 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 Roads and Maritime 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 Roads and Maritime in accordance with the provisions of the relevant privacy legislation.

Registered operator contact name *(please print)*

Registered operator contact signature

Date

/	/
day	year

Notes

1. *Unsigned or incomplete applications will not be processed.*
2. *The access permit fee may be charged to consider an application even though it is declined.*

9. Access permit and permit payment

- If the mobile crane requires an access permit to operate in NSW, have you applied for one from the NHVR?

Yes Do not complete the payment section below. NHVR will issue the access permit. Roads and Maritime may request for a copy of the access permit from the NHVR before issuing with a certificate of enrolment

No Complete the payment section below to pay for an access permit to operate on State roads within NSW excluding restricted bridges. Roads and Maritime will issue the access permit as part of the IAP enrolment.

Note: *The access permit fee is not refundable after the permit is issued.*

- If you are applying for access permits(s) under the Alternate Configuration Scheme, will you require the permit for 12 months?

Yes Complete the payment section on the right to pay for **two** access permits providing 12 months access on both networks.

No Complete the payment section below to pay for **one** access permit. Your access permit will be issued for the same expiry date as your existing access permit.

Note: *The access permit fee is not refundable after the permit is issued.*

Cheque *(attach and post with this application)*

Credit card payment *(complete details below)*

My supply of Credit Card information is voluntary and I understand that my 'personal information' may be disclosed inside and outside NSW to Roads and Maritime's bank and my financial institution for the purpose of administration and processing Credit Card Payments.

Visa MasterCard
 American Express Diners

Please debit the permit fee of

\$.00

to my credit card as follows

(will not be accepted if amount is left blank)

Credit card number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiry date

/	/
month	year

Name on credit card

Signature of card holder

Date

/	/
day	year

Submit this completed form and supporting documents:

Online at: IAP online enrolment under Heavy Vehicles at service.nsw.gov.au/online-services

or

Fax to: 02 6732 9116

or

Email to: iap@rms.nsw.gov.au

or

By post to: Roads and Maritime Services
Vehicle Telematic Systems
PO Box 94
GLEN INNES NSW 2370