

Information Sheet Permit Amendment

Purpose

The National Heavy Vehicle Regulator (NHVR) coordinates a range of access applications from start to finish. This is performed by liaising directly with road managers (including state, territory and local governments), to manage applications and issue permits.

Once a permit is issued, operators and road managers are able to make an application to amend, cancel and renew permits.

From 1 July 2016, the NHVR changed the process for amending permits. This included assigning categories in which an application can be submitted for an amendment to a permit, without being charged an application fee.

Applications not attracting a fee include:

- Adding or removing registration details for the same vehicle specification (with exceptions to some permits)
- Changing company trading name or details, such as postal or physical addresses
- Requesting to amend a condition such as a road, travel or vehicle condition

All other applications require the NHVR to seek consent from a road manager/s and will be charged an application fee.

Frequently Asked Questions

When is an amendment application required?

Example 1 - Original journey application.

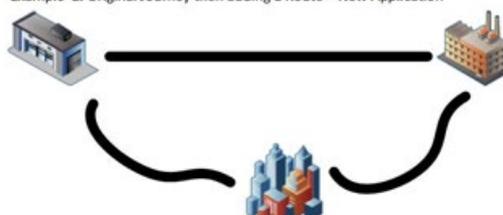
Example 2 - New amendment application is required for additional access in conjunction with the original approved application, or when the original access request was refused with a road manager noting an approved alternative.

Example 3 - New amendment application is required for route specific access between already approved routes and/or areas of operation.

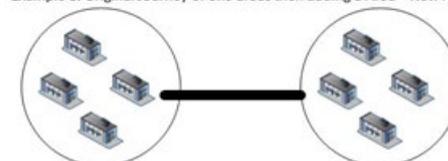
Example 1. Original Journey



Example 2. Original Journey then adding a Route – New Application



Example 3. Original Journey of one areas then adding a Area – New Application



When can I make an amendment?

Operators can make an application to amend a permit in the following circumstances:

- Once the permit has been issued
- Not later than six weeks prior to permit expiry (with exception to amending some vehicle registrations)

How do I make an amendment?

If you need to change your permit after it has been issued by the NHVR, you need to lodge an “application to amend” through the NHVR Portal (<https://www.service.nhvr.gov.au>).

What is the process?

Once an operator has lodged an amendment application, the NHVR will assess the amendment and seek consent from road managers if and when required.

If the request is approved, the permit will be updated with a new version issued e.g. Permit 1234 is amended to become Permit 1234 v2.

If the request is refused, a refusal notification or notice will be issued.

Can I make an amendment to my application while it is being assessed?

No, operators cannot make an amendment to an application while it is being processed. Operators will be advised if a new application is required, with the original application being withdrawn. Minor amendments however can be approved at the discretion of the NHVR.

Can I apply for an amendment with the NHVR if my permit was issued by another transport authority?

Yes, permits issued under the Heavy Vehicle National Law by another delegated authority may be amended.

Your response however may be streamlined by applying directly to the issuing agency (excluding the Northern Territory and Western Australia). Please ensure that you are attaching a full copy of your permit if you submit via the NHVR Portal.

Will the NHVR secure third party approval for my amendment application?

No, operators are required to secure all other approvals from third parties such as telecommunications, electrical service providers, rail authorities and any other third parties that may be affected along the requested route as part of their application.

Evidence of these approvals will be sought by the NHVR prior to permit issuance. Please see Third party approvals on our website for more information (<https://www.nhvr.gov.au/road-access/access-management/third-party-approvals>).

Will my amendment application be approved?

The NHVR may request further evidence to support the request for an amendment, prior to seeking a road manager decision.

The NHVR may however also deem the request invalid and withdraw your application.

Note: For scheduled and unforeseen changes to infrastructure such as road works or deviations, operators do not need to apply to amend a permit but should follow the official signage provided.

Note: In a declared emergency you may be directed along a deviation of the approved route by an authorised officer.

Can a Road Manager take 28 days to approve an application to amend?

Yes, under legislation a road manager may take up to a maximum of 28 days without an approved assessment extension request.

Does an application to amend a route attract a fee?

Yes, operators will incur an application fee for a request to amend a route.

What should I do if my permit has been defaced, destroyed, lost or stolen?

Operators are able to access the digital .pdf document via the NHVR Portal. The document is located within Permit Library and can also be obtained via the library link on the case. This is all located within your company NHVR Portal account. Should your permit have been issued prior to the NHVR Portal, please contact the NHVR for further assistance as this may require additional process advice.

Contact the NHVR

If operators have any further queries regarding the operation of this policy, the NHVR may be contacted using the details below.

For more information:

Website: www.nhvr.gov.au

Call Centre: 1300 MYNHVR* (1300 696 487)

Hypercare: support@nhvr.gov.au

General Enquiries: Accessenquiries@nhvr.gov.au

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Disclaimer: This fact sheet is only a guide and should not be relied upon as legal advice.

*Standard 1300 call charges apply. Please check with your phone provider.