

Information Sheet - Clearance Authority Letter

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

As part of arranging access to the road network, heavy vehicle operators may seek a Clearance Authority Letter (CAL) from road managers (such as local councils) and third-parties (such as utility companies).

A CAL is a document that provides consent from the recognised authority that the operator has satisfied certain requirements to allow travel on, above or under infrastructure within the authority's control (ownership).

Operators can approach an authority prior to submitting a permit applications and request approval for specific access within the authority's control.

The authority may assess the request and if approved, issued a CAL for the access requested.

The operator can submit one or more CALs as supporting documentation through an NHVR Portal Access application as part of the permitting process.

CALs will **not** be accepted for the following classes of vehicle:

Class 2, Higher Mass Limits (HML) and Performance Based Standards (PBS)

Class 3 – with exception to available permit schemes

Clearance Authority Letter contents

The CAL must:

1. Be issued on the letterhead of the authority
2. Be signed by the responsible person for approving access as defined in the Heavy Vehicle National Law (HVNL)
3. Outline an approved route/network of roads
4. Specify the configuration, mass and dimensions for the application
5. State the timeframe for the access granted
6. Include the details of any road or travel conditions for access that are applicable as per s160 and s161 of the HVNL.

Frequently Asked Questions

What is the purpose of a CAL?

CALs are designed to assist road managers, third-parties and operators assist in the day to day operations for these parties, particularly where an exemption to the HVNL and regulations is required.

Why can't a CAL be obtained for certain Classes?

Class 2, HML and PBS vehicles have a greater defined network access compared to Class 1 and Class 3 vehicles with road managers considering access from these networks for the transport task. Access to all roads in an authority's area would not be appropriate due to infrastructure constraints.

Is a recognised authority (road manager or third-party) required to respond to an application/request for a CAL?

There is no obligation for an authority to provide a CAL, it is at their discretion. Where an authority is not prepared to issue a CAL they may instead provide written support for the access request. This document can be used as evidence that an authority supports the access request and must be attached to the permit application.

What happens when I submit a CAL as part of my application to the NHVR?

The NHVR will check that the CAL submitted as part of the application supports the entire requested route/network.

The CAL is used as a valid consent for the specific road manager or third-party.

What happens if the CAL does not contain all the details required?

The operator must contact the road manager or third-party and request the information to be updated prior to submitting an application to the NHVR.

If information is missing from the CAL, the NHVR may submit an access request to the road manager for consent. However, the NHVR cannot amend information from a third-party. The operator must seek this correction directly from the issuing authority.

Can I use the letter more than once?

A CAL can be used more than once within the approved duration dates unless the letter specifically states that the letter is for a one off movement.

Will the letter be used for anything other than my application?

On completion of processing the CAL, the NHVR may contact the authority requesting to pre-approve the route for further operators' applications.

Will my current permitted access change if it is not a Class 1 or Class 3 vehicle?

No. Operators in position of a valid permit can renew it upon applying to the NHVR. However, if a permit expires a CAL will no longer be accepted.

How can I find out more information about third parties?

NHVR provides information about third-parties on the NHVR website:
<https://www.nhvr.gov.au>

What is a third-party:
<https://www.nhvr.gov.au/road-access/access-management/third-party-approvals>

Third-party contact information:
<https://www.nhvr.gov.au/road-access/access-management/third-parties-and-other-entities-contact-information>

Help and Support

Resources and assistance to help complete an application correctly can be found on:

Website - <https://www.nhvr.gov.au/road-access/access-management/applications>

Help Centre - <https://help.nhvr.gov.au/cmp4/help-centre-customer/access>

YouTube - <https://www.youtube.com/channel/UCzubN7uBeKR52iMW0V1izzQ>

NHVR Contact Centre - 1300 696 487

For more information:

Visit: www.nhvr.gov.au
Subscribe: www.nhvr.gov.au/subscribe
Email: info@nhvr.gov.au
Phone: 1300 MYNHVR* (1300 696 487)

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