

Renewing State and Local Council Issued Permits in NSW - Industry Information Sheet

The National Heavy Vehicle Regulator (NHVR) coordinates a range of heavy vehicle road 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.

This document provides information about renewing valid issued permits or consent letters in NSW.

Background

In February 2014, the NHVR delegated the heavy vehicle road access permit authority for intrastate applications to the Chief Executive of each participating state and territory governments. Within NSW, delegation was also made to local councils for intrastate applications.

Once the authority has been returned to the NHVR, operators will be required to submit all applications via the [NHVR Portal](#), including renewals.

What can be renewed?

A valid permit or consent letter (that has not yet expired) issued by Roads and Maritime Services (RMS) or a NSW local council can be renewed by the NHVR.

PLEASE NOTE: The NHVR cannot renew an expired permit.

For a permit or consent letter to be valid it must include all of the following details:

- Be issued on the letterhead of the authority
- Signed by the responsible person for approving access
- Outline an approved route/network of roads
- Specify the configuration, mass and dimensions for the application
- State the date/timeframe for the access granted
- Detail any conditions of access.

The operator is able to submit a renewal application via the [NHVR Portal](#).

Please refer to Appendix 1 – Submitting a Renewal Quick Reference Guide of this information sheet for a summary of the following scenarios.

RMS issued permits

Scenario A – If the RMS issued permit does not reference any council roads, the operator needs to submit one (1) renewal application.

Scenario B - If the RMS issued permit references council roads and the operator has successfully obtained consent from the affected local council/s, the operator can submit one (1) renewal application for both the state and local council/s roads.

Scenario C - If the RMS issued permit references council roads but the operator has not previously obtained consent from the affected local council/s, the NHVR can only renew the state roads.

In this scenario, the NHVR will automatically request consent from the additional required local council/s as part of the submitted renewal application.

The NHVR will not issue a permit until all consents from the affected local councils/s have been received.

NSW local council issued permits

Scenario D – If the operator has successfully obtained valid permits or consent letters from the NSW local council/s and a permit for the state roads is not required, the operator can submit one (1) renewal application for the multiple approvals.

Submitting a renewal application

The renewal application must be submitted via the [NHVR Portal](#) within a maximum of six (6) weeks prior to expiry.

Only one (1) submitted renewal application is required per heavy vehicle configuration. All permits or consent letters relating to that heavy vehicle must be attached to the renewal application.

To submit a renewal application the following steps are required:

- Step 1 –** Navigate to the “**Application tracker**” in the left side menu.
- Step 2 –** Select the “**RENEW**” button towards the top right of the page.
- Step 3 -** In the pop up box, type a “**Reference**” (nickname) for your application and select the “**OK**” button.
- Step 4 -** Under the “**Issuer of the existing permit field**”, select the “**Jurisdiction**” option.
- Step 5 -** Continue and complete the entire renewal application ensuring the following details are also added:
- ✓ Attach a copy of the RMS issued permit
 - ✓ Attach any NSW local council issued permit/s or consent letter/s

Once the operator has successfully submitted the renewal application, after some time the case will move to a **Closed - Other** status.

In this scenario, the operator will need to refer to the linked permit container  to view the multiple created cases that will have requested consent from the required road manager/s.

Once consent/s has been received from the relevant road manager/s, the permit will be issued from the permit container.

14 day expedited renewal period

Under Part 4.7 Division 2 Section 167 of the HVNL, the NHVR can expedite a renewal if the road manager has not provided a decision within 14 days’ of receiving the consent request.

The expedited procedure applies if the relevant road manager has previously provided consent and the NHVR will impose the same conditions as applied to the previous consent.

Therefore, if a road manager does not provide consent in 14 days of receiving the request, the NHVR can issue the permit as per the previous consent.

Frequently Asked Questions

Can I renew my RMS issued permit via the NHVR Portal?

Yes.

If there are council roads listed on the RMS permit and you have not obtained consent from the local council/s, the NHVR can only renew the state roads. Once the renewal application is submitted, the NHVR will request consent for the state roads and automatically request consent for the council roads listed on the RMS permit.

If there are council roads listed on the RMS permit and you have successfully obtained consent from the local council/s, all of the obtained consent/s can be renewed by the NHVR via one (1) renewal application.

Why do I have to wait for local councils if I just want the RMS state roads renewed?

If the RMS issued permit references local council roads, the NHVR needs to ensure that HVNL requirements are met throughout the application process. Therefore, the NHVR is unable to issue the permit until all identified roads have received consent.

Can I renew a NSW local council permit or consent letter?

Yes.

The NHVR can renew a NSW local council permit or consent letter if it is valid and contains all the required details as outlined in this information sheet.

Can I submit a renewal application for an expired permit or consent letter?

No. The NHVR cannot renew an expired permit or consent letter. A new application must be submitted via the NHVR Portal.

PLEASE NOTE: The NHVR cannot renew an expired permit.

What happens if my permit or consent letter has expired?

You will be required to submit a new application in order to obtain access to the required heavy vehicles and roads.

In the new application, you are able to utilise the “**Additional comments**” free text field to identify the previous permit number or simply state that you have previously been granted consent. This may assist the local council/s with their required assessment.

Why is my renewal application at “Closed – other” in the NHVR Portal?

The NHVR internal process requires the original submitted renewal application to be linked to a permit container.

From that permit container, multiple cases are “built out” depending on the number of approved routes/roads on the issued permit or consent letter/s.

Once the cases have been “built out” and consent has been generated, the original renewal application is marked as “Closed-other” with a note referring you to the linked permit container.

Where can I get help if I am having trouble completing my renewal application?

You are able to contact our NHVR Portal Hyper Care team on **1300 696 487**. They will be able to assist over the phone with your application.

You can also view the previously recorded Online NHVR Portal Customer Essential Training video at the following link: <https://youtu.be/4q6rSFu6jMk>

For information on upcoming training sessions, please visit the Delegations Project page of the NHVR website at: <https://www.nhvr.gov.au/road-access/access-management/delegations-project>

Why do I need to complete all of my vehicles details for the NHVR Portal renewal application?

The NHVR Portal unfortunately does not have the details from the RMS or NSW local council issued permit. There are also some slight differences in regards to the vehicle details on the previous permit and the details needed in the NHVR Portal application process.

Once you have completed the vehicle details for the first time on the renewal application, the NHVR Portal will retain that data. The data will be stored and it can be utilised to shortcut the process for any future applications relating to the same heavy vehicle.

For additional information

For additional information regarding the NHVR Portal and assistance, please contact the Hyper Care team at 1300 MYNHVR* (1300 696 487).

For more information regarding the return of delegations, please visit the Delegations Project web page at:

<https://www.nhvr.gov.au/road-access/access-management/delegations-project>

For more information:

Subscribe: www.nhvr.gov.au/subscribe

Visit: www.nhvr.gov.au

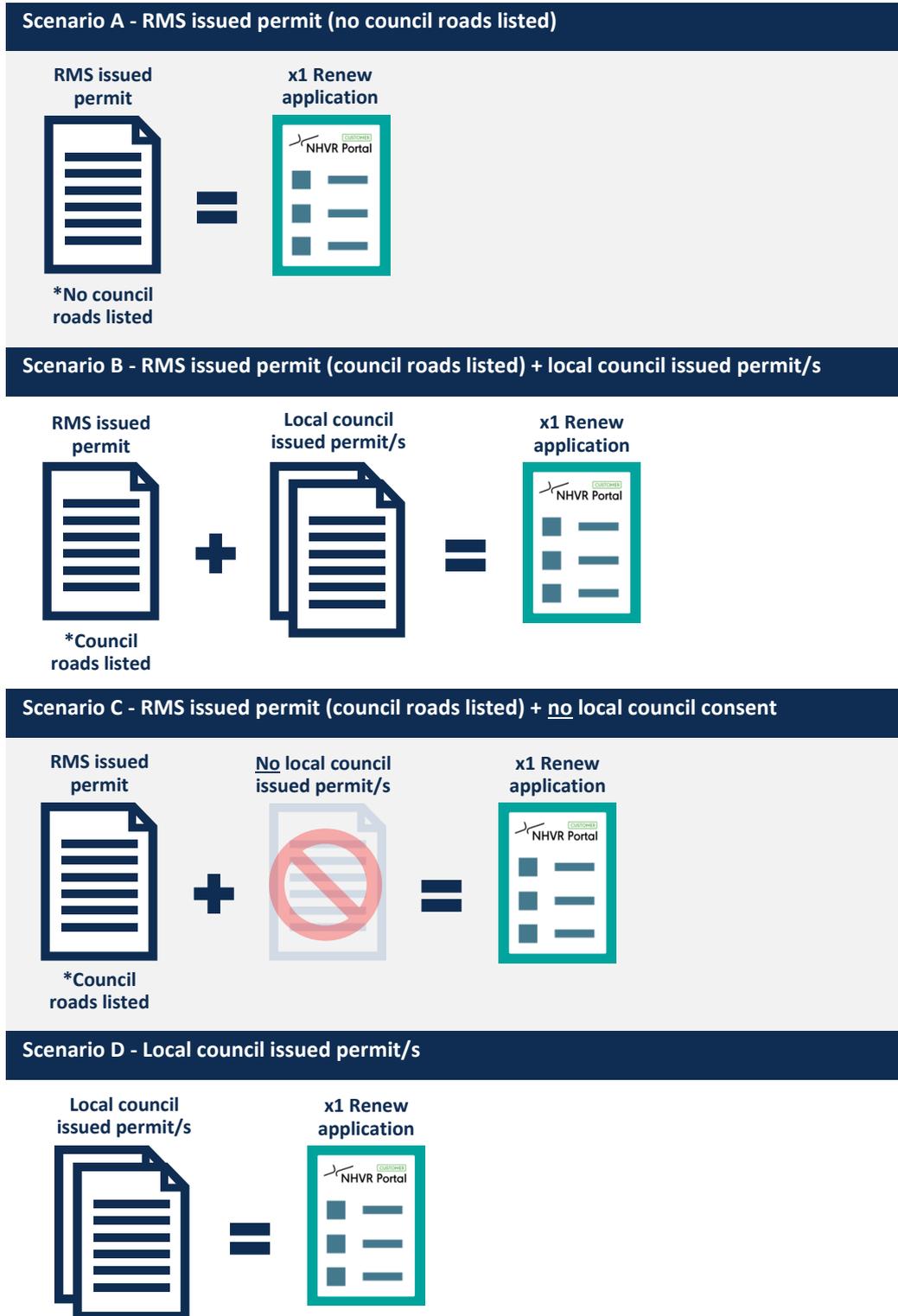
Phone: 1300 MYNHVR* (1300 696 487)

Email: info@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.

Appendix 1 - Submitting a Renewal Quick Reference Guide

The following table is a summary of the scenarios listed above in this information sheet:



Once the operator submits the renewal application via the [NHVR Portal](#), the NHVR will review and assess the application. The NHVR will then complete the initial assessment and consent will be generated and requested from all the relevant state authority and local council road managers. Only once the NHVR has received all of the required consents can a permit be issued.