

# Instructions on how to complete Route Update Request form

## About the Form

A Route Update Request form is required to update any Gazetted Network. We developed this document to provide instructions on how to complete the Route Update Request form.

Route Update Request forms are categorised into one of these two options:

- Add /Amend Route, Add /Amend/Remove Conditions, Amend/Remove Restrictions – Different forms exist for each Class of Heavy Vehicles
- Remove Route / Add Restriction – One form to update the change for any Class of Heavy Vehicles

The section 'How to complete the form' explains which fields should be filled in based on the Request type in each of those forms. The fields are mandatory to action any Gazette request.

## How to complete the form

Please complete all fields under the option selected:

### Add route

- Route
- Notice title or network
- Vehicle type/vehicle description
- Road/travel conditions (if any)

### Amend route

- Route
- Notice title or network
- Vehicle type/vehicle description
- Reason
- Road/travel conditions (if any)

### Add/amend conditions

- Route
- Notice title or network
- Vehicle type/vehicle description
- Reason
- Road/travel conditions (if any)

### Remove conditions

- Route
- Notice title or network
- Vehicle type/vehicle description
- Road/travel conditions (if any)

### Amend restrictions

- Route
- Notice title or network
- Vehicle type/vehicle description
- Restriction description
- Reason

### Remove restrictions form

- Route
- Notice title or network
- Vehicle type/vehicle description
- Restriction description

### Add restriction

- Route
- Notice title or network
- Vehicle class, vehicle type/vehicle description
- Restriction description
- Reason

### Remove route

- Route
- Notice title or network
- Vehicle class, vehicle type/vehicle description
- Reason

## Contact Details

Send completed forms and supporting information by email to [RM.Enquiries@nhvr.gov.au](mailto:RM.Enquiries@nhvr.gov.au)

For more information please call the NHVR Road Manager Hotline on 1300 880 493\*

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Disclaimer: This information is only a guide and should not be relied upon as legal advice.  
\*Standard 1300 call charges apply. Please check with your phone provider.

## Definitions

Terms	Definitions
<b>Route</b>	A set of connection roads and infrastructure allowing a vehicle to travel from origin to destination and includes any way-points or list of roads to include into network
<b>Notice title</b>	Name of the relevant Commonwealth Gazette Notice that the network relates to
<b>Network</b>	Published network of roads that identify where various vehicle categories can drive without a permit provided they meet specific requirements in a published Notice
<b>Vehicle type</b>	A description of a vehicle, type of vehicle or category of vehicles to which an authority, exemption or condition applies
<b>Vehicle description</b>	Description of the vehicle
<b>Road condition</b>	A condition imposed for protecting road infrastructure or preventing or minimising an adverse effect on the community and risks to public safety arising from heavy vehicles
<b>Travel condition</b>	Condition stating to ensure that access to a stated route or area is limited to either or both of the following a) State days or hours (or both); b) Travel in a state direction
<b>Restriction description</b>	Description of a condition that is imposed on the route <i>Example: Location of bridge or restricted road limits</i>
<b>Reason</b>	Explanation or justification of removing or amending a route from a network. Reasons should comply with section 172 and 179 of the HVNL (Heavy Vehicle National Law)