

## Registration changes on permits

The National Heavy Vehicle Regulator (NHVR) allows the holder of a permit to request amendments, including registration changes, to an existing permit in limited circumstances through the [NHVR Portal](#). Once a permit is issued, operators can make an application to add, remove, or amend registrations.

This information sheet should be read in conjunction with the [NHVR Permit Amendment Information Sheet](#).

### Registration requirement

Depending on the access combination, you will be required to have a valid registration for each relevant component within the heavy vehicle combination.

Most Class 2 vehicle combinations and trailer registrations are not required to be listed on your permit at this time. As a rule, refer to the issued permit document for registration requirements.

An amendment of registration may only be made for the same vehicle specification. Please note that a valid registration will be required to issue an amended permit.

### Amending an NHVR Portal application

If you are applying to amend registrations for an access permit, you must complete the following steps in the [NHVR Portal](#).

1. Go to [www.service.nhvr.gov.au](http://www.service.nhvr.gov.au) and login to your account.
2. Navigate to the 'Application tracker' in the left side menu.
3. Select the 'AMEND APPLICATION' button towards the top right of the page.
4. In the popup box, type a 'Reference' for your application and select the 'OK' button.
5. Complete 'Step 1: Permit details' and select the 'Amend vehicles' selection. **\*Note:** *If you amend an application from your permit library, the remainder of the vehicle details and permit information will be completed already.*
6. Under 'Step 2', input the relevant registrations you wish to amend or import from a completed CSV file.

7. Continue to 'Step 3: Attachments of the application' and attach any relevant amendment documentation.

8. Continue and complete the remainder of the application.

**Note:** Keeping a CSV template of current registrations can reduce time for future amendments. Templates can be located under the 'IMPORT FROM CSV FILE' button in the amend application function.

There is no fee to add registrations to a permit.

If the permit was issued via the NHVR Portal, the amended permit can be automatically updated and issued. A video demonstration on how to action a vehicle amendment can be found [here](#).

### Help and support

You can find additional help, support and resources at:

**Website:** [www.nhvr.gov.au/road-access/access-management/applications](http://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>

**For more information:**

Visit: [www.nhvr.gov.au](http://www.nhvr.gov.au)

Subscribe: [www.nhvr.gov.au/subscribe](http://www.nhvr.gov.au/subscribe)

Email: [Accessenquiries@nhvr.gov.au](mailto:Accessenquiries@nhvr.gov.au)

Phone: 1300 MYNHVR\* (1300 696 487)

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

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