

Engineering Services Standard

Managing Over Dimension Loads

Purpose

This document defines when a permit is or is not required and provides an overview of the administrative procedure for cost recovery. It replaces the content previously found in CSG/430 Issue 3 which is replaced by this document.

Document Control

Document No.	G-ST-AL-9107	Issue No.	Issue 1.0
Date Effective	1/08/2018	Author	Brian McInnes
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Reviewed (R)		Authorised for Release By	Chief Engineer – Planning and Engineering
Amended (A)			

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1. Revision Procedure and History

This is a 'living' document, that will be up dated every five years or whenever KiwiRail determines that changes to it and processing requirements documented herein are appropriate.

If changes arise from the review this document will be reissued, however, if no changes arise from the review, the current version of this document will remain in force.

Refer to the **Briefing Note(s) for G-ST-AL-9107 Managing Over Dimension Loads**

(at the end of this document) for full document changes.

Issue No	Prepared (P) Reviewed (R) Amended (A)	Authorised for Release By	Date Effective

1.1 Changes in this issue

Issue No	Description	Page(s)

1.2 Withdrawn, closed and superseded

Old Reference	Title	Replaced by
CSG / 403	Over Dimension Road Loads	G-ST-AL-9107
OMP-OP-0017	ODL Permit Application	G-ST-AL-9107 FO2
OMP-OP-0018	Rail Crossing Permit for ODL	G-ST-AL-9107 FO3
OMP-OP-0023	Level Crossing Permits Information of Operators of Over Dimension and Over Weight Loads	G-ST-AL-9107 FO1

2. Associated Documents

Level	Number	Title
3	G-ST-LC-9120	Level Crossing Management
3	G-ST-AL-9107 FC1	Over Dimension Load Permit Issue (flowchart)
3	G-ST-AL-9107 FC2	Managing ODL – Associated Documents (flowchart)
3	G-ST-AL-9107 OA	Rail Crossing Permits for ODL – Operators Agreement
3	G-ST-AL-9107 FO2	Application to Move Over Dimension/Weight Load Over Rail (form)
3	G-ST-AL-9107 FO3	Crossing Permit for Over Dimension Loads (form)

Level	Number	Title
4	E-TI-AL-1710	Adjusting Heights (Temporarily) at Level Crossings for Over Dimension Loads
4	WT06	Protection Return Form - OMF-AD-0608 - Rev 2 - Date: 17th December 2012
	Rule 41001	Land Transport Rule: Vehicle Dimensions and Mass 2016 https://www.nzta.govt.nz/assets/About-us/docs/Consultations/2016/VDAM-draft-Rule.pdf
	Factsheet 13	Vehicles Dimensions and Mass – NZTA Publication - dated May 2017 https://www.nzta.govt.nz/assets/resources/factsheets/13/docs/13-vehicle-dimensions-and-mass.pdf
	Factsheet 53a	Over Dimension Vehicles and Loads – NZTA Publication – Dated Feb 2017 https://www.nzta.govt.nz/assets/resources/factsheets/53/docs/53-overdimension.pdf

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3. Acronyms and Definitions

Acronyms	Definition
Collision Potential	The likelihood of a road user colliding with either a rail user or rail fixed infrastructure (eg overhead wire or signals structure)
NZTA	The NZ Transport Agency is a New Zealand Crown entity tasked with promoting safe and functional transport by land, including the responsibility for driver and vehicle licensing, investigating rail accidents and administering the New Zealand state highway network
HV	High Voltage
ODL	Over Dimension Loads
SAP	S ystems, A pplications and P roducts - A German software company whose products allow businesses to track customer and business interactions.

4. Scope

This standard defines when a permit is or is not required and provides an overview of the administrative procedure for cost recovery. It does not supersede any legal requirements enforceable by the New Zealand Police or NZTA. The Appendices clearly give managers authority to amend requirements for crossings known to vary from those used in the form.

4.1 Use in the field

This document has been designed to be used in the field. It is expected that this document will be opened in an iPad via 'Briefcase' and used as reference to complete the task. Note as written on the front cover the controlled version is held on iKon. **Printed copies of this document are uncontrolled.**

5. Introduction

A railway crossing can be an obstacle for an over dimension road load due to overhead, side or under vehicle tray clearance. Heavy and long loads can also be slow in clearing the crossing thus increasing collision potential.

6. Reasons for a Permit System

6.1 Safety

Where a greater than usual risk of collision the permit system allows this to be evaluated for the safety of both the road user and KiwiRail.

6.2 Protection

Where a crossing of an ODL requires protection and or supervision arrangements to be put in place the system allows these to be organised in advance by the permit issuing office.

6.3 Administration

The system provides a transparent auditable trail for all crossings of Over Dimension and Over Weight Load's and a fair cost recovery process.

7. Regulatory Authorities

7.1 NZTA

Over dimension road loads, that could affect KiwiRail, will require a New Zealand Transport Agency ODL permit. As a condition of their permit, NZTA requires the applicant to contact KiwiRail to gain clearances for using relevant level crossings and / or bypasses.

8. Procedure

8.1 Process

The flowchart shown in Appendix 2 G-ST-AL-9107 FC2 Permit Issuing Flowchart shows the general process used by the permit issuing office.

Enquiries will be handled centrally by the Operations Support team based in the National Train Control Centre in Wellington. The Operations Support team will co-ordinate the attendance of staff if required. These generally being:

Overweight Vehicle:	Track staff
Over length Vehicle:	Track staff
Over width Vehicle:	Signals staff
Over height Vehicle:	Traction Staff in Overhead electrified areas where other overhead HV live wires are present.

Level Crossing Permit application forms and Information for Operators of Over Dimension Load agreements are available from the KiwiRail Operations Support Desk by calling: (04) 474-2323.

8.1.1 Cost recovery

Cost recovery will be by way of issuing an invoice to the Operator at the end of the month using SAP financials. The support person issuing the invoice will be responsible for managing any outstanding debt. When all reasonable steps have been taken to recover overdue debt, it can then be handed to finance to be recouped via an external organisation.

8.1.2 Prosecution

Any known breach or violation under the Railways Act 2005 and / or New Zealand Railways Corporation Act 1981 may result in prosecution via the New Zealand Police under these Acts.

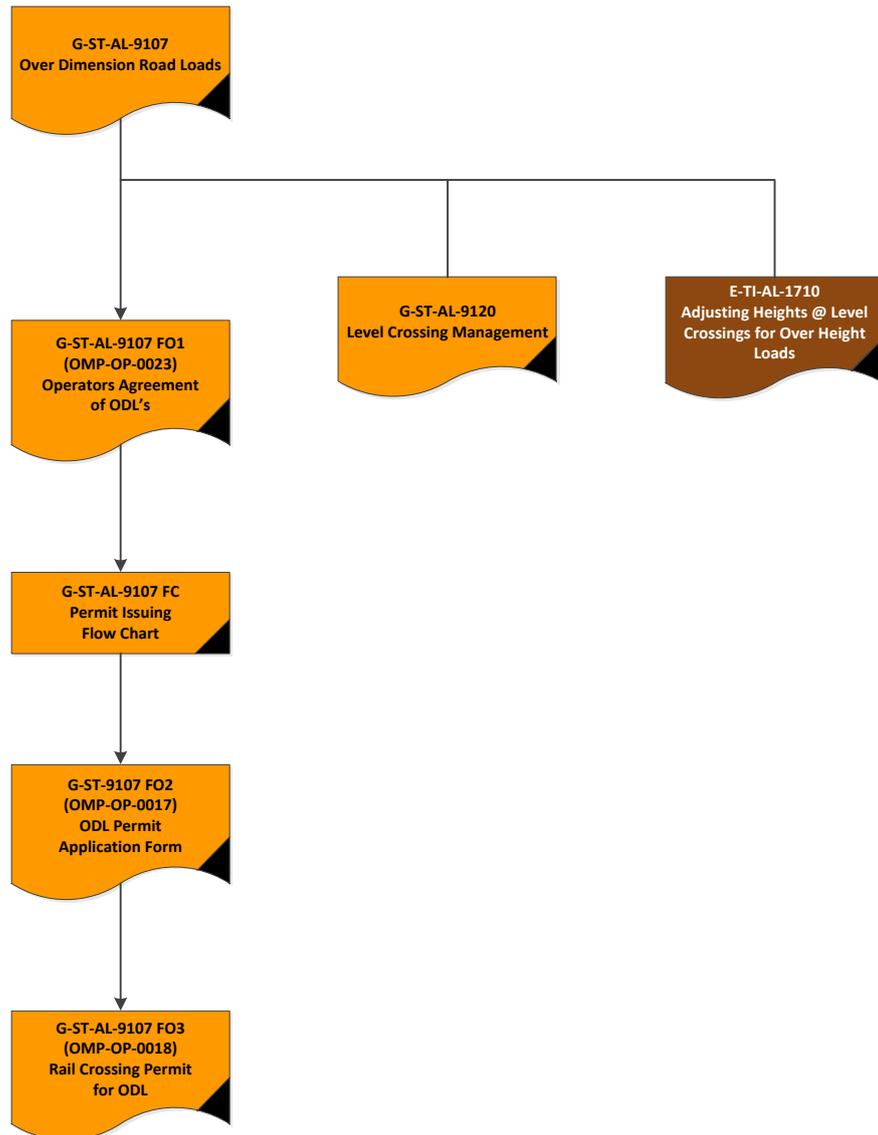
Appendix 1 G-ST-AL-9107 FC Managing ODL Associated Documents



Managing Over Dimension Road Loads Associated Documents



Documentation Hierarchy for Managing Over Dimension Loads



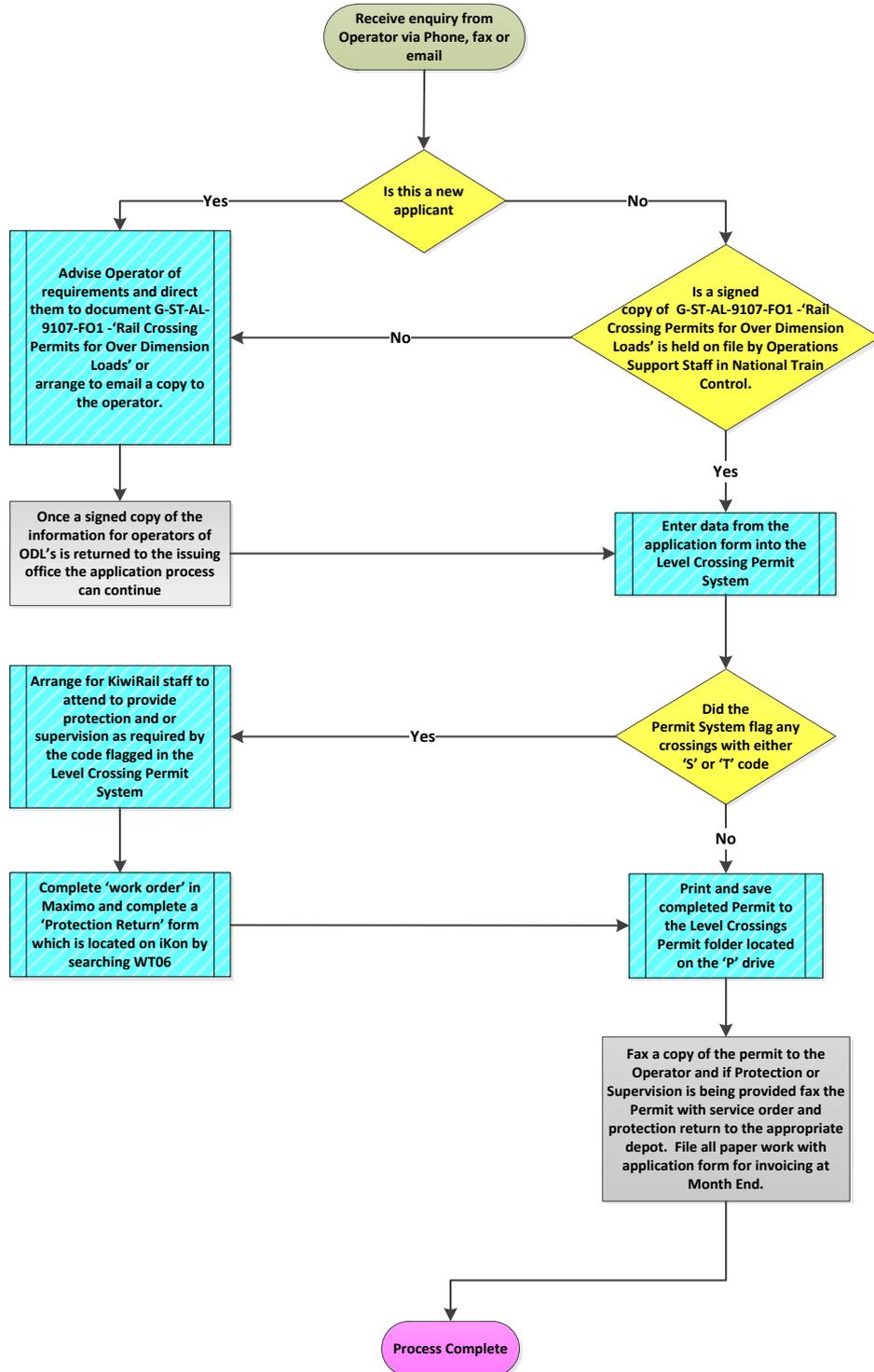
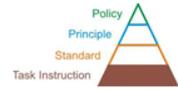
Engineering Services Standard: G-ST-AL-9107 FC 2

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Appendix 2 G-ST-AL-9107 FC2 Permit Issuing Flowchart



Over Dimension Road Loads Permit Issue



Appendix 3 G-ST-AL-9107 FO2 Application to Move Over Dimension/Weight Loads

Clear Form

APPLICATION TO MOVE OVER DIMENSION / OVER WEIGHT LOADS OVER RAIL

OVER-DIMENSION ROAD LOADS
NATIONAL TRAIN CONTROL CENTRE
P.O. Box 593, Wellington, NZ
Phone: (04) 474 2323
Fax: (04) 474 2324
EMAIL: crossingpermits@kiwirail.co.nz

Application Date: / / 20

If supervision and / or protection will not be required then this application must be submitted at least 2 working days prior to the intended date of travel. For loads that will require supervision and / or protection be aware that depending on load dimensions & location your application will take a minimum of 5 working days up to 12 weeks to process as per the conditions set out in the Information For Operators of Over Dimension Loads agreement.

APPLICANT'S DETAILS

<p>Company Name: <input style="width: 95%;" type="text"/></p> <p>Address: <input style="width: 95%;" type="text"/></p>	<p>Applicant Name: <input style="width: 95%;" type="text"/></p> <p>Phone: <input style="width: 95%;" type="text"/></p> <p>Fax: <input style="width: 95%;" type="text"/></p> <p>Mobile: <input style="width: 95%;" type="text"/></p> <p>Email: <input style="width: 95%;" type="text"/></p>
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LOAD DETAILS

Pilot / Operator's Name:

Pilots Mobile Number:

Load Description:

Starting Address:

Delivery Address:

Dimensions:	Length <input style="width: 40px;" type="text"/> M	Width <input style="width: 40px;" type="text"/> M	Height <input style="width: 40px;" type="text"/> M
	Total Vehicle Mass <input style="width: 40px;" type="text"/> T	Max Axle Loading <input style="width: 40px;" type="text"/> T	

NOTE: A copy of a valid NZTA Over-Weight permit or diagram showing axle loads & spacings for all loads in excess of 100T or Exceeding 12T per axle.

Dangerous Goods Declaration: Are Dangerous Goods Being Carried? YES NO UN #: Quantity:

LEVEL CROSSING DETAILS

Is this Application for a Long Term permit? YES / NO Up to a maximum of 6 months from the day of issue - \$180.00 +GST

Please Indicate if This Application Will Include The Following Bypass Crossings: MATATA BYPASS RUGBY RD BLACKS BEACH EKETAHUNA BYPASS Do You Require KiwiRail To Arrange Protection For This Crossing? YES / NO

Has a NZHHA Crossing Supervisor Been Confirmed? YES / NO Xing Supervisors Name:

Line ID	Level Crossing Name	Dates Required		ETA (24-hr clock)
		From	To	

Declaration:

1.) This application is subject to all Terms & Conditions as agreed to on the signed copy of the Information For Operators of Over Dimension Loads agreement currently held by this office.
2.) This application is subject to the fees set out in the schedule in the above mentioned agreement.
3.) All Level Crossings you are applying for must be included in this application.

Tick box to accept conditions of declaration:

Name: Authorised Signature: *For printed copies only*

Office Use:

<input style="width: 95%;" type="text"/> Permit Number:	<input style="width: 95%;" type="text"/> SWO For Protection If Req'd:	<input style="width: 95%;" type="text"/> Account Number:
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General Engineering Services G-ST-AL-9107 FO2 Application Form Issue Date: 1/05/2018 Issue 1.0

Submit

Appendix 4 G-ST-AL-9107 FO3 Crossing Permit for Over Dimension Loads

CROSSING PERMIT FOR OVER-DIMENSION LOADS

National Train Control Centre
PO Box 590
WELLINGTON
Phone: (04) 474 2323
Fax: (04) 474 2324
Email: overdimension@kiwirail.co.nz
Printed by: akw@cs.csbw 12/12/2017 8:11:34 a.m.

Permit No: **17/0901**

Issue Date: **12 December 2017**

Page 1 of 1

This permit is subject to all Terms & Conditions listed in the information for Operators of Over-Dimension Loads Agreement

APPLICANT'S DETAILS

Issued to: Example Permit	Phone: 04 123 4567	Fax: 04 234 567
Address: 123 Waterloo Quay	Contact Name: Class 1 Pilot	
Thorndon	Cell Phone: (021) 987654	
Wellingdon	Customer Number: 1234	
Email: example.permit@housemovers.com		

LOAD DETAILS

Load Description: House	Destination: Palmerston North
Origin: Wellington	
Dimensions: Length: 25 m Width: 6 m Height: 5.2 m MaxAxleLoad: 9 T	

LEVEL CROSSING DETAILS

Code Key: P = A movement over a level crossing will NOT be permitted under any circumstances until the permit holder has contacted Train Control (as listed below) and the Train Controller has confirmed that suitable protection has been applied and permission to cross is granted.
 S = Supervision & protection is required on site by KiwiRail, Signals and or Traction Overhead Staff. A movement over the crossing must NOT occur until instructed by KiwiRail staff member on site.
 T = Supervision & protection is required on site by KiwiRail, Track Staff. A movement over the crossing must NOT occur until instructed by KiwiRail staff member on site.

CODE	Km	LINE	CROSSING	DATE VALID:		ETA 2400 CLOCK	TRAIN CONTROL PHONE NUMBER
				FROM	TO		
S	54.030	NIMT	WAIKANAЕ BYPASS	01/01/18	01/01/18	0200	04 498 3364
P	111.770	NIMT	SH 56/57 OPIKI RD MAKERUA	01/01/18	01/01/18	TBA	04 498 3364

Comments:

TERMS AND CONDITIONS

- This permit is subject to all Terms & Conditions listed in the information for Operators of Over-Dimension Loads Agreement
1. Once the crossing is complete you must inform Train Control that you are clear of the crossing. This can be done by either staying on the line until the movement is complete or by calling Train Control back after the crossing. It is imperative that you understand that until Train Control gives a clearance, you are still deemed to be on the crossing.
 2. Any failure to comply with the above condition may constitute a breach of the Railways Act 2005 and be passed on to the relevant regulatory authority for further investigation.
 3. The level crossing permit to which the level crossing pertains is not transferable.
 4. The permit is only issued for the length of time indicated on the level crossing permit.
 5. Violation of any of these conditions or any other failure to take all practicable steps to ensure that none of your activities cause or likely to cause death or serious injury may be in breach of either the Railways Act 2005 and / or New Zealand Railways Corporation Act 1961 and may also result in prosecution under these acts.

Briefing Note(s) for G-ST-AL-9107 Managing Over Dimension Loads

Date Effective 1/08/2018 **Issue No.** Issue 1.0

Background

This document defines when a permit is or is not required and provides an overview of the administrative procedure for cost recovery. It replaces the content previously found in CSG/430 Issue 3 which is replaced by this document.

Key changes / compliance

This is the initial issue of a new document.

Implementation

This document should be cascaded down to all field staff impacted by this Task Instruction in the field. All documents will have the Briefing Note inserted to each document during the next review process or next published version iteration, whichever comes first.

Applicability (Select relevant boxes)	General	Civil	Signals and Telecommunications	Structures	Track	Traction and Electrical
Zero Harm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learning and Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Management Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manager Property Revenue and Grants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
National Train Control Centre	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Head		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Engineering Manager		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Network Services Managers		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Region Operations Managers		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
STTE Managers		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production Managers		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asset Engineers		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Document History

Note page numbers relate to the document at the time of amendment and may not match page numbers in current document.

Issue No.	Section	Description	Page(s)