

Engineering Standard  
**Rail Crossing Permits for ODLs Agreement**



# Operator Agreement

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## Document Control

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		<b>Authorised for Release By</b>	Chief Engineering – Engineering and Logistics

## 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.

<b>Issue No</b>	<b>Prepared (P) Reviewed (R) Amended (A)</b>	<b>Authorised for Release By</b>	<b>Date Effective</b>
1.0		Network Control Manager Operations Support	31/05/2018

### 1.1 Changes in this issue

<b>Issue No</b>	<b>Description</b>	<b>Page(s)</b>
2.0	Complete Reprint	All

### 1.2 Withdrawn, closed and superseded

<b>Old Reference</b>	<b>Title</b>	<b>Replaced by</b>
CSG/403	Over Dimension Road Loads	G-ST-AL-9107
OMF – OP-0019	Information for Operators of ODL's Agreement	G-ST-AL-9107 FO1

## 2. Associated Documents

Level	Number	Title
3	G-ST-AL-9120	<a href="#">Level Crossing Management</a>
3	G-ST-AL-9107	<a href="#">Managing Over Dimension Loads</a>
3	G-ST-AL-9107 FC1	<a href="#">Over Dimension Load Permit Issue</a> (flowchart)
3	G-ST-AL-9107 FC2	<a href="#">Managing ODL – Associated Documents</a> (flowchart)
3	G-ST-AL-9107 FO1	<a href="#">Rail Crossing Permits for Over Dimension Loads – Operators Agreement</a>
3	G-ST-AL-9107 FO2	<a href="#">Application to Move Over Dimension/Weight Load Over Rail</a> (form)
3	G-ST-AL-9107 FO3	<a href="#">Crossing Permit for Over Dimension Loads</a> (form)
4	E-TI-AE-1710	<a href="#">Adjusting Heights at Level Crossings for Over Dimension Loads</a>

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### 3. Acronyms and Definitions

Acronyms	Definition
AEA	Auckland Electrified Area
NIMTEA	North Island Main Trunk Electrified Area
WEA	Wellington Electrified Area

#### 3.1 Notes, caution and warnings

Icon	Definition
	Note(s) to point out something of special importance
	Caution or warning – drawing special attention to anything of important reminder or a safety message

## 4. Overview

Written permission by way of a permit is required to cross KiwiRail infrastructure with an over dimension and / or over weight load that exceeds any of the requirements set out below.

A permit issued by KiwiRail Train Control office with its applicable conditions ensures safe travel over all KiwiRail infrastructure stated on the permit. The permit will stipulate any special conditions required by KiwiRail and may vary between different level crossings depending on local conditions and the dimensions of the vehicle and its load.

Written permission must be obtained where:

1. It is necessary to drive a vehicle over KiwiRail infrastructure that has the following **over-weight** dimensions:
  - a) The axle mass for any single axle is over 12 Tonne;
  - b) The total of all axle masses for any nine metres of the vehicles length is over 44 Tonne; or
  - c) The total of all axle masses is greater than 105 Tonne.
2. It is necessary to drive a vehicle over KiwiRail infrastructure that has the following **over-height** dimensions, if the vehicle or its load exceeds:
  - a) A height barrier for the level crossing or that stated on the safe height sign; five metres if traveling on public roads in the **Auckland electrified area**

The exceptions to this are:

- Mt Lebanon Ln – Henderson
- Sherrybrooke PI – Sunnyvale
- Glenview Rd – Glen Eden
- Portage Rd – New Lynn
- Rossgrove Tce – Mt Albert
- Asquith Ave – Mt Albert
- George St – Kingsland
- Porter's Ave – Mount Eden
- Sarawia St – Newmarket
- Church St East – Penrose
- Spartan Rd – Te Mahia which are restricted to 4.25 metres) or
  - 5.24 metres if travelling on public roads in the electrified area between Palmerston North – Hamilton



Private roads and access ways are nominally sign posted at 4.25 metres.

- 4.5 metres If travelling on public roads in the Wellington electrified area
- five metres at all other locations in non-traction overhead electrified areas.

3. It is necessary to drive a vehicle with an **over width** load over KiwiRail infrastructure that is wider than:
  - b) six metres or
  - c) The distance between safety warning devices or other KiwiRail infrastructure that creates a barrier for clear passage across a level crossing.
4. It is necessary to drive a vehicle over KiwiRail infrastructure that has the following **over length** dimensions:
  - d) 25 metres or greater; or
  - e) Overhang greater than four metres
  - f) Any length greater than the safe stacking distance as prescribed by the operator to an adjacent road intersection for the rail crossing to be driven over.

## 5. Permit Application

Applications for permits to cross Level Crossings with over dimensional and/or over weight loads must be made on the current application form G-ST-AL-9107 FO2 Application to Move Over Dimension/Weight Load over Rail. An example of this form can be found in Appendix 1.

Copies of the Application Form can be obtained from the KiwiRail Permit Issuing Office on (04) 474-2323 or by email: [crossingpermits@kiwirail.co.nz](mailto:crossingpermits@kiwirail.co.nz).

### 5.1 Permit processing lead time

KiwiRail Holdings Ltd (together hereafter referred to as 'KiwiRail') requires:

- 1) Two clear working days' notice to issue a new permit that does not require supervision and / or protection or alterations to an existing permit.
- 2) Any load requiring supervision and / or protection will require as a minimum five working days but can require up to 12 weeks to plan and process depending on the location and actual dimensions of the load. Please contact KiwiRail for more details (If a load is moving in the Auckland Electrified Area refer to 5.3 Table 5.1 Relevant to NIMTEA and AEA).



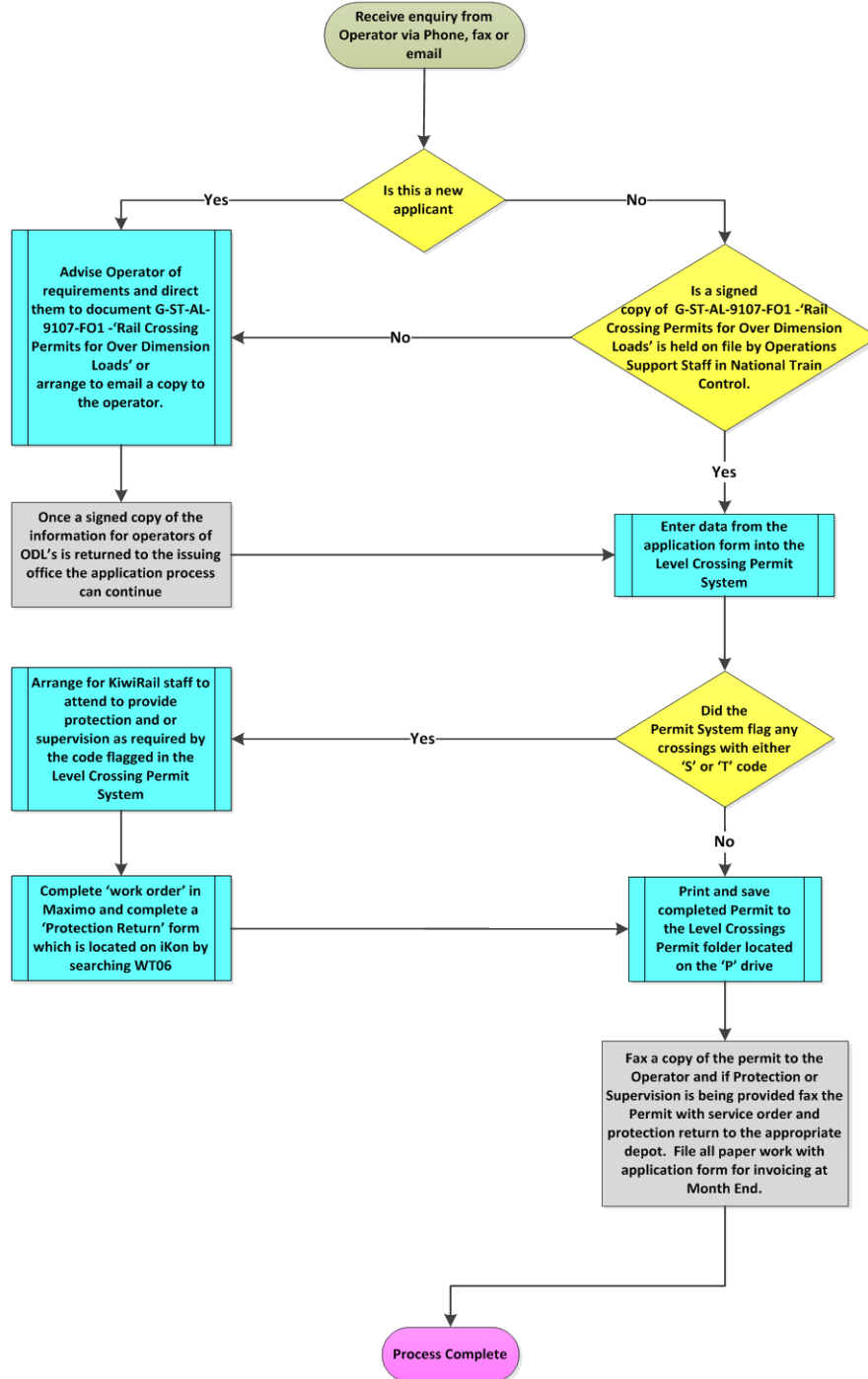
It is essential that this timetable is maintained in order to process your application in a timely manner.

## 5.2 Permit issuing process

The flow chart shown below outlines the permit issuing process.



### Over Dimension Road Loads Permit Issue





### 5.3 Permit issuing timetable

Refer below to the tables for a timetable for issuing Over Dimension Permit Applications.

**Table 5.1 Relevant to NIMTEA and AEA**

Loaded Vehicle Height Range	Is A Permit Required?	Overhead Wire Activity	Required Notification Period	Timing Restrictions
Load is $\leq$ height stated on safe height* sign at the Level Crossing <i>*Majority of public crossings in the AEA are sign posted at five metre. The majority of public crossings on the NIMTEA are sign posted at 5.24 metre. The operator is responsible for surveying the route to be taken prior to the move.</i>	<b>NO</b>  <i>(Only if vehicle or load height exceeds height stated on the safe height sign)</i>	Dependant on the requirements of any permit	If permit required: <b>Two Working Days</b>	Nil or Dependant on the requirements of the permit
<b>AEA Only</b> Load $>5.0\text{ m}^*$ to $\leq 6.0\text{ m}$ <i>*Or lesser height if stated on the safe height sign at the Level Crossing</i>	Yes	Overhead wires to be isolated and earthed Supervision and protection may be required	<b>Two Weeks</b>	Off Peak
<b>NIMTEA Only</b> Load $>5.24\text{ m}^*$ to $\leq 6.0\text{ m}$ <i>*Or lesser height if stated on the safe height sign at the Level Crossing</i>	Yes	Overhead wires to be isolated and earthed Supervision & protection may be required	<b>Two Weeks</b>	Off Peak
Load $> 6.0\text{ m}$ to $\leq 6.5\text{ m}$	Yes	Overhead wires to be isolated and earthed, lines manually lifted Supervision and protection is required	<b>weeks</b>	Crossing to be off peak 3-4 hours to complete
Load $> 6.5\text{m}$	Yes	Overhead wires to be isolated & earthed, disarranged and protected supervision is required	<b>12 weeks</b>	Crossing to be off peak. Likely to take six hours to complete but be aware this is an estimate only.

Table 5.2 Relevant to WEA only

Loaded Vehicle Height Range	Is A Permit Required?	Overhead Wire Activity	Required Notification Period	Timing Restrictions
Load is $\leq$ height stated on safe height* sign at the Level Crossing <i>*Majority of crossings in WEA are sign posted at 4.5 m. The operator is responsible for surveying the route to be taken prior to the move.</i>	<b>NO</b> <i>(Only if vehicle or load height exceeds height stated on the safe height sign)</i>	Dependant on the requirements of any permit	<b>If permit required: Two Working Days</b>	Nil or Dependant on the requirements of the permit
Load >4.5 m* to $\leq$ 5.1 m <i>*Or lesser height if stated on the safe height sign at the Level Crossing</i>	<b>Yes</b>	Overhead wires to be isolated and earthed Supervision and protection may be required	<b>Five Working Days</b>	Off Peak
Load > 5.1 m to $\leq$ 6.5 m	<b>Yes</b>	Overhead wires to be isolated and earthed, lines manually lifted Supervision and protection is required	<b>10 Working Days</b>	Crossing to be off peak 3-4 hours to complete
Load > 6.5 m	<b>Yes</b>	Overhead wires to be isolated and earthed, disarranged and protected supervision is required	<b>12 weeks</b>	Crossing to be off peak. Likely to take six hours to complete but be aware this is an estimate only.

### 5.4 Long term permits

The following conditions apply where a Permit is required for any over dimension load or loads that will be moved over one or more Rail Level Crossing more than fourteen (14) consecutive days in a row:

- 1) A fee structure (refer to Table 8.1 Fee schedule) applies that covers the costs required for administering and executing these permits.
- 2) A long term permit will be issued for a length of time required but will not to exceed six months.
- 3) A long term permit will only be issued for a load with the same consistent or guaranteed dimensions (eg the same piece of earthmoving equipment being moved repeatedly over the same crossing or crossings over a longer than usual period).
- 4) Each individual Level Crossing being applied for must be included on the application. A broad area e.g. Christchurch City Council area will **not** be accepted as each crossing has to be assessed with the dimensions supplied on the application form.
- 5) For long term permits a copy of the applicable current Public Liability insurance held by the operator will be required to be sighted by the issuing office and details recorded in the 'ODL Insurance Certificate Register'.

## 6. Standard Conditions

The following conditions apply to all permits once they have been issued:

- 1) The Operator must inform Train Control as soon as you are clear of the crossing. This can be done by either staying on the phone line while the movement is completed or by calling Train Control back after the crossing has been completed. Train Control halts all train traffic on the line while the Over dimension load crosses the rail line and the operator is deemed to still be on the crossing until Train Control are advised otherwise by the holder of the permit. Should it become necessary for KiwiRail to confirm with the permit holder that they are clear of the area a charge will be levied for any resources required to do so (refer to Table 8.1 Fee schedule)
- 2) Any failure to comply with the conditions of the permit may constitute a breach of legislation including, but not limited to, the Railways Act 2005 and KiwiRail reserves the right to pass information relating to any alleged breach to the relative regulatory authority for further investigation.
- 3) Permits are issued to specific operators for specific crossings on the rail network and are non-transferable.
- 4) Permits are issued for a specified length of time only (up to 14 days Maximum). For details on long term permits refer to section 5.4 Long term permits.
- 5) The holder of a Permit is responsible for his / her own safety at all times while on the rail corridor.
- 6) The person or persons responsible for the over dimension or over weight load must have a copy of the Level Crossing Permit on them at all times and it must be produced when requested by any KiwiRail employee or any officer or agent from a regulatory authority.
- 7) No conducting material (eg steel tape) may be allowed to touch both rails of the railway line simultaneously.
- 8) No metal tracked vehicle may cross under its own power under any circumstances without appropriate protection & supervision being put in place by KiwiRail personnel.
- 9) The Operator must keep current at all times during the continuance of this agreement public risk insurance applicable to the business being conducted and its use for a minimum level of \$1,000,000.00 or such greater amount as is reasonably required by KiwiRail. A copy of the insurance certificate must accompany the Operators application for a permit if requested by KiwiRail in order for the permit to be granted.
- 10) The Operator must keep KiwiRail indemnified against all claims, actions, losses and expenses of any nature which KiwiRail may suffer or incur, or for which KiwiRail may become liable, of as a result of:
  - a) the negligence or wilful misconduct of the applicant or persons under the control of the applicant;
  - b) any accident or damage to property or to any person arising from any occurrence in or near the Land for which the permit is held, wholly or in part by reason of any act or omission by the applicant holder or persons under the control of the applicant.

## 6.1 Conditions applying to all permits

All Level Crossing Permits issued will be subject to one of the following three protection conditions. The condition applying to a particular permit will be clearly stated on the permit:

<b>P</b>	A movement over a level crossing will <b>not</b> be permitted under any circumstances until the Permit Holder has contacted train control using the phone number provided on the permit and the Train Controller has confirmed that suitable protection has been applied and permission to cross is granted
<b>S</b>	Supervision and / or protection on site by KiwiRail Traction and / or Signals Staff or a KiwiRail appointed representative is required. A movement over the crossing must <b>not</b> occur until instructed by the KiwiRail staff member or KiwiRail appointed representative on site
<b>T</b>	Supervision and protection on site by KiwiRail Track staff is required. A movement over the crossing must <b>not</b> occur until instructed by the KiwiRail staff member on site.

## 7. Dangerous or Hazardous Goods

The carriage of Dangerous / Hazardous goods as part of the Over Dimension or Over Weight Load **must** be declared on the application form. In addition, details of the (United Nations) UN number and quantities of product being carried **must** be provided. This information will be used to assess the level of supervision will be required at the crossing

## 8. Fees

- 1) The current permit fee (refer to Table 8.1 Fee schedule) will be payable upon issue of a permit regardless of whether the load or job actually proceeds or is delayed.
- 2) Failure to notify changes to crossing times listed on a permit will result in the cancellation of the permit and payment of a further fee for any subsequent permit.
- 3) At the discretion of the issuing office an administration fee (refer to Table 8.1 Fee schedule) may be charged for more than one amendment to an existing permit or for short notice to issue a new permit (within same day of receipt of the application.)
- 4) Permits and associated costs are payable by either Credit Card, Direct Debit or under certain circumstances by posted invoice which is payable 20<sup>th</sup> of the month following.
- 5) The actual cost of Protection and / or Supervision will be invoiced to the Operators account once the signed protection return form has been returned to the issuing office. Where the Operator does not have a valid account with KiwiRail, these costs will be invoiced to the Operator with a temporary account set up by the KiwiRail finance department once the appropriate documentation has been sighted.

## 8.1 Fee schedule

A table of fees applicable for a permit for the transit of over dimension and overweight loads across rail crossing is set in Table 8.1.

Table 8.1 Fee schedule

Over Dimension Road Load – Fee Schedule	
Description	Charges
<b>PERMIT</b>	
Standard	\$30.00 + GST (date range not to exceed 14 days)
Long Term	\$180.00 + GST Per permit (6 Months Maximum)
<b>Protection and Supervision</b>	
Monday to Friday 0700 to 1630 hours	\$70.00 + GST
Monday to Friday 1630 to 0700 hours	\$70.00 + GST Call Out Fee Plus \$70.00 + GST Per Hour (Charged in 15 minute intervals)
Labour – Saturday and Sunday – anytime	\$70.00 + G.T Call Out Fee Plus \$70.00 + GST Per Hour (Charged in 15 minute intervals)
<b>Mileage</b>	<b>Per Vehicle</b>
Standard	\$1.00 + GST per kilometre
<b>Administration Fee</b>	
Standard	\$50.00 + GST Per Hour (Charged in 15 minute intervals) \$12.50 + GST Minimum Charge

## 9. Declaration

Violation of any of these conditions may constitute a breach of either the Railways Act 2005 and / or New Zealand Railways Corporation Act 1981 and may also result in prosecution under these Acts.

These Terms and Conditions are valid until revoked or replaced by KiwiRail.

Please confirm you have read and understood the Terms and Conditions set out in this document by signing this Declaration and return it to the issuing office via fax (04) 474 2324 or by scanning and emailing to [crossingpermits@kiwirail.co.nz](mailto:crossingpermits@kiwirail.co.nz). Failure to return the signed copy of this document may prevent the issuing of a Level Crossing Permit until the signed document has been received.

Agreed and signed for on behalf:

[Company name] \_\_\_\_\_

Authorised Signatory: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Dated: \_\_\_\_\_

# Appendix 1 G-ST-AL-9107 FO2 Application to Move Over Dimension/Weight Loads

A copy of the application form can be obtained by contacting the KiwiRail Permit Issuing Office on (04) 474 2323, email [crossingpermits@kiwirail.co.nz](mailto:crossingpermits@kiwirail.co.nz) or by visiting the KiwiRail website <http://www.kiwirail.co.nz/infrastructure/infrastructure-and-engineering/accessing-the-corridor/overdimensional-loads.html>.

And the application form -

<http://www.kiwirail.co.nz/uploads/Publications/ODL%20Application%20Form%202017.pdf>

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](mailto:crossingpermits@kiwirail.co.nz)

Application Date:

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 2 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

Company Name:	Applicant Name:
Address:	Phone:
	Fax:
	Mobile:
	Email:

LOAD DETAILS

Pilot / Operator's Name:

Pilots Mobile Number:

Load Description:

Starting Address:

Delivery Address:

Dimensions:

Length	<input style="width: 50px;" type="text" value="M"/>	Width	<input style="width: 50px;" type="text" value="M"/>	Height	<input style="width: 50px;" type="text" value="M"/>
Total Vehicle Mass	<input style="width: 50px;" type="text" value="T"/>	Max Axle Loading	<input style="width: 50px;" type="text" value="T"/>	*Copy of a valid NZTA Over Weight permit or *Signed drawing with loads & weights for all loads in excess of 10T or 100kN 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 From	To	ETA (24.00hr clock)

**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: Permit Number:

BWD For Protection If Req'd:

Account Number:

General Engineering Services G-ST-AL-9107 FO2 Application Form Issue Date: 1/05/2018 Issue 1.0

Submit

# Appendix 2 G-ST-AL-9107 FO3 Rail Crossing Permit for Over Dimension Load

**CROSSING PERMIT FOR OVER-DIMENSION LOADS**

National Train Control Centre  
PO Box 560  
WELLINGTON  
Phone: (04) 474 2222  
Fax: (04) 474 2244  
Email: [crossingpermits@kiwirail.co.nz](mailto:crossingpermits@kiwirail.co.nz)  
Printed by: akwards Date: 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: <b>Example Permit</b>	Phone: 04 123 4567	Fax: 04 234 567
Address: <b>123 Waterloo Quay</b>	Contact Name: <b>Class 1 Pilot</b>	
<b>Thorndon</b>	Cell Phone: <b>(021) 987654</b>	
<b>Wellington</b>	Customer Number: 1234	
Email: <b>example.permit@houseovers.com</b>		

**LOAD DETAILS**

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

**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	WAIKANAE BYPASS	01/01/18	01/01/18	0200	04 498 3364
P	111.770	NIMT	SH 55/57 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 while the movement is complete or by calling Train Control back after the crossing. It is imperative that you understand that until Train Control gets 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 1981 and may also result in prosecution under these acts.