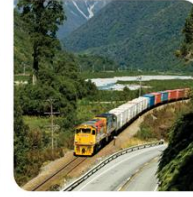

Over Dimension & Over Weight Rail Crossing Permits



Information For Operators Of ODL's Agreement



*Backbone of the integrated
transport networks*

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Level Crossing Permits Information For Operators of Over Dimension & Over Weight Loads

Applications For Issue Of A Permit

Applications for permits to cross Level Crossings with over dimensional & over weight loads must be made on the current form, **no** application will be processed from an **out of date application form**. If you require a new application form then contact the Permit Issuing office on (04) 474-2323 or by email: crossingpermits@kiwirail.co.nz

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

- ✈ Two clear working days’ notice for the issue of a new permit that does not require supervision and / or protection or alterations to an existing permit
- ✈ Any load requiring supervision and / or protection will require at minimum 5 working days but can require up to 12 weeks to plan & 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 see table 1 below)

Failure to give the required notice will result in declining your application for a permit.

Table 1 - Relevant to the North Island Main Trunk (NIMTEA) & Auckland Electrified Areas Only (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 5m. The majority of public crossings on the NIMTEA are sign posted at 5.24m. The operator is responsible for surveying the route to be taken prior to the move.</i>	NO <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: 2 Working Days	Nil or Dependant on the requirements of the permit
AEA Only Load >5.0m* to \leq 6.0m <i>*Or lesser height if stated on the safe height sign at the Level Crossing</i>	Yes	Overhead wires to be isolated & earthed Supervision & protection may be required	2 Weeks	Off Peak
NIMTEA Only Load >5.24m* to \leq 6.0m <i>*Or lesser height if stated on the safe height sign at the Level Crossing</i>	Yes	Overhead wires to be isolated & earthed Supervision & protection may be required	2 Weeks	Off Peak
Load > 6.0m to \leq 6.5m	Yes	Overhead wires to be isolated & earthed, lines manually lifted Supervision & protection is required	6 weeks	Crossing to be off peak 3-4 hours to complete
Load > 6.5m	Yes	Overhead wires to be isolated & earthed, disarranged and protected supervision is required	12 weeks	Crossing to be off peak. Likely to take 6 hours to complete but be aware this is an estimate only.



Level Crossing Permits Information for Operators of Over Dimension & Over Weight Loads

Table 2 - Relevant to Wellington Electrified Area Only (WEA)

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 4.5m. The operator is responsible for surveying the route to be taken prior to the move.</i>	NO <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: 2 Working Days	Nil or Dependant on the requirements of the permit
Load >4.5m* to \leq 5.1m <i>*Or lesser height if stated on the safe height sign at the Level Crossing</i>	Yes	Overhead wires to be isolated & earthed Supervision & protection may be required	5 Working Days	Off Peak
Load > 5.1m to \leq 6.5m	Yes	Overhead wires to be isolated & earthed, lines manually lifted Supervision & protection is required	10 Working Days	Crossing to be off peak 3-4 hours to complete
Load > 6.5m	Yes	Overhead wires to be isolated & earthed, disarranged and protected supervision is required	12 weeks	Crossing to be off peak. Likely to take 6 hours to complete but be aware this is an estimate only.

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:

P = A movement over a level crossing will **NOT** be permitted under any circumstances until the Permit Holder has contacted train control and the Train Controller has confirmed that suitable protection has been applied and permission to cross is granted

S = 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 **NOT** occur until instructed by the KiwiRail staff member or KiwiRail appointed representative on site

T = Supervision and protection on site by KiwiRail Track staff is required. A movement over the crossing must **NOT** occur until instructed by the KiwiRail staff member on site



Level Crossing Permits Information for Operators of Over Dimension & Over Weight Loads

Standard Conditions

- The Following Conditions Will Apply To All Permits:

1. You **must** inform Train Control as soon as you are clear of the crossing. This can be done by either staying on the line while the movement is completed 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. Should it become necessary for KiwiRail to confirm you are clear of the area you will be charged for any resources required to do so (see Fig 1 - Fee Schedule)
2. Any failure to comply with the conditions on which this permit is granted may constitute a breach of legislation including 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 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)**
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 and it must be produced when requested by any KiwiRail employee or any officer or agent from a regulatory authority.
7. No conducting material (e.g. 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. You 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, You 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:
 - i. *the negligence or wilful misconduct of the applicant or persons under the control of the applicant;*
 - ii. *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*



Level Crossing Permits Information for Operators of Over Dimension & Over Weight Loads

Dangerous Or Hazardous Goods

It must be declared on the application form whether or not Dangerous / Hazardous goods are being carried as part of the Over Dimension or Over Weight Load. You will need to supply the UN number and Quantities that are being carried. This information will be used to assess whether supervision will be required at the crossing.

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 **14** consecutive days in a row:

1. A fee structure (see Table 3) applies that covers the costs of the workload required to administer and execute these permits .
2. A long term permit will be issued for a length of time not to exceed 6 months
3. A long term permit will only be issued for a load with the same consistent or guaranteed dimensions e.g. *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 will be required to be sighted by the issuing office.

Fees

- ✂ The current permit fee (see Fig 1) will be payable upon issue of a permit regardless of whether the load or job actually proceeds or is delayed
- ✂ 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
- ✂ At the discretion of the issuing office an administration fee (see Fig 1) may be charged for more than 1 amendment to an existing permit or for short notice to issue a new permit (within same day of receipt of the application)
- ✂ Permits and associated costs are payable by either Credit Card, Direct Debit or under certain circumstances by posted invoice which is payable 20th of the month following.
- ✂ The actual cost of Protection and / or Supervision will be invoiced to your account once the signed protection return form has been returned to the issuing office, or in the case of you not having a valid account with KiwiRail these costs will be invoiced to you with a temporary account set up by the KiwiRail finance department once the appropriate paperwork has been sighted



Level Crossing Tolerances

You are required to obtain written permission by way of a permit 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 this office with its applicable conditions ensures safe travel over all KiwiRail infrastructure stated on the said 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:
 - ✚ The axle mass for any single axle is over 12T;
 - ✚ The total of all axle masses for any 9m of the vehicles length is over 44T; or
 - ✚ The total of all axle masses is greater than 105T
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 height barrier for the level crossing or that stated on the safe height sign;
 - ✚ 5m if traveling on public roads in the **Auckland Metro Area** between Papakura – Britomart (NIMT), Westfield – Swanson (NAL), and also includes the Manukau, Onehunga & Newmarket Lines (*the exceptions to this are: Mt Lebanon Ln – Henderson, Sherrybrooke Pl – 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 4.25m*) ; or
 - ✚ 5.24m If travelling on public roads in the electrified area between Palmerston North – Hamilton (*Note: Private roads & access ways are nominally sign posted at 4.25m*)
 - ✚ 4.5m If travelling on public roads in the Wellington Metro Area between Wellington - Waikanae or Wellington - Upper Hutt; or
 - ✚ 5m 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:
 - ✚ 6m; or
 - ✚ 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:
 - ✚ 25m or greater; or
 - ✚ Any length greater than the safe stacking distance to an adjacent road intersection for the rail crossing to be driven over



Application Form

Figure 1 – Sample Permit Application 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

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

PAYMENT DETAILS

Credit Card Type: (Circle) VISA / MASTERCARD Card Number:

Name On Card: Expiry Date: / / C Number:

LOAD DETAILS

Pilot / Operator's Name: Pilot's Mobile Number:

Load Description:

Starting Address:

Delivery Address:

Dimensions: Length M; Width M; Height M

Total Vehicle Mass T; Max Axle Load T

Dangerous Goods Declaration: Are Dangerous Goods Being Carried? (Circle) YES / NO Number: Quantity:

LEVEL CROSSING DETAILS

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

Please Indicate If This Application Will Include The Following Bypass Crossings: TATA BYPASS RUGBY RD BLACKS BEACH

EKETAHUNA BYPASS Do You Require KiwiRail Traffic Protection For This Crossing? (Circle) YES / NO

Has a NZ Heavy Haulage Assn Crossing Supervisor Been Contacted? (Circle) YES / NO Crossing 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.

Name: Authorised Signature:

Office Use:

Permit Number: SWO For Protection If Req'd: Account Number:

OMF-OP-0012 Rev: 1

Date: 25/11/2013 Page 1 of 1



Fee Structure & Declaration

Table 3 - Fee Schedule

OVER DIMENSION ROAD LOAD FEE SCHEDULE		
CHARGE	CURRENT CHARGE	NEW CHARGE FROM 01.11.13
PERMIT		
Standard	\$30.00 + GST	\$30.00 + GST (Date Range Not To Exceed 14 days)
Long Term Permit	\$300.00 + GST Per Permit (6 Months Max)	\$180.00 + GST Per Permit (6 Months Max)
PROTECTION & SUPERVISION		
	PER PERSON PER HOUR	PER PERSON PER HOUR
Mon to Fri 0700 to 1630hrs	\$50.00 + GST	\$70.00 + GST
Mon to Fri 1630 to 0700hrs	\$70.00 + GST Call Out Fee + \$50.00 + GST Per Hour (Charged @ 1/4Hr intervals)	\$70.00 + GST Call Out Fee + \$70.00 + GST Per Hour (Charged @ 1/4Hr intervals)
Labour - Sat & Sun Anytime	\$70.00 + GST Call Out Fee + \$50.00 + GST Per Hour (Charged @ 1/4Hr intervals)	\$70.00 + GST Call Out Fee + \$70.00 + GST Per Hour (Charged @ 1/4Hr intervals)
MILEAGE		
	PER VEHICLE	PER VEHICLE
Standard	\$1.00 / Km + GST	\$1.00 / Km + GST
ADMINISTRATION FEE		
Standard	\$50.00 + GST Per Hour (Or Part There Of) \$5.00 + GST Minimum	\$50.00 + GST Per Hour (Or Part There Of) \$5.00 + GST Minimum

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 & Conditions are valid until revoked or replaced by KiwiRail.

Please confirm you have read and understood the terms & conditions set out in this document by signing below and returning page 9 to the issuing office via fax **(04) 474 2324** or email. 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: _____

Dated: _____

