



Industry Guide – New PBS Permit Applications using Access Assessments

User Guide

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1 Introduction

1.1 Purpose of the User Guide

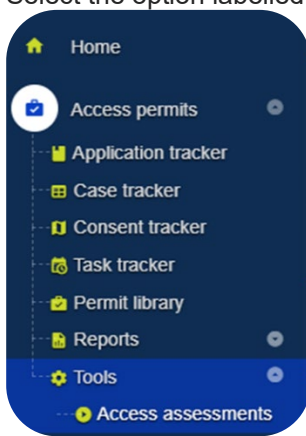
This user guide provides step-by-step instructions for operators and industry stakeholders navigating submission processes aligned with Heavy Vehicle Structural Assessment Permit System (HVSAPS) integration. The guide covers how to use the HVSAPS Access Assessment enquiry service, prepare HVSAPS reports, and lodge new PBS permit applications using NHVR Go. By following this guide, users will be able to ensure their applications comply with the new procedures, avoid common errors, and benefit from the streamlined, efficient system.

2 How to use the Access Assessment service

The Access Assessment allows operators to generate reports for combinations and routes within Victoria for use in the new PBS permit applications. These reports provide upfront information about bridge restrictions and any associated conditions, helping operators ensure compliance before submitting applications. If you read through the below steps and need additional guidance, please contact the Department of Transport and Planning (DTP) Victoria on their dedicated support email address: hvsaps_support@transport.vic.gov.au

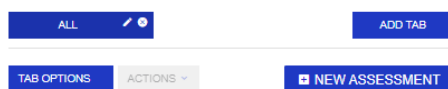
2.1 Accessing HVSAPS in NHVR Go

- Log in to [NHVR Go](#).
- Navigate to the ‘**Access Permits**’ menu.
- Select ‘**Tools**’ to expand it
- Select the option labelled ‘**Access Assessments**’.



- Choose ‘**NEW ASSESSMENT**’ to begin.

Access assessments



- Enter a ‘**Reference**’ for the assessment. This reference is just for your identification purposes; this reference does not form part of the HVSAPS assessment.

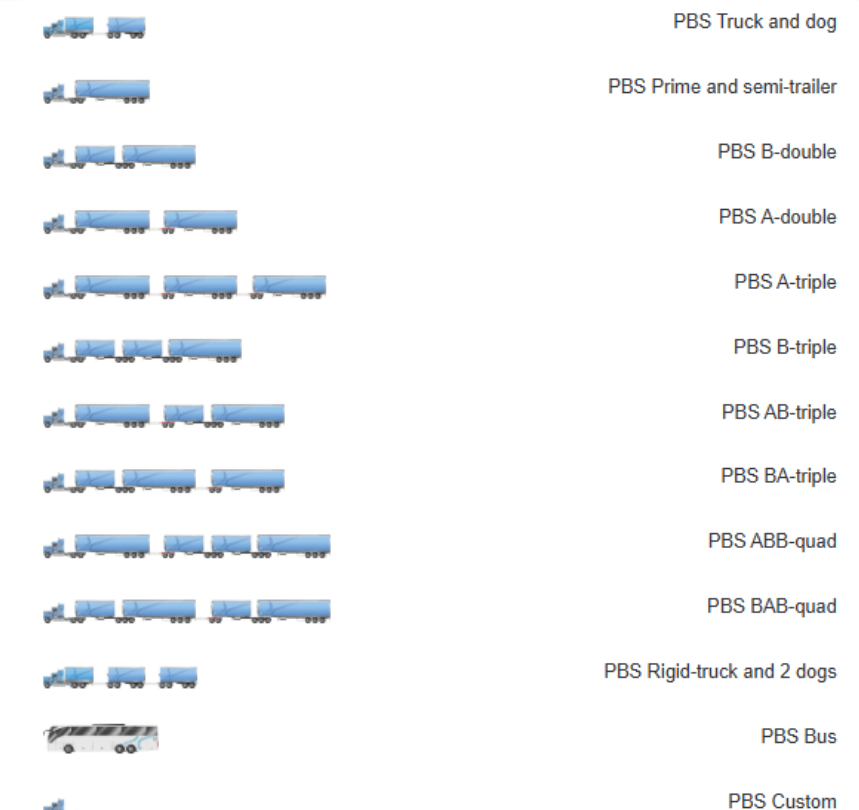
2.2 Submitting an HVSAPS enquiry

- **Select configuration:** Click on ‘**SELECT CONFIGURATION**’ and expand ‘**Performance Based Standards (PBS)**’, then select the appropriate combination.

Access Assessment ⊞
Application nickname: VA123456 ✓

1 Vehicle 2 Travel details 3 Route 4 Attachments 5 Additional instructions 6 Confirmation

Performance Based Standards (PBS)



SELECT CONFIGURATION

ADD COMPONENT

REMOVE COMPONENT

- **Input vehicle details:** Enter the vehicle's details based on the PBS Vehicle Approval (VA), PBS Design Approval (DA) or from the vehicle drawing.
 - **If you require additional guidance on interpreting this information from your Vehicle Approval, please see the guide 'PBS VA to Access Assessment'.**
- Add further vehicle details on the 'Travel Details' page.
- **Plan your route:** Use the route planning tool to select the desired route, as you would in a current PBS permit application.
Note: HVSAPS can assess 'Single Routes' that include state-owned roads and 'Networks'. Area routes are not supported in HVSAPS
 - If you select 'Network', HVSAPS will assess your vehicle against the closest reference vehicle to the entered vehicle and determine which network is to be assessed.
- **Validate your requested Access Assessment:** Check for any on-screen hints or error messages to ensure all required fields are completed accurately.
- **Submit the Access Assessment:** Review the details and submit your access assessment application. No payment is required for this step.
Note: This Access Assessment can be used to apply for an access permit if it relates to an approved VA.

2.3 Receiving the Access Assessment reports:

- Access Assessment will generate a report detailing bridge restrictions or conditions for the selected route.
- Your report should be available within 2-4 hours if all bridges on the route are pre-assessed. If manual intervention is needed (e.g., for a bridge not yet assessed), your report may take up to 24 hours to process.
- The Access Assessment report will be valid for **14 days** from the date of issue.
 - An Access Assessment must be valid at the time of an access permit application being submitted. If you are applying for a permit outside of the 14-day validity period, you will need to copy and resubmit the Access Assessment Request to obtain an up-to-date Access Assessment result.

2.4 Managing Access Assessments:

2.4.1 Viewing current access assessments (draft/ submitted)

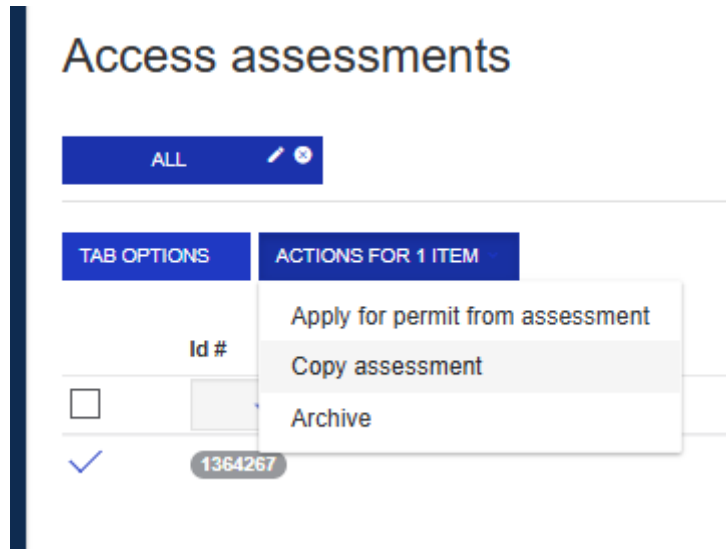
Previously created Access Assessments can be tracked through the 'Access Assessments' page in NHVR Go.

- Navigate to the 'Access Permits' menu.
- Select the new option labelled 'Access Assessments'.
- Download a PDF copy of the Access Assessment results in preparation for your permit application.

2.4.2 Submitting access assessments for different combinations on the same VA

Use the 'Copy assessment' function for the following:

- Different combinations applying for the same route:
 - 'Vehicle Details' and 'Travel Details' will need to be updated for the specific combination.
- Same combinations applying for a different route.



3 NHVR application process

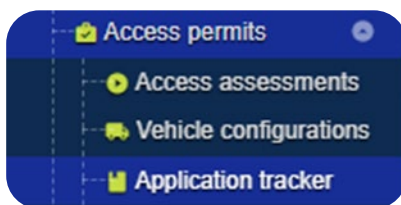
Go permit

The permit application process in NHVR Go integrates with Access Assessments, ensuring a more efficient access permit application. Follow the steps below to submit a new PBS permit application.

3.1 Creating a new PBS permit application

3.1.1 Submitting a permit application through 'Application Tracker'

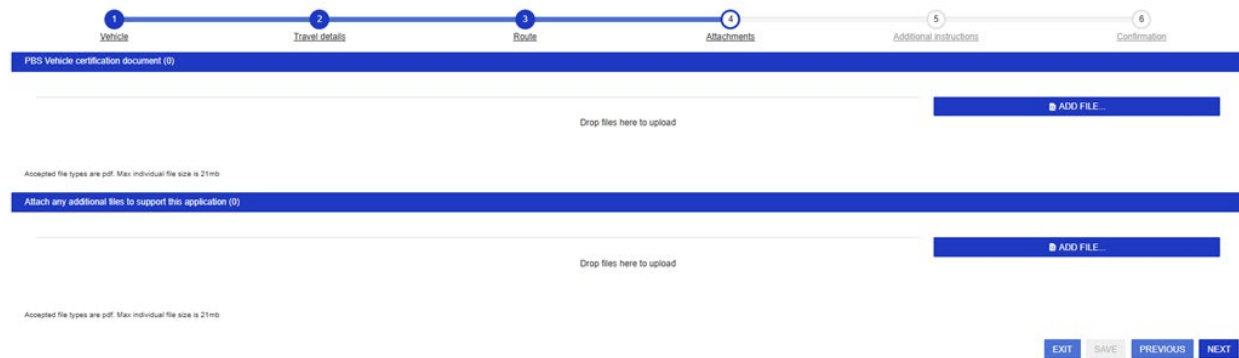
- Log in to [NHVR Go](#).
- Navigate to the 'Access Permits' menu and select 'Application Tracker'.



- Select 'New Application' or 'Amend' and follow the permit application steps to apply as per the previous process.
- If you know that the application will require Access Assessments, these can be attached on the fourth page of the permit application ('Attachments'). Please attach the Access Assessment results in the 'Attach any additional files to support this application' field.

New Permit Application - Performance Based Standards (PBS)

Application nickname: PBS Network VIC test ✓



1 Vehicle

2 Travel details

3 Route

4 Attachments

5 Additional instructions

6 Confirmation

PBS Vehicle certification document (0)

Drop files here to upload

ADD FILE...

Accepted file types are pdf. Max individual file size is 21mb

Attach any additional files to support this application (0)

Drop files here to upload

ADD FILE...

Accepted file types are pdf. Max individual file size is 21mb

EXIT SAVE PREVIOUS NEXT

3.2 Submitting your application

Once your application draft is complete:

- Review the details entered are correct.
- Pay the required permit application fee.
- Submit your application for assessment and consent processing.

4 Next steps and contact information

Once your permit application has been submitted, NHVR Access Operations staff will review your application and send to DTP Victoria for consent. If further information is required prior to consent, NHVR staff will be in contact with you.