

Information sheet – Clearance Authority Letter

The National Heavy Vehicle Regulator (NHVR) coordinates a range of access applications from start to finish. This involves liaising directly with road managers (both state and territory road authorities) and local governments to manage applications and issue permits.

As part of arranging access to the road network, heavy vehicle operators may seek a Clearance Authority Letter (CAL) from road managers (such as local councils) and third parties (such as utility companies).

A CAL is a document that provides consent from a recognised authority; that the operator has satisfied certain requirements to allow travel on, above or under infrastructure within the authority’s control (ownership).

To obtain a CAL, operators will need to contact an authority prior to submitting a permit application and request approval for specific access within the authority’s control.

The authority may assess the request and if approved, issue a CAL for the access requested. The operator can submit one or more CALs pertaining to ONE route or area within a council as supporting documentation through an NHVR Portal Access application as part of the permitting process.

Due to infrastructural constraints, and mass and dimension loading restrictions concerning certain heavy vehicle combinations, the following vehicle classes will not qualify for a CAL:

- **Class 2**
- **Vehicles operating at Higher Mass Limits (HML)**
- **Performance Based Standards (PBS)**

UNLESS they are a PBS vehicle that:

- is formally approved under PBS at Level 1 or 2, Tier 1
- complies with all applicable conditions of its PBS vehicle approval
- is no longer than 20 metres
- is not a bus, B-double or road train
- is Class 3 (with the exception of approved permit schemes).

If PBS operators are able to meet these requirements they submit an application and attach a copy of a CAL.

What information is included in a valid CAL?

The CAL must:

1. Be issued on the letterhead of the authority.
2. Be signed by the responsible person for approving access as defined in the Heavy Vehicle National Law (HVNL).
3. Outline an approved route/network of roads.
4. Specify the configuration, mass and dimensions for the application.
5. State the timeframe for the access granted.
6. Include the details of any road or travel conditions for access that are applicable as per s160 and s161 of the HVNL.

Frequently Asked Questions

What is the purpose of a CAL?

CALs are designed to work as documents that provide council approval when attached to a heavy vehicle permit application. A valid CAL will eliminate the need for council to assess an application and expedite the road manager consent process, thus reducing waiting periods for road manager responses and permit issuance.

Do I still need to apply for a Heavy Vehicle Permit through the NHVR portal if I have a CAL?

A CAL is not a legally authorised Heavy Vehicle Permit. Operators will still need to submit an application through the NHVR portal and attach a copy of their CAL to their Heavy Vehicle application.

Why can’t a CAL be obtained for certain Classes?

Class 2, HML and PBS vehicles have a greater defined network access compared to Class 1 and Class 3 vehicles with road managers considering access from these networks for the transport task.

Is a recognised authority (road manager or third party) required to respond to an application/request for a CAL?

There is no obligation for an authority to provide a CAL, it is at their discretion. Where an authority is not prepared to issue a CAL they may instead provide written support for the access request. This document can be used as evidence that an authority supports the access request and must be attached to the permit application.

Is an email from the road manager the same as a CAL?

No. A valid CAL must be on council letterhead. Council correspondence, however, will be accepted as proof that communication was initiated between the operator and the authorising body. For example, if the operator is requesting all roads within a council boundary and the road manager has provided confirmation via email that they would consider the application, this allows the customer to submit a network application as opposed to mapping all roads required within one council boundary.

What happens when I submit a CAL as part of my application to the NHVR?

The NHVR will check that the CAL submitted as part of the application supports the entire requested route/network. The CAL is used as a valid consent for the specific road manager or third party.

What happens if the CAL does not contain all the details required?

If a CAL does not include the required information listed, The application will be sent to council for consent. The CAL will be attached to the application with a notification to the road manager explaining why the application has been sent to council and what information was missing from the CAL to deem it invalid.

Do I have to carry a copy of the CAL as well as the Heavy Vehicle permit?

No. A CAL is only a document that assists the expedition of council consent. Once the permit is issued, the CAL will no longer be required.

Can I use the letter more than once?

A CAL can be used more than once within the approved duration dates unless the letter specifically states that the heavy vehicle application is valid for a one-off movement only. If the customer submits a renewal, the NHVR will consider the previously used CAL. If the CAL is valid for 6mths or less the customer will need to obtain a new CAL from the relevant authority otherwise the NHVR will issue the permit for the duration of time remaining from the previous CAL.

An information request will be sent to the customer to confirm if they would like to use the previous CAL which will apply the conditions and expiration dates. If not, the customer will need to contact the relevant authority to obtain a new one.

Will the letter be used for anything other than my application?

On completion of processing the CAL, the NHVR may contact the authority requesting to pre-approve the route for further operators' applications.

Will my current permitted access change if it is not a Class 1 or Class 3 vehicle?

No. Operators in possession of a valid permit can renew it upon applying to the NHVR. However, if a permit expires a CAL will no longer be accepted.

What is a third party?

A third party is a body which holds ownership over assets that may be affected during a Heavy Vehicle movement. An operator will need to ensure they have communicated with and obtained consent from all relevant third parties prior to conducting their operations.

For further information about third party approvals, please visit our website [here](#).

Help and support resources, and assistance to help complete an application correctly can be found on:

Website - <https://www.nhvr.gov.au/road-access/access-management/applications>

Contact Centre – 13 NHVR (13 64 87)*

For more information:

Visit: www.nhvr.gov.au
Email: info@nhvr.gov.au
Phone: 13 NHVR (13 64 87)*

*Standard 13 call charges apply. Please check with your phone provider.
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