Planning for Superloads:

Department of Transport

Superload Checklist

Updated: 31/01/2020

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Checklist

This checklist has been prepared to inform industry of their responsibilities and requirements to enable a Superload to move on Victoria’s road network.

## What makes a Superload?

The Department of Transport (DoT) considers loads to be Superloads whenever one or more of the following applies:

1. A vehicle and load with a gross vehicle mass of 250 tonnes or greater.
2. A vehicle with a platform axle load of 15 tonnes or more per axle, with 6 or more axles.
3. Any high-frequency movement of vehicles with gross vehicle mass of 170 tonnes or greater that cannot be considered as “business as usual” use of the road network. These high-frequency and repetitive movements often account for many hundreds of over-dimensional and over-mass loads to and from project sites and have a high impact on the road and bridge network, DoT is required to monitor, manage and keep safe.

While [Heavy Vehicle Access Permits](https://www.vicroads.vic.gov.au/business-and-industry/heavy-vehicle-industry/registration-permits-curfews-and-compliance/heavy-vehicle-access-permits) are coordinated and facilitated through the **National Heavy Vehicle Regulator** (NHVR), there are considerable planning and route approval assessments that need to be undertaken to facilitate the movement of Superloads. The Department of Transport applies a full cost recovery approach to Superload movements, access and permit assessments, and approvals. Payment of an upfront pre-movement fee is required and this will be deducted from the final overall cost of the Superload fee.

## Superload project owner requirements:

At least 6 months prior to any Superload movement, the project owner shall:

* Contact and meet with DoT to discuss the project.
	+ Key Department of Transport contacts are:
		- Superloads Manager or Manager Heavy Vehicle Consent
		- Both contactable on this email address: hv.design@roads.vic.gov.au
* Advise DoT of planned movement date/s and identify journey start and end points.
* Advise DoT of all key stakeholders in the project including the appointed Transport Operator/s.
* Develop a high-level communications strategy in conjunction with DoT.
* Upon receipt, pay applicable upfront pre-movement fee to DoT.

At least 3 months prior to any Superload movement, the project owner shall:

* Confirm all planned movement dates.
* Develop a communication plan in conjunction with DoT and other key stakeholders.

After completion of any Superload movement, the project owner shall:

* Upon receipt, pay applicable invoice from DoT for repair of any damage caused to structures or other infrastructure assets impacted by the move.

## Superload transport operator requirements:

At least 6 months prior to any Superload movement, the transport operator shall:

* Submit vehicle configuration details to DoT for impact assessment to assets.

At least 3 months prior to any Superload movement, the transport operator shall:

* Submit a draft transport management plan including detailed route assessment to DoT for review.
* Identify and advise DoT of all civil works required to facilitate transport (to be agreed with the relevant DoT region if on the Department’s regional managed roads).
* Check for planned or known disruptions and events during planned time of travel.

At least 2 months prior to any Superload movement, the transport operator shall:

* Submit final transport management plan including final route details to DoT for review and assessment.
* Submit draft Traffic Management Plan to DoT for review including identification of all relevant Memorandum of Approval (MOA e.g. park-up bays, road closures, wrong-way travel, etc) required to support load movement/s.
* Identify all road furniture removal required and contractors engaged to perform task.
* Contact and secure third-party consent for raising of any overhead powerlines required from the relevant power/communication authorities and operators.
* Contact and secure third-party consent for any rail/tram crossings required from the relevant rail/tram authorities and operators.
* Contact and secure third-party consent for access from other commercial road bodies such as Transurban, EastLink, CityLink and Peninsula Link.
* Contact and secure consents and approvals regarding any Local Council assets.
* Submit draft Risk Management Plan to DoT for review including Contingency Planning, Risk Analysis & documentation for community consequence (social/economic/reputation) and consideration of risk to people, assets and infrastructure.

At least 6 weeks prior to any Superload movement, the transport operator shall:

* Submit permit application/s to NHVR.

At least 1 month prior to any Superload movement, the transport operator shall:

* Advise DoT of their key contacts.
* Submit final Traffic Management Plan to DoT for assessment including identification of all relevant MOA’s (e.g. park-up bays, road closures, wrong-way travel, etc) required to support load movement/s.
* Submit final Risk Management Plan to DoT for assessment including Contingency Planning, Risk Analysis & documentation for community consequence (social/economic/reputation) and consideration of risk to people, assets and infrastructure.
* Complete all civil works required to facilitate transport.
* Confirm that any DoT asset protections required are either installed or organised (e.g. bridge or culvert propping/strengthening/plating/etc).
* Confirm that all road furniture removal and restoration requirements are in place.
* Confirm all movement dates.
* Confirm that all certified pilot arrangements are in place.

## Department of Transport requirements:

At least 6 months prior to any Superload movement, the Department of Transport shall:

* Establish a meeting schedule with the Superload project owner to manage the proposed Superload movements.
* Issue applicable upfront pre-movement invoice.
* Provide initial advice regarding known route options and possible required detours based on similar previous moves.
* Commence structural and other infrastructure asset assessments for proposed route following receipt of proposed vehicle configuration details from transport operator.
* Commence risk assessment including consideration of risk to people, assets and infrastructure.
* Inform DoT regional offices of the proposed move in order to identify any possible issues, disruptions or scheduled works.
* Engage with Emergency Management Victoria and other related external stakeholders in relation to the project.
* Identify and alert other relevant stakeholders.

At least 3 months prior to any Superload movement, the Department of Transport shall:

* Provide confirmation on the public engagement and communications strategy.
* Identify structure line-marking requirements.
* Check for any DoT planned disruptions and events during advised time of travel.
* Review draft Transport Management Plan following receipt from transport operator.

At least 2 months prior to any Superload movement, the Department of Transport shall:

* Complete structural and other infrastructure asset assessments and report on bridge/culvert monitoring, protection and temporary propping/strengthening/plating measures identified and required.
* Complete risk assessment including consideration of risk to people, assets and infrastructure.
* Complete contingency planning and documentation for community consequence (social/economic/reputation).
* Review final Transport Management Plan following receipt from transport operator.
* Review draft Traffic Management Plan following receipt from transport operator.
* Review draft Risk Management Plan following receipt from transport operator.

At least 1 month prior to any Superload movement, the Department of Transport shall:

* Request NHVR to nominate NHVR Safety and Compliance Officers (previously VicRoads Transport Safety Services) required to escort the Superload.
* Review final Traffic Management Plan following receipt from transport operator.
* Review final Risk Management Plan following receipt from transport operator.
* Prepare draft Information Pack for use by stakeholders.
* Confirm that any propping or strengthening of structures completed either by DoT or under their instruction has been satisfactorily completed.

At least 2 weeks prior to any Superload movement, Department of Transport shall:

* Complete pre-journey inspections of all structures and other infrastructure assets impacted by the proposed move.
* Issue disruption management alerts to the public via DoT networks.
* Complete line-marking of structures where required including any travel-line and steel plating marking guides.
* Issue final Information Pack for use by stakeholders.

After completion of any Superload movement, the Department of Transport shall:

* Complete review of overall project with key stakeholders in order to identify any learnings and improvement opportunities for any similar future Superload moves.
* Complete post-journey inspections of all structures and other infrastructure assets impacted by the move.
* Advise project owner of any damage to structures or other infrastructure assets identified following the move, then issue invoice to project owner for all rectification costs.

## National Heavy Vehicle Regulator requirements:

At least 1 month prior to a Superload movement, National Heavy Vehicle Regulator shall:

* Issue NHVR Permit outlining conditions of travel.
* Provide DoT with details of nominated NHVR Safety and Compliance Officers (previously VicRoads Transport Safety Services) that will be escorting the Superload.