

Planning for Superloads: Department of Transport Superload Checklist

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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](#) 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.