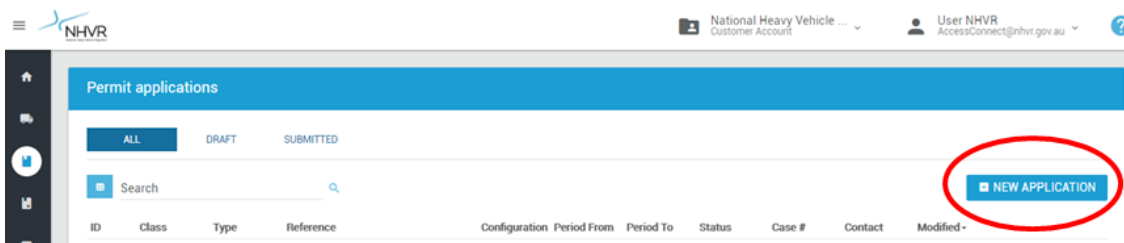


Applying for permits online using the NHVR Portal

Infosheet

1. Go to www.service.nhvr.gov.au and register or login.
2. From the home screen, click on the Permit Applications tile (the 'paper' icon).
3. On the Permit Applications page, click the blue New Application button.



4. Enter a permit name or reference that will be easy to find in the future.
5. Follow the 6 Steps at the top of the screen, completing all the required fields. If any of the Steps appear red, complete information in this section before submitting your application.
6. Submit and Confirm Payment.



Permit Application Steps

Step 1 Vehicle: Click the green Select Configuration button at the top right of the screen and select a base vehicle configuration. Build your vehicle using the Add Components or Remove Components buttons.

Step 2 Route: Select Single Route or Area permit. Use Route Planner to map and save your route.

Step 3 Permit Period: Enter the Requested Permit Period, which cannot exceed 3 years.

Step 4 Attachments: Add any files or attachments by clicking Add file or by dragging files to upload them.

Step 5 Contacts: Your contact and billing information will be automatically populated, make any changes required.

Step 6 Confirmation: Check your application. If any of the 6 Steps along the top of the screen are showing in red, this means information is missing so you will need to return to that section and complete the required fields. Click Submit and you will see the online payment screen.

Payment: Add the payment details and click Confirm. Wait for the payment transaction to be approved. You can print a receipt by selecting Payments Reports from the side navigation panel.

Need help?

See our Support Site by clicking on the ?, located in the navigation pane found the top right of the portal screen.

www.service.nhvr.gov.au

Alternatively, call the NHVR Call Centre on: 1300 MYNHVR (1300 696 487) 7:00am – 5:00pm (AEST) Monday to Friday.