



# **Northport Port Facility Zone Permits for Light Vehicles**

Rev 1 Aug 2026



## **Document Revision History**

| <b>Revision Number</b> | <b>Revision Date</b> | <b>Reviewed By</b>          | <b>Revision Type</b>     | <b>Pages Reviewed</b> |
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## **Document Location**

K:\Procedures & Policy Manual\1 - Manuals and Guides\MAN-1-122 Northport Light Vehicle Permits.pdf

Editable version: K:\Procedures & Policy Manual\1 - Manuals and Guides\Word version of Documents\MAN-1-122 Northport Light Vehicle Permits.docx"

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## **Summary**

Interactions between light vehicles and heavy mobile plant present a significant safety risk at Northport. A mitigation measure is to limit the number of light vehicles permitted on the Port, and to control their access into zoned areas through a permit system.

This document outlines the zone permit system used to manage and control light vehicle access to Northport.

The zone permit system is administered by Northport through the Port Services Centre (PSC) with oversight provided by the Northport Health & Safety Manager.

## 1. *Introduction*

A significant safety risk at Northport is the interaction between light vehicles and heavy mobile plant. Heavy mobile plant may have limited visibility for its operator, who must also maintain focus on the task being undertaken.

The presence of a light vehicle in close proximity to operating mobile plant creates a risk, with any collision having potentially severe consequences.

One of the primary mitigations for this risk is to limit and control light vehicle access to the port and further restrict access to operational areas where heavy mobile plant may be operating.

## 2. *Zones*

The Northport Port area is divided into zones which are primarily based on cargo type or the nature of the operation.

The zones are identified by a colour: red, yellow, green, white, and blue.

The Blue zone includes the general access roads, ie Main Rd, Western Rd, SW Rd, Perimeter Rd, Admin Rd, and Eastern Rd.

The combined area of the Zone's encompass the entire Port facility, therefore every light vehicle accessing and operating on the Port requires a permit.

The zones are shown on the plan in Appendix 1: *Northport Zones* (D60-00-133).

## 3. *Black Permit*

A black permit is a special "all zones" permit, identified by a single black triangle on the vehicle sticker. Issuance of black permits requires careful consideration due to the high level of Port experience and knowledge required of the driver. It requires approval of the Northport Operations Manager.

On issuing a black permit, the Northport Health & Safety Manager must conduct a one-to-one briefing with the driver to explain the significant responsibilities associated with this permit.

A black permit is **never** issued to a visitor.

## 4. *Light Vehicle Zone Permits*

A light vehicle is a vehicle that is NOT considered heavy mobile plant, and includes cars, utes, vans, and trucks other than cargo-carrying trucks.

All light vehicles require a permit to access Northport. Permits are issued as either a **Vehicle Zone Permit** for regular Port Users or a **Visitor Vehicle Zone Permit** for visitors.

An exception to the requirements under this section or under the conditions as outlined 3.1 and 3.2 **must** be approved by a Northport Senior Manager, and the exception recorded in the register.

The register of all issued permits is maintained at:

*K:\Security\Port Access\Approved Vehicle Access\ACTIVE\Northport Vehicle Zone Permits.xlsm.*

The register records the permit holder, vehicle details, date of issue, and the zones authorised for that vehicle. Register extract below:

| NORTHPORT ZONE PERMIT ALLOCATION |           |                          |        |             | 164    | 164  | 37    | 110 | 47     |       | 8     |
|----------------------------------|-----------|--------------------------|--------|-------------|--------|------|-------|-----|--------|-------|-------|
| Num                              | Company   | Name                     | Reg    | Date Issued | Permit | BLUE | GREEN | RED | YELLOW | WHITE | BLACK |
| 1                                | Northport | Security Van (EV)        | NYL844 | 30/06/2025  | Active |      |       |     |        |       |       |
| 2                                | Northport | Cargo Staff Van          | PYR435 | 30/06/2025  | Active |      |       |     |        |       |       |
| 3                                | Northport | Seafarers Mission Van    | JFC972 |             | Active |      |       |     |        |       |       |
| 4                                | Northport | Electrical Van (EV)      | NLZ92  | 30/06/2025  | Active |      |       |     |        |       |       |
| 5                                | Northport | Mechanics (Cyrus) Ranger | PQU363 | 30/06/2025  | Active |      |       |     |        |       |       |
| 6                                | Northport | Cargo Dispatch Van (EV)  | NMB794 | 30/06/2025  | Active |      |       |     |        |       |       |
| 7                                | Northport | Cargo Fuso               | GJE371 | 30/06/2025  | Active |      |       |     |        |       |       |

### 3.1 Regular Port User:

Regular Port Users may apply for a **Vehicle Zone Permit** via Northport's website: <https://northport.co.nz>. The application form is shown in Appendix 2: *Application for Zone Permit for Light Vehicles*.

Approval is at the discretion of Northport Ltd.

The criteria for approval comes from within the Northport Operating Rules, and primarily the document *Northport Port Facility: Health and Safety Requirements*. This includes:

The vehicle is required on the Port for purposes of undertaking work;

The vehicle requires access at least once per week;

The vehicle displays an all-round flashing amber light while on the Port;

The vehicle has a current WOF/COF;

The vehicle displays the company name/logo in a visible place for identification purposes;

For safety reasons, it is preferred that the vehicle is of a highly visible colour.

All permit approvals are through the Northport Health and Safety Officer, and for permits other than Blue, requires confirmation with the relevant permit owner:

Green: Northport Operations Manager or Operations Supervisor

Red: Northport Operations Manager

Yellow: Northport Forestry Manager

White: C3 Operations Manager

Black: Northport Operations Manager

Once approved, the permitted vehicle receives a sticker which **must** be affixed to the inside of the windscreen on the **right-hand side edge** to enable visibility on entry to the Port. The sticker displays the zones authorised using coloured triangles and is designed to be visible to both the driver and external observers. The Port User is responsible for ensuring the sticker is correctly positioned and clearly visible at all times.

All Vehicle Zone Permits expire on a set date every two years, at which point their validity is reviewed. This expiry date is printed on the sticker. Future issues of permits may feature changes in sticker design, such as shape or background colour, to distinguish the new issue.

Northport holds the right to cancel a Permit at any time.

A vehicle that has a Vehicle Zone Permit for a certain zone, may also obtain a Visitor Vehicle Zone Permit to access another zone if required (see section 3.2).

An issued permit sticker is accompanied by a 1-page instruction sheet, which includes the Port Map. This 1-Page document is shown in Appendix 3: *Northport Light Vehicle Zone Permit Instructions*



*Example of Sticker for a Vehicles Windscreen.*

### **3.2 Visitor Port User:**

Non-regular Port Users may apply for a **Visitor Vehicle Zone Permit** in person at the Port Services Centre (PSC). Permits are issued at the discretion of the PSC Officer.

The permitted vehicle receives a card, which must be placed on the right-hand side of the dashboard in a clearly visible location for the duration of the visit. The card corresponds to the zone(s) for which access is authorised. Additional information for the visitor is provided on the rear of the card.

Visitor Vehicle Zone Permits are valid for a maximum of **one day**, unless expressly extended by a Northport Manager. Permits may be issued for more than one zone if required; for example, access to both the Container Yard and the Admin Block is permissible if the work so requires.

The card must be returned to the PSC on exit (and every day if for more than one day).

The PSC maintains a register of all Visitor Vehicle Zone Permits.

### **3.3 PSC Officer Responsibilities for Visitor Vehicle Zone Permits**

When issuing a Visitor Vehicle Zone Permit, the PSC Officer must:

- Verify that the visitor is expected in the area by the receiving company, i.e they have either an appointment or are in direct, immediate contact with the company or person being visited.
- Ensure the vehicle is equipped with an all-round amber flashing light and the headlights or day lights are on.

- Determine whether the visitor should be escorted by the relevant company. The PSC Officer should seek advice from the company responsible for the area. Visitors must **never** work on the Port without appropriate oversight. Visitors to the log yard must **always** be approved by and escorted by the relevant company.
- If the visitor is not escorted and the area is subject to a Temporary Traffic Management Plan (TTMP), provide a copy of the TTMP to the driver.
- Record all permit details in the register, including a contactable cell phone number for the visitor.
- Confirm the drivers understanding, particularly if they are a first-time visitor or have language difficulties.
- Prevent access to the port if the above conditions are not meet.

The PSC Officer must brief the visitor on the coloured zone permit system and instruct them to:

- Follow the designated route to and from the area they are visiting. The route must be drawn on the map provided (see Appendix 4: *Port Facility Site Map*). Visitors are to be instructed to **not** deviate from this path or enter any other area.
- Stop and seek express permission at the entrance to any **Active Operational Area** (see Section 5 for definition). The PSC Officer may assist by making a call on behalf of the visitor if necessary.
- Exercise all caution and care around heavy mobile plant.
- Remain contactable via their cellphone while on the Port.
- Return the visitor permit card upon exit.



*Example of a Card for a Visitor Vehicle.*

A full card is attached as an example in Appendix 5: *Northport Visitor Card*

## 5. *Active Operational Areas*

Whether a vehicle entering a zone or area is required to stop and seek express permission at the boundary is determined by the area's **Active Operational Area** status.

An **Active Operational Area** is an area where work is currently being undertaken that requires a high level of control and traffic management, including restrictions and controls for light vehicles.

Active Operational Areas may encompass an entire zone or a smaller work area within a zone.

### Examples:

#### 1. **Wharf (Red Zone)**

If there are no ships being marshalled or stevedored, and no other work such as maintenance is occurring, the berths are **not** Active Operational Areas. Red permitted vehicles may access these areas without seeking express permission.

#### 2. **Multiple Operations on the Wharfs**

If Marshaller A is working a ship on MP1, Marshaller B on MP2, and MP3 is inactive, red permit vehicles must stop at the cordons at MP1 and MP2 and contact the appropriate Marshaller. Access to MP3 would not require permission unless the route to it passes through another active operation.

#### 3. **SW Yard Plant Maintenance**

When a Temporary Traffic Management Plan (TTMP) is issued and the area is cordoned and signed, it becomes an Active Operational Area. Vehicles must obtain express permission from the controller before entry.

The Log Yards and the Container Yard (as identified on the Map) are designated **permanent Active Operational Areas** and express permission from the area controller must be obtained prior to entry on every occasion.

## 6. *Zone Design*

Zones and Operational Areas must be designed and set up to provide Port Users with safe means of accessing into, traversing through, or bypassing the area.

Physical boundary barriers should be installed where possible, with clearly defined entry and exit points and appropriate road intersection controls.

Warning signage at the entry points should be used wherever possible.

The intersection paving should be marked (painted) with the coloured triangle.

The use of coloured triangles from the zone permit system should be consistently applied to road markings, signage, and directions within Temporary Traffic Management Plans (TMPs). Port-wide alignment across all Port User companies should be maintained, which can be achieved through adherence to the **Port Facility Operating Rules**.

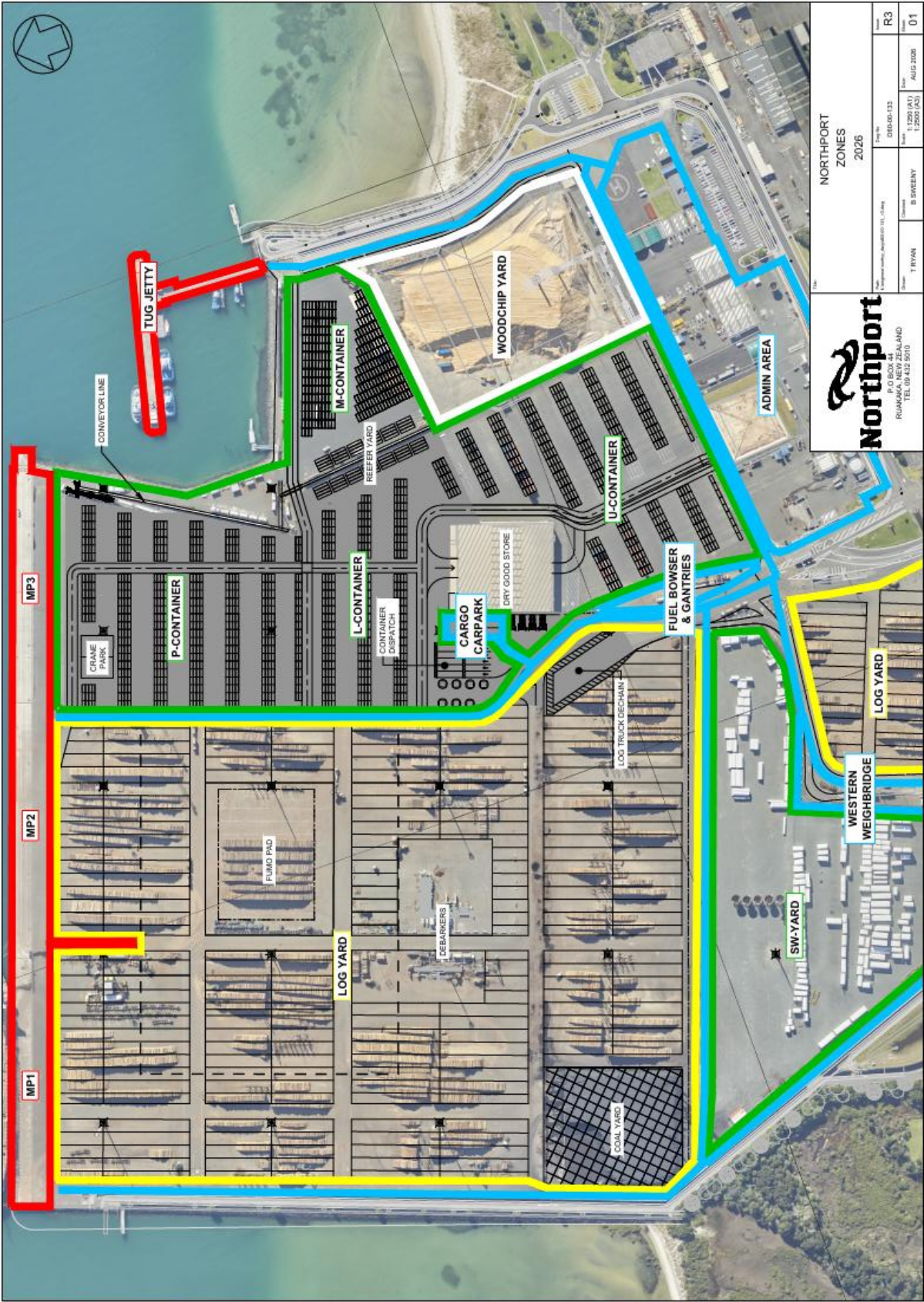


An example of an intersection with a zoned area is shown in Appendix 6: *Intersection and Warning Sign Design*.

## **7. Compliance**

Compliance of the zone permit system is a condition of entry and undertaking work at Northport. A breach constitutes a violation of the **Port Facility Operating Rules** and will be addressed in accordance with the provisions under those rules.

APPENDIX 1: Northport Port Facility Zones 2026



**APPENDIX 2: Application for Zone Permit for Light Vehicles (Note: printed double-sided with Map)**

| Office Use Only |  |
|-----------------|--|
| Received        |  |
| Completed       |  |
| Collected       |  |



## APPLICATION FOR ZONE PERMIT FOR LIGHT VEHICLES

SEND TO: hse@northport.co.nz

|                                            |                                        |                                           |                   |
|--------------------------------------------|----------------------------------------|-------------------------------------------|-------------------|
| <b>APPLICANT NAME:</b>                     | <input type="text"/>                   |                                           |                   |
| <b>VEHICLE DRIVERS:</b><br>(Please Select) | Single Driver <input type="checkbox"/> | Multiple Drivers <input type="checkbox"/> |                   |
| <b>VEHICLE DETAILS:</b>                    | <b>Make:</b>                           | <input type="text"/>                      | <b>Model:</b>     |
|                                            | <b>Colour:</b>                         | <input type="text"/>                      | <b>Reg Plate:</b> |
| <b>COMPANY NAME:</b>                       | <input type="text"/>                   |                                           |                   |
| <b>COMPANY ADDRESS:</b>                    | <input type="text"/>                   |                                           |                   |
|                                            | <input type="text"/>                   |                                           |                   |
| <b>CONTACT NO:</b>                         | <b>Work:</b>                           | <input type="text"/>                      | <b>Cell:</b>      |
|                                            | <b>Email:</b>                          | <input type="text"/>                      |                   |

**ACCESS AREAS:** (Select all access areas requested as per Map)

|                                         |                                         |                                       |                                            |
|-----------------------------------------|-----------------------------------------|---------------------------------------|--------------------------------------------|
| LOG YARD <input type="checkbox"/>       | FUMIGATION PAD <input type="checkbox"/> | COAL YARD <input type="checkbox"/>    | DEBARKERS <input type="checkbox"/>         |
| CONTAINER YARD <input type="checkbox"/> | SW YARD <input type="checkbox"/>        | DRY STORE <input type="checkbox"/>    | BERTHS, TUG JETTY <input type="checkbox"/> |
| ADMIN & ROADS <input type="checkbox"/>  | CARGO CARPARK <input type="checkbox"/>  | WEIGH/GANTRY <input type="checkbox"/> | WOODCHIP YARD <input type="checkbox"/>     |

Applicant agrees to abide by the Port Facility Operating Rules and the conditions pertaining to the use of a Vehicle Zone Permit. Ref: Northport Port Facility Zone Permits for Light Vehicles at [www.northport.co.nz](http://www.northport.co.nz)

**Applicant Signature:**

**Date:**

### OFFICE USE ONLY

Zones: Blue ☐ Green ☐ Red ☐ Yellow ☐ White ☐ Black ☐

**REQUIRED APPROVAL:** GREEN, RED, BLACK: Ops Manager. YELLOW: Forestry Manager. WHITE: C3 Ops Manager

Date on Completion Acknowledge Form  Entered

Authorised by

Signature

## APPENDIX 3: *Northport Light Vehicle Zone Permit Instructions*

To be printed double sided with Port Facility Map and given out with new sticker.

### Northport Light Vehicle Zone Permit Instructions

#### Introduction:

Interactions between light vehicles and heavy mobile plant present a significant safety risk at the Northport Port Facility. One mitigation measure of this risk is to limit the number of light vehicles permitted on the Port and to control their access into zoned areas through a permit system.

#### Zones:

The Northport Port area is divided into zones, which are identified by colour: red, yellow, green, blue, and white. Access roads between these zones are designated *blue*.

#### Light Vehicle Permits for Regular Port Users:

All light vehicles require a permit to access the zones. A permit must be applied for and approved by Northport, subject to criteria.

Once approved, the permitted vehicle receives a sticker. This sticker must be affixed to the inside right-hand edge of the windscreen in a visible position for both the driver and an external observer. The sticker displays coloured triangles indicating the zones where entry is permitted.]

*The vehicle may ONLY enter the zone(s) for which the permit approves and no other.*

#### Zone Controls:

Zones will have boundary demarcation and the identified entry points from the common access roads. Entry points will have pavement markings and warning signage where possible. This marking and signage will include the relevant coloured triangle.

#### Active Operational Area:

An Active Operational Area is an area where work is currently being undertaken that requires control and traffic management. This may encompass an entire zone or a smaller work area within a zone.

Examples of an Active Operational Area include a berth where a ship is being marshalled or an area temporarily established for workers to carry out port maintenance.

An Active Operational Area must be identifiable by cordons and warning signage where possible.

All Log Yards and the Container Yard (not including the SW Yard) are permanent Active Operational Areas.

When entering or traversing through any Active Operational Area, all vehicles must STOP and obtain express permission from the controller of that area before proceeding.

#### Compliance:

Permits are subject to compliance with the document *Northport Port Facility Zone Permits for Light Vehicles* and the *Port Facility Operating Rules* which can be located online at [www.northport.co.nz](http://www.northport.co.nz). By entering the Port and using the permit, the Port User agrees to comply with these rules. A breach constitutes a violation of the Port Facility Operating Rules and will be addressed in accordance with the provisions under those rules.

#### Expiry:

This permit expires on the 1<sup>st</sup> January 2028, at which time a review of all permits will be undertaken.



# APPENDIX 4: Northport Port Facility Map 2026



B1

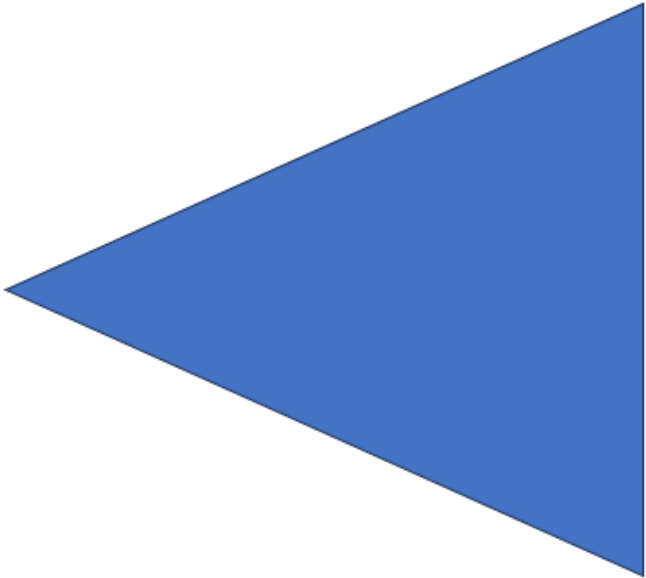


Northport

VISITOR

VEHICLE ZONE PERMIT

BLUE ZONE ONLY



This permit allows entrance into the BLUE Zone only, and is subject to compliance with the Port Facility Operating Rules.

Permit is valid for ONE DAY ONLY, and must be returned to the PSC each day on exiting the Port.

Your Vehicle MUST:

Display an all-round amber flashing light.

Have its headlights or day lights on.

Have a current WOF/COF.

As a Visting Driver you MUST:

Have a valid and current Northport Induction.

Abide by the Port Facility Operating Rules.

Have an appointment into the area you are visiting.

Exercise all caution and care around heavy mobile plant.

Follow the common access roads directly to and from the area you are visiting, and enter no other area.

If the area you are entering is an Active Operational Area you MUST stop at the boundary of that area and seek EXPRESS permission by phone/radio before entering.

Abide by any Traffic Management Plans (TMP) for that area.

Be contactable by cellphone while on the Port.

IMPORTANT NUMBERS:

Port Services Centre:

09 432 5018

Northport Admin Office:

09 432 5010

Northport Containers Dispatch:

09 553 3991

C3 Duty

027 493 0615 / 021 549 063

Qube Duty

027 536 9637

Genera Duty

027 490 8507

North Tugz Duty

09 432 7655

Permit Rules and Port Facility Operating Rules are at [www.northport.co.nz](http://www.northport.co.nz)

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**APPENDIX 6: Northport Intersection and Warning Sign Design**

