

## Steps to complete a Skip Bin (extension) Application

- If you are aware from the start that you will need the skip bin for longer than the free period(s), you should go straight to applying for the permit for the additional period using the below instructions.
- If you decide to extend the permit during the free period, you should apply for the additional period at least two (2) business days before the end of the free period, again using these instructions.

1. Login to Self-Service Account once you have registered.

<https://www.innerwest.nsw.gov.au/about/get-in-touch/online-self-service>

Enter online self-service as a registered user

Enter as a registered user

### Troubleshooting

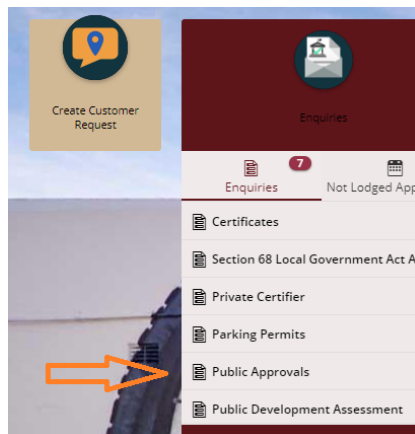
Tips for navigating the site



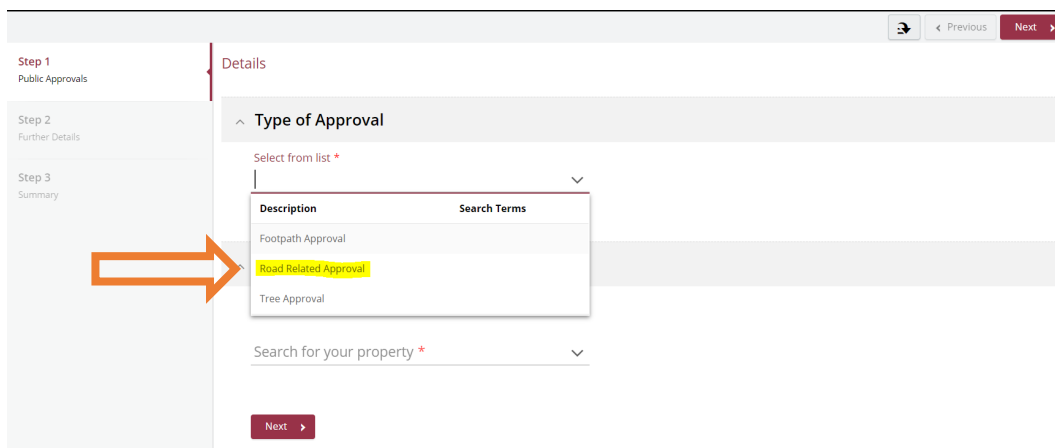
'How to' guides for using online self-service



2. Once you have logged in, please click on “Public Approvals” under Enquiries Tab



3. Choose “Road Related Approval” from the list.



4. Choose “Road Related Approval” from the list.

Step 1  
Public Approvals

Step 2  
Further Details

Step 3  
Summary

Details

^ Type of Approval

Select from list \*

Road Related Approval

^ Road Related Approval (select all activities you are proposing)

- Road, Footpath and Carpark Occupancy Permit
- Roadworks Step 1 Design Approval
- Roadworks Step 2 Permit to Construct
- Mobility Parking Zone
- Road Opening Permit
- Standing Plant Permit
- Temporary Full Road Closure
- Skip Bin - User
- Hoarding Permit
- Street Party
- Filming and Photography Permit
- Work Zone Application
- Skip Bins – Provider Licence

5. Enter property address and click Next

Where?

By address  By land parcel  By street

Search for your property \*

2-14 Fisher Street PETERSHAM NSW 2049

Next

6. Please answer the questions for the application and click next – Please note this information appears as Public Record on council application tracking website page. No personal information is displayed on the website.

**Step 1**  
Public Approvals

**Step 2**  
Further Details

**Step 3**  
Summary

Answer questions to provide further detail

**Skip Bin**

Development Consent No. (Related to the proposed activity)

Activity Location (Describe the location including a street name(s) and proximity to a cross street and/or property) \*

Associated Activity (Provide a summary of the proposed works or activity) \*

Commencement Date \*

Finish Date \*

Skip Bin Provider \*

Permit No (for initial free period)

Is the skip bin to be placed in a metered parking area? \*

Next >

The Skip Bin Provider must be from the IWC Approved list of suppliers otherwise

7. Based on the information provided, a fee quote will be generated.

**Step 1**  
Public Approvals

**Step 2**  
Further Details

**Step 3**  
Summary

Summary

**Summary of Enquiry: Public Approvals**  
Enquiry Date: 13/07/2021  
2-14 Fisher Street PETERSHAM NSW 2049

The following is a summary of applications to be lodged:

**Skip Bin - User**  
Activities: Road Related Approval, Skip Bin - User, Skip bin not in metered parking

**Skip Bin - User - Approvals**  
The following fees and charges apply:

Skip Placement - Rate for more than one week unmet	\$ 0.00 (Tax: \$ 0.00)
<b>Total</b>	<b>\$ 0.00</b>

You will need to provide the following details when you lodge your application:  
Mandatory: Applicant  
Optional: Dabbor Account, Property Owner  
Other: Street Application

You will need to provide the following documents when you lodge your application:  
Optional: Application Form, System Generated Permits and Licenses, Supporting Documentation

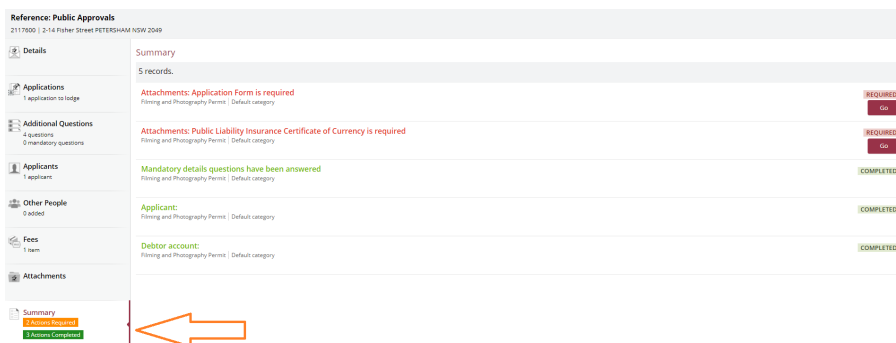
**Next Steps to Proceed with your Application**

- Lodging your Application(s) - click Lodge to finalise your application and submit it.
- Cancel your Enquiry - select Home to cancel your Enquiry.

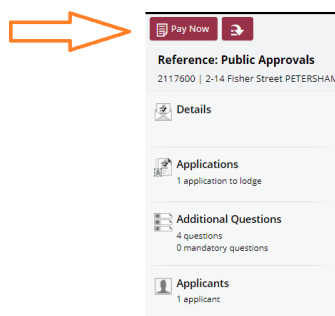
8. Please click “Lodge” to continue with the application.



9. The Application Summary Page will appear. Click on summary and complete the actions required. Please note the below is an example – every application will ask for different actions.



10. Once all the information requested has been attached, “Pay Now” Option will appear.  
 11. Click on Pay Now and payment page will appear



**12. FINAL STEP: Your Application is NOT LODGED until you complete this step.**

Once you have made the payment, the system will take you back to application.

Ensure you click **“Finalise and lodge”** for application to be lodged.