

Steps to complete a Road, Footpath or Carpark Occupancy Permit Application

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

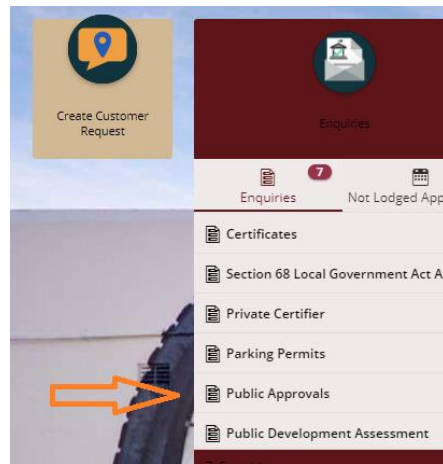
Tips for navigating the site



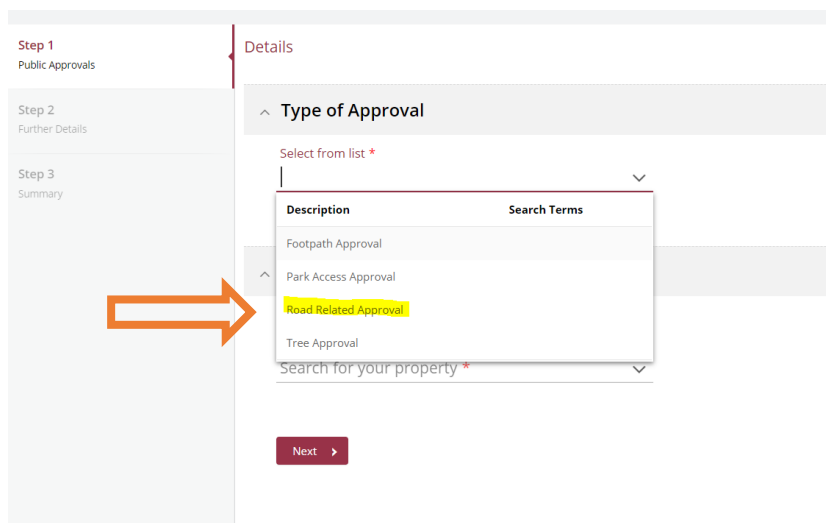
'How to' guides for using online self-service



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



3. Choose "Road Related Approval" from the list.



4. Choose Appropriate Application.

Step 1
Public Approvals

Step 2
Number 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 Bin Provider Licence
- Road Reserve - Miscellaneous

^ Where?

By address By land parcel By street

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 2048

Next

6. Please answer the questions for the application and click next –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

Road, Footpath and Carpark Occupancy Permit

Development Consent or CDC No (Associated with proposed works, if applicable)

Your DA

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

Where are you working

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

WHAT ARE YOU DOING

Dimensions of the occupation (eg. 12m x 1.5m = 18m²) *

10*5*5

Commencement Date *

01-Sep-2022

Finish Date *

01-Sep-2022

Public Liability Expiry Date *

28-Feb-2023

Type of Occupation *

- Road, Footpath, Carpark Occupation
- Occupy footpath for minor building maintenance works
- Commercial/Special Event

Contacts

Contact Name *

YOUR NAME

Contact Phone number *

YOUR PHONE NUMBER

Contact Email *

YOUR EMAIL

Read and accept (below) the Terms and Conditions for a Road, Footpath and Carpark Occupancy application

I have read and accept the Terms and Conditions above *

Yes

7. Based on the information provided, a fee quote will be generated. Note fees and charges change every financial year.

Summary

Summary of Enquiry: Public Approvals

Enquiry Date: 01/09/2022

2-14 Fisher Street PETERSHAM NSW 2049

The following is a summary of applications to be lodged:

Road, Footpath and Carpark Occupancy Permit
Activities: Road Related Approval, Road, Footpath and Carpark Occupancy Permit, Road, Footpath, Carpark Occupation

Road, Footpath and Carpark Occupancy Permit - Approvals

The following fees and charges apply:

Footpath Occupation (partial closure) - per applic	\$ 120.00	(Tax: \$ 0.00)
Footpath Occupation rate - per m sq p/week	\$ 0.00	(Tax: \$ 0.00)
Total	\$ 120.00	

You will need to provide the following details when you lodge your application:

Mandatory: Applicant
Optional: Debtor Account, Property Owner
Other: Street Application

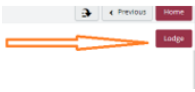
You will need to provide the following documents when you lodge your application:

Mandatory: Application Form, A draft Notification letter, with a plan or list of properties to be notified, Public Liability Insurance Certificate of Currency, Scope of works/Site plan, Traffic Control Plan
Optional: Legacy Documents, Miscellaneous, Additional/Further Information - Public Inspection Photos, System Generated Permits and Licences, Supporting Documentation

Next Steps to Proceed with your Application

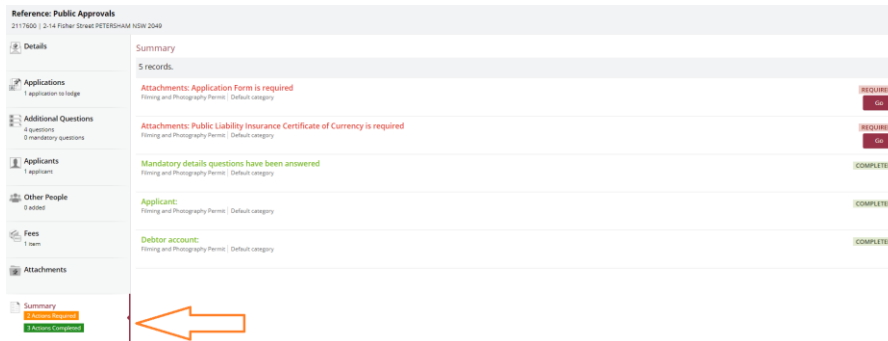
1. Lodging your Application(s) - click **Lodge** to finalise your application and submit it.
2. Cancel your Enquiry - select **Home** to cancel your Enquiry.

8. Click “Lodge” to continue with the application.



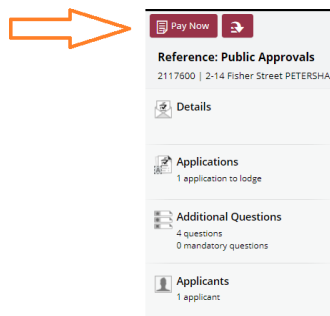
9. The Application Summary Page will appear. Click on summary and complete the **Actions Required**.

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.