



## Steps to complete a Work Zone 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

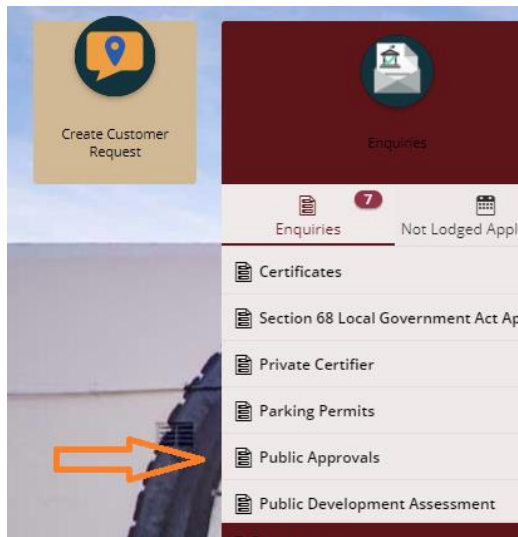
Tips for navigating the site



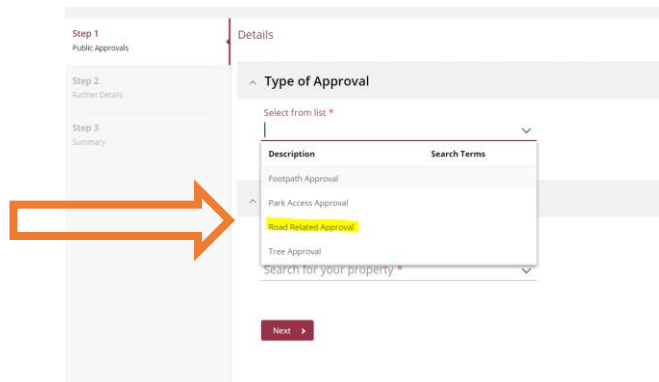
'How to' guides for using online self-service



2. Once you have logged in, 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

Search for your property \*

## 5. Enter property address and click Next

Where?

By address  By land parcel  By street

Search for your property \*

214 Fisher Street PETERSHAM, NSW, 2049

Map

Next

- 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

**Work Zone**

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

YOUR DA OR CDC

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 |

Length of works zone \*

20.0

Parking area type

Residential zone

How many weeks (or part thereof) of occupation? \*

10

Commencement Date \*

01-Sep-2022

Finish Date \*

29-Dec-2022

Public Liability Expiry Date \*

30-Apr-2023

Use the drop down boxes to answer some of the questions.

The answers assist the engineer to access your application, and they need to know such information as:

Depending on your answers to these questions the applications fees and charges are calculated

- Based on the information provided, a fee quote will be generated: note fees change each financial year.

**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:

**Work Zone Application**  
 Activities: Road Related Approval, Work Zone Application, Parking Area - Residential zone

Work Zone Application - Approvals

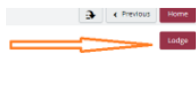
The following fees and charges apply:

Work Zone Application Fee - per application	\$ 480.00	(Tax: \$ 0.00)
Work Zone Installation Fee (including removal)	\$ 608.80	(Tax: \$ 0.00)
Work Zone - security deposit - residential	\$ 5,900.00	(Tax: \$ 0.00)
Rate for Residential Area - per metre per week	\$ 5,900.00	(Tax: \$ 0.00)
<b>Total</b>	<b>\$ 13,088.80</b>	

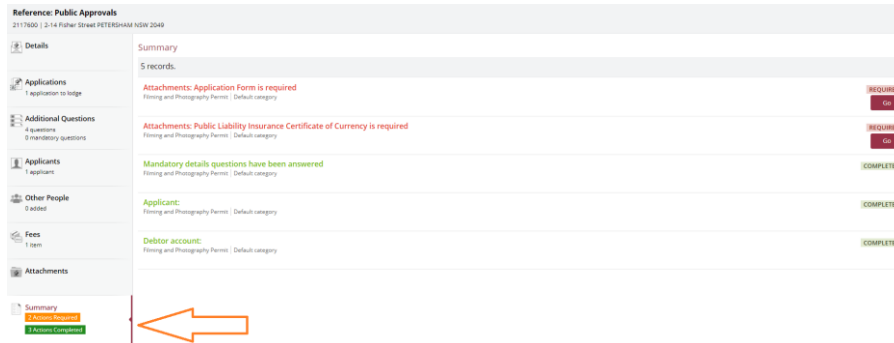
You will need to provide the following details when you lodge your application:  
 Mandatory: Applicant  
 Optional: Debtor Account, Property Owner  
 Other: Street

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 modified, Public Liability Insurance Certificate of Currency, Scope of works/ Site plan, Traffic Control Plan  
 Optional: Miscellaneous, Additional/ Further Information - Public, Inspection Photos, System Generated Permits and Licenses, Supporting Documentation

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

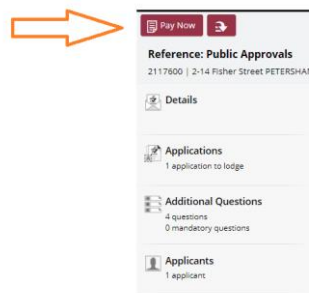


9. The Application Summary Page will appear. Click on summary and complete the actions required. Note the below is an example – every application will ask for different actions.



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.