

Steps to complete a Road Opening 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

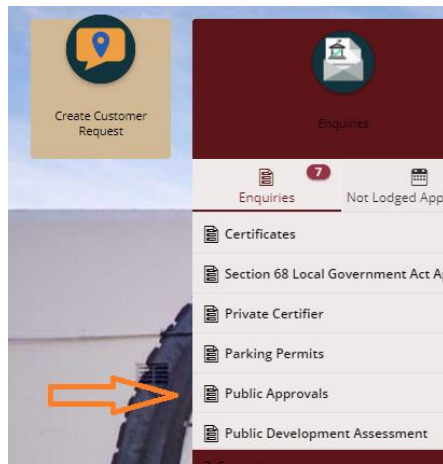
Tips for navigating the site



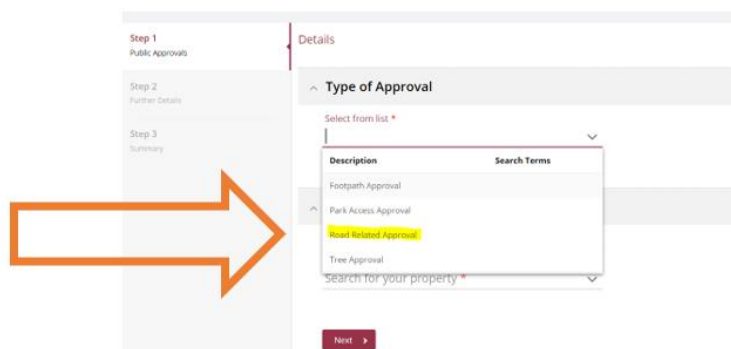
'How to' guides for using online self-service



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, enter property address and click Next

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 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 *

3/18 FISHER STREET PETERSHAM NSW 1585

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.

The screenshot shows a multi-step application form for a Road Opening Permit. The steps are: Step 1 (Public Approvals, completed), Step 2 (Further Details), and Step 3 (Summary). The form is titled 'Road Opening Permit' and includes the following sections:

- Development Consent or CDC No (Associated with proposed works, if applicable):** A text input field.
- Activity Location (Describe the location including a street name(s) and proximity to a cross street and/or property) *:** A text input field.
- Associated Activity (Provide a summary of the proposed works or activity) *:** A text input field.
- Permanent Restoration to be completed by: *:** A dropdown menu with options 'Council' and 'Private Contractor'. An orange arrow points to this menu.
- Scope of Works *:** A dropdown menu with options 'Footpath area only, restoration less than 4sqm', 'Road area, restoration less than 5 sqm (can include minor footpath open', and 'Other'. An orange arrow points to this menu.
- Has the road opening already been commenced or completed? *:** A dropdown menu with options 'No', 'Yes', and 'Yes, due to emergency (an explanation of the circumstances is required)'. An orange arrow points to this menu.
- Are you applying for out of hours works/activities (night or weekend works outside normal hours)? *:** A dropdown menu with options 'No' and 'Yes'. An orange arrow points to this menu.
- Public Liability Expiry Date *:** A text input field.
- Commencement Date:** A text input field.
- Finish Date:** A text input field.
- Contacts:** A section with text input fields for 'Contact Name *', 'Contact Phone number *', and 'Contact Email *'. Below these is a checkbox labeled 'I have read and accept the Terms and Conditions above *' with a dropdown arrow. An orange arrow points to this checkbox.

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:

Who is doing the restoration ? Council or a private contractor.

What are you planning on doing ? Are you going to open the footpath, road or other space?

When are you doing the work ? If you have started work already or are giving advanced notice or if it is an emergency?

Are you going to work at night ? If you are planning on doing the works at night.

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

You must agree to the Terms & Conditions of your permit before lodgement – view them by clicking on the link.

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

Summary

Summary of Enquiry: Public Approvals
Enquiry Date: 01/09/2022
2/24-28 Fisher Street PETERSHAM NSW 2049

The following is a summary of applications to be lodged:

Road Opening Permit
Activities: Road Related Approval, Road Opening Permit, Council. The works are confined to the footpath area and will result in a footpath restoration of no greater than 4m2. Road opening already been commenced (weekend works outside normal hours)

Road Opening Permit - Approvals

The following fees and charges apply:		
Inspector Fees	\$ 352.40	(Tax: \$ 0.00)
Road Opening Application Fee	\$ 120.00	(Tax: \$ 0.00)
Refundable deposit - Minor works in footpath - Min	\$ 1,600.00	(Tax: \$ 0.00)
Road Opening Permit - Unauthorised work or Late to	\$ 600.00	(Tax: \$ 0.00)
Application Fee for Out of hours approval - weekend	\$ 360.00	(Tax: \$ 0.00)
Total	\$ 3,032.40	

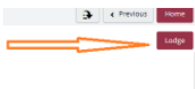
You will need to provide the following details when you lodge your application:
Mandatory: Applicant
Optional: Debtor Account, Property Owner
Other: Street Application, Application

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/Size plan, Traffic Control Plan
Optional: Miscellaneous, Additional/Further Information - Public, Inspection Photos, 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. 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.

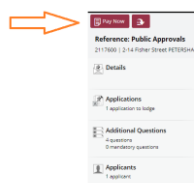
Reference: Public Approvals
2117800 | 2-14 Fisher Street PETERSHAM NSW 2049

Summary
5 records.

- Attachments: Application Form is required** (REQUIRED)
Filing and Photography Permits | Default category | **Go**
- Attachments: Public Liability Insurance Certificate of Currency is required** (REQUIRED)
Filing and Photography Permits | Default category | **Go**
- Mandatory details questions have been answered** (COMPLETED)
Filing and Photography Permits | Default category
- Applicant** (COMPLETED)
Filing and Photography Permits | Default category
- Debtor account** (COMPLETED)
Filing and Photography Permits | Default category

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.