

## Steps to complete a Driveway Road Works Step 1 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

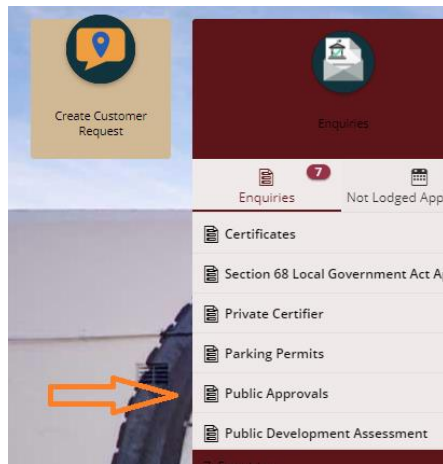
Tips for navigating the site



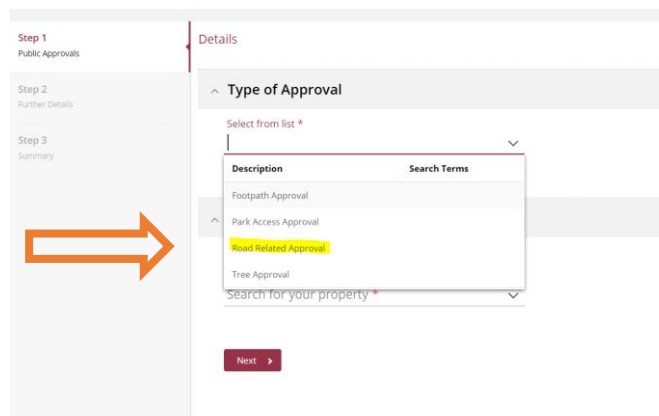
'How to' guides for using online self-service



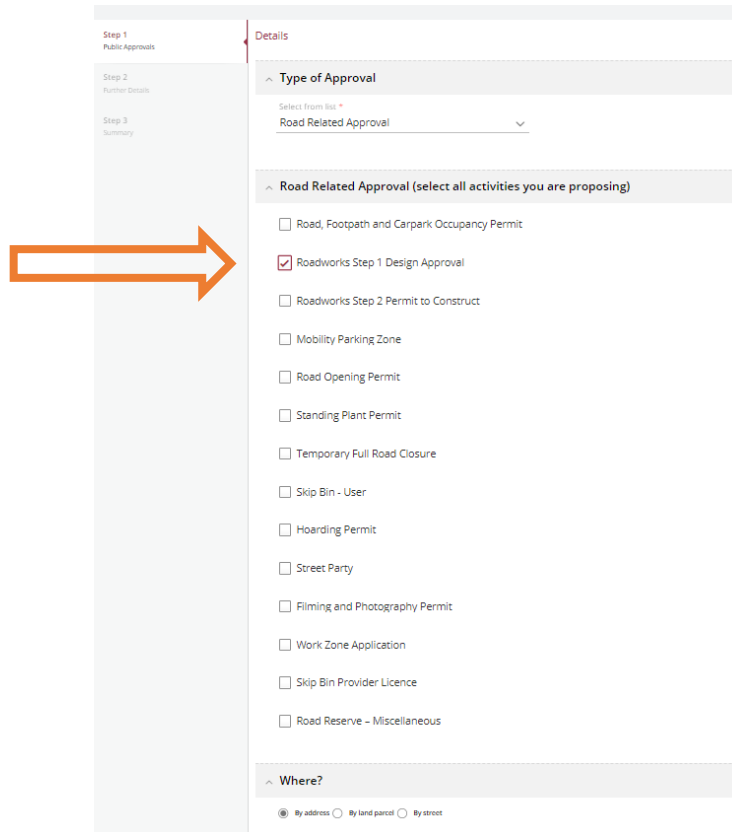
2. Once you have logged in, please click on “Public Approvals” under Enquiries Tab



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



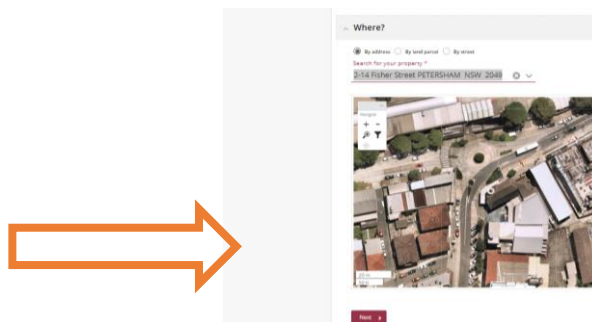
## 4. Choose Appropriate Application, enter property address and click Next



The screenshot shows a web form titled 'Details' with a sidebar on the left containing three steps: 'Step 1 Public Approvals', 'Step 2 Further Details', and 'Step 3 Summary'. The main content area is divided into sections:

- Type of Approval**: A dropdown menu with 'Road Related Approval' selected.
- Road Related Approval (select all activities you are proposing)**: A list of checkboxes with 'Roadworks Step 1 Design Approval' checked. Other options include Road, Footpath and Carpark Occupancy Permit; 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; and Road Reserve - Miscellaneous.
- Where?**: Radio buttons for 'By address' (selected), 'By land parcel', and 'By street'.

## 5. Enter property address and click Next



The screenshot shows the 'Where?' section of the form. It includes radio buttons for 'By address' (selected), 'By land parcel', and 'By street'. Below these is a search input field with the text 'Search for your property?' and a dropdown menu showing '554 FISHER STREET PETERSHAM NSW 2048'. An aerial satellite image of the property is displayed below the search field. A red 'Next' button is visible at the bottom of the section.

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.

How MANY crossings are you planning on building

What type of Development type – choose from drop down box

Read the Terms and conditions of your permit before you lodge. You can click on the link to read them.

7. Based on the information provided, a fee quote will be generated. Fees and Charges may change each year and you must pay for lodgement of your permit.

The following is a summary of applications to be lodged:

**Roadworks Step 1 Design Approval**  
 Activities: Road Related Approval, Roadworks Step 1 Design Approval, Residential (up to 2 dwellings – related to Exempt or Complying Dev)

Roadworks Step 1 Design Approval - Approvals

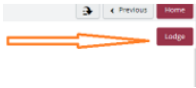
**The following fees and charges apply:**

App Fee Road Works Step1 Approval	\$ 120.00	(Tax: \$ 0.00)
Assessment Fee - Roadworks Step 1 - Additional cro	\$ 0.00	(Tax: \$ 0.00)
Assessment Fee - Roadworks Step 1 - Residential (u	\$ 480.00	(Tax: \$ 0.00)
<b>Total</b>	<b>\$ 600.00</b>	

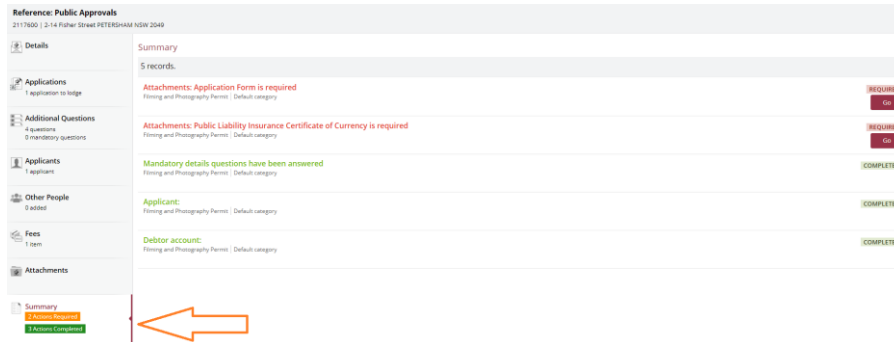
**You will need to provide the following details when you lodge your application:**  
 Mandatory: Applicant  
 Optional: Debtor Account, Property Owner  
 Other: Street, Application

**You will need to provide the following documents when you lodge your application:**  
 Mandatory: Application Form, Design Plans  
 Optional: Miscellaneous, Additional/Further Information - Public, Inspection Photos, System Generated Permits and Licenses, Supporting Documentation

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

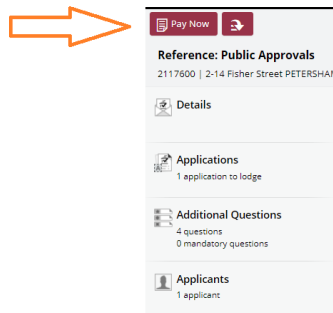


9. The Application Summary Page will appear. Click on summary and complete the actions required. Please note the below is an example – every application will ask for different actions.



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.