

## Steps to complete a Road Works Step 2 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

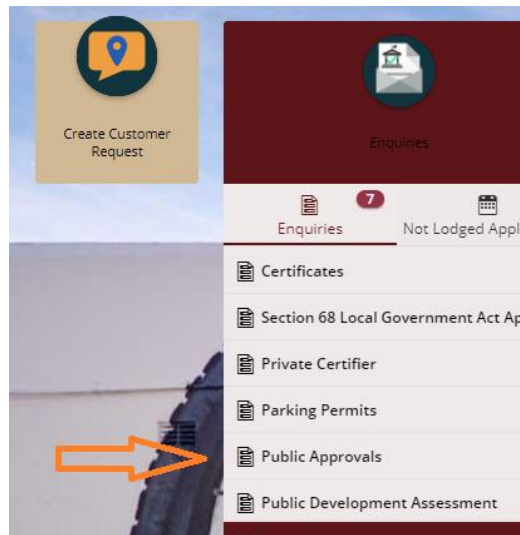
Tips for navigating the site



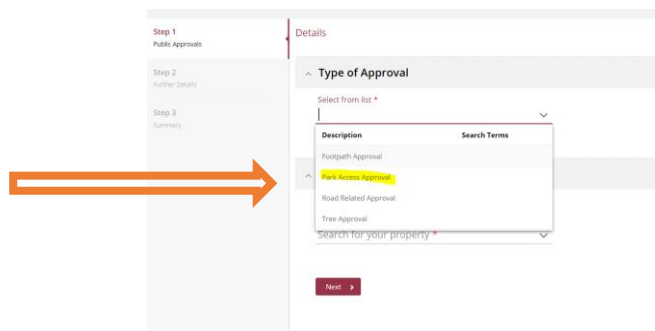
'How to' guides for using online self-service



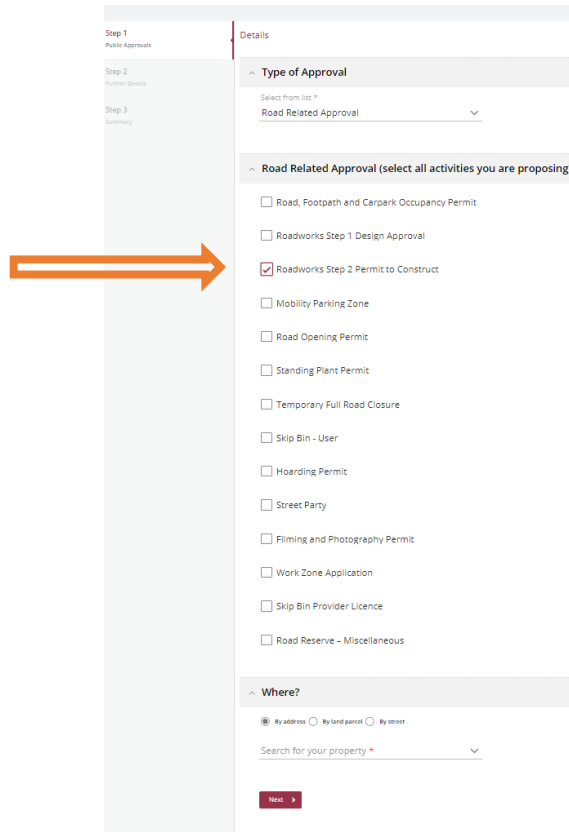
2. Once you have logged in, please click on “Public Approvals” under Enquiries Tab



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



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



Step 1  
Public Approvals

Step 2  
Public Approvals

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 Plants 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

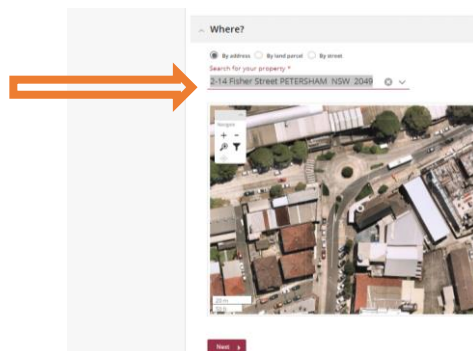
Where?

By address  By land parcel  By street

Search for your property \*

Next >

## 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.

The screenshot shows a multi-step application process. Step 1 (Public Approvals) is completed. Step 2 (Further Details) is the current step, titled 'Roadworks Step 2 Permit to Construct'. An orange arrow points to the 'Further Details' step indicator in the left-hand navigation pane. The form fields include:

- Development Consent or CDC No (Associated with proposed works, if applicable)
- Related Development Consent Condition No's (required for a DA Consent)
- Roadworks Step 1 Design Approval No, if applicable (additional fees may be charged after lodgement if required Step 1 application was missed or unauthorised works have been undertaken)
- 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)
- Public Liability Expiry Date
- Commencement Date
- Finish Date
- Scope of Works
- Bond Details section with fields for Vehicle crossing type and Amount of Damage Deposit and/or Roadworks bond payable under DA consent.

7. Based on the information provided, a fee quote will be generated- Fees and Charges may change every financial year.

The screenshot shows the 'Summary' page of the enquiry. It includes the following information:

**Summary of Enquiry: Public Approvals**  
 Enquiry Date: 02/09/2022  
 2-14 Fisher Street PETERSHAM NSW 2049

The following is a summary of applications to be lodged:

**Roadworks Step 2 Permit to Construct**  
 Activities: Road Related Approval, Roadworks Step 2 Permit to Construct, New or closure of redundant crossing only, Light Duty Crossing (servicing 1-3 dwellings)

The following fees and charges apply:	
Infrastructure Roadworks Step 2 Works Application	\$ 313.00 (Tax: \$ 0.00)
Additional Inspections (business hours)	\$ 176.20 (Tax: \$ 0.00)
Refundable deposit for Light Duty Crossing - per d	\$ 1,806.50 (Tax: \$ 0.00)
<b>Total</b>	<b>\$ 2,295.70</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, A draft Notification letter, with a plan or list of properties to be notified, Public Liability Insurance Certificate of Currency, 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**

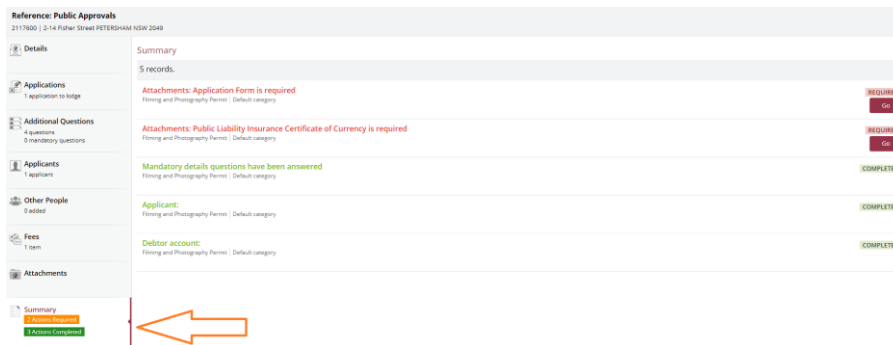
1. **Lodging your Application(s)** - click **Lodge** to finalise your application and submit it.
2. **Cancel your Enquiry** - select **Home** to cancel your Enquiry.

8.

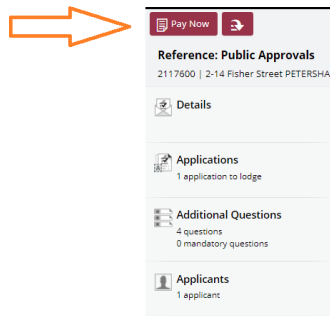
9. Please click “Lodge” to continue with the application.

The screenshot shows a navigation bar with three buttons: 'Previous', 'Home', and 'Lodge'. An orange arrow points directly to the 'Lodge' button.

10. 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.



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



**13. 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.