



## Steps to complete a Standing Plant 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

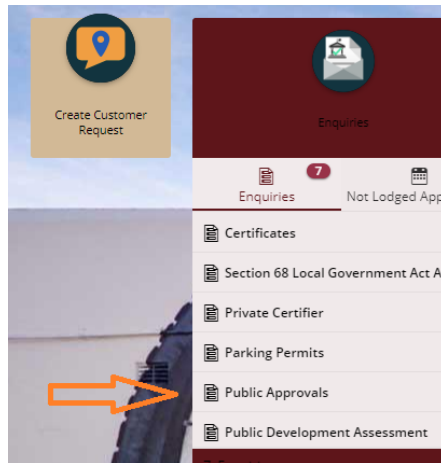
Tips for navigating the site



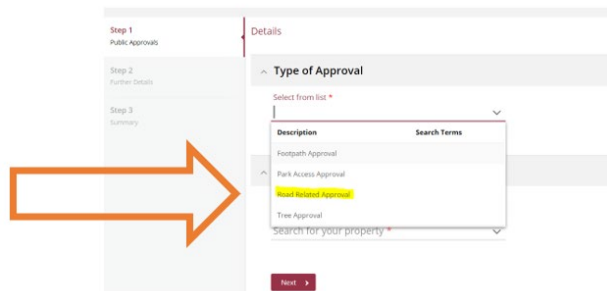
'How to' guides for using online self-service



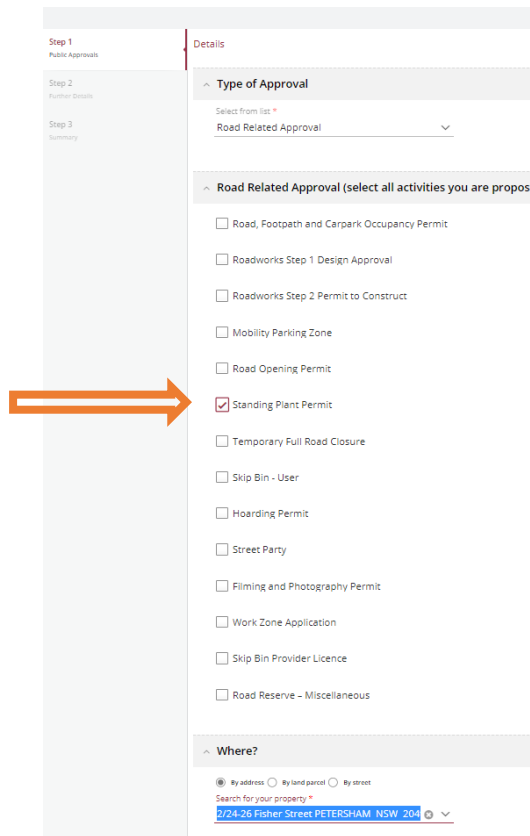
2. Once you have logged in, please click on “Public Approvals” under Enquiries Tab



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

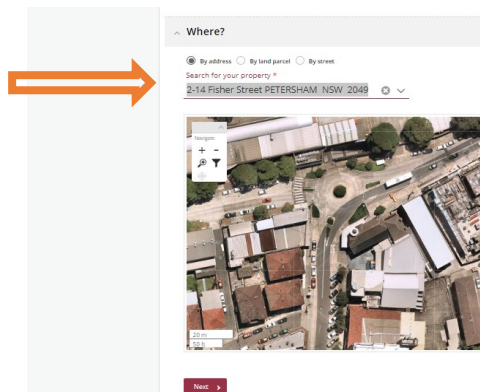


## 4. Choose Appropriate Application, enter property address and click Next



The screenshot shows a web application interface for public approvals. On the left, a vertical sidebar contains three steps: 'Step 1 Public Approvals', 'Step 2 Number Details', and 'Step 3 Summary'. The main content area is titled 'Details' and is divided into sections. The first section is 'Type of Approval', which includes a dropdown menu currently set to 'Road Related Approval'. Below this is a section titled 'Road Related Approval (select all activities you are proposing)'. It contains a list of checkboxes for various permit types: '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' (which is checked), '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'. Below this list is a 'Where?' section with radio buttons for 'By address', 'By land parcel', and 'By street'. The 'By address' option is selected, and a search bar contains the text '2/24-26 Fisher Street PETERSHAM NSW 2049'. An orange arrow points from the left towards the 'Standing Plant Permit' checkbox.

## 5. Enter property address and click Next



The screenshot shows the 'Where?' section of the application form. It features three radio buttons: 'By address' (selected), 'By land parcel', and 'By street'. Below the radio buttons is a search bar with the text '2/24 Fisher Street PETERSHAM NSW 2049'. Underneath the search bar is an aerial satellite map showing the property location. At the bottom of the map area, there is a red button labeled 'Next >'. An orange arrow points from the left towards the 'Next >' button.

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 vehicle type must be chosen

**Step 1**  
Public Approvals ✔

**Step 2**  
Further Details

**Step 3**  
Summary

Answer questions to provide further detail

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**Standing Plant Permit**

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

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

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

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Are you seeking a permit that is eligible for fast-track renewal or extension? \*

No

Yes

→

Vehicle/Plant Type \*

Truck

Concrete Line Pump

Concrete Boom Pump

Mobile Hoisting Device

Excavator

Cherry Picker

Other

→

Extent of road/footpath occupation? \*

Kerbside lane only (Footpath open)

Kerbside lane and footpath closed

Kerbside plus 1 more lane (Footpath open)

Kerbside plus 1 more lane (Footpath closed)

Kerbside plus 2 more lanes or part thereof

→

Length of Occupation

20

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Are you applying for out of hours works/activities (night or weekend works outside normal hours)? \*

No

Yes

→

Number of Day(s) of occupation \*

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Commencement Date \*

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Finish Date \*

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Public Liability Expiry Date \*

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

Summary

Summary of Enquiry: Public Approvals

Enquiry Date: 22/09/2022

2-14 Fisher Street PETERSHAM NSW 2049

The following is a summary of applications to be lodged:

**Standing Plant Permit**

Standing Plant Permit - Standard application, Kerbside lane and Footpath, Plans NOT out of hours works/activities (night or weekend works outside normal hours)

Standing Plant Permit - Approvals

**The following fees and charges apply:**

Standing Plant - Standard Application Fee	\$ 120.00	(Tax: \$ 0.00)
Standing Plant - One lane, footpath closed - per d	\$ 1,000.00	(Tax: \$ 0.00)
<b>Total</b>	<b>\$ 1,120.00</b>	

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

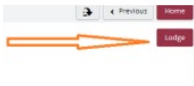
Mandatory: Applicant  
Optional: Debris Account, Property Owner  
Other: Street Application

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

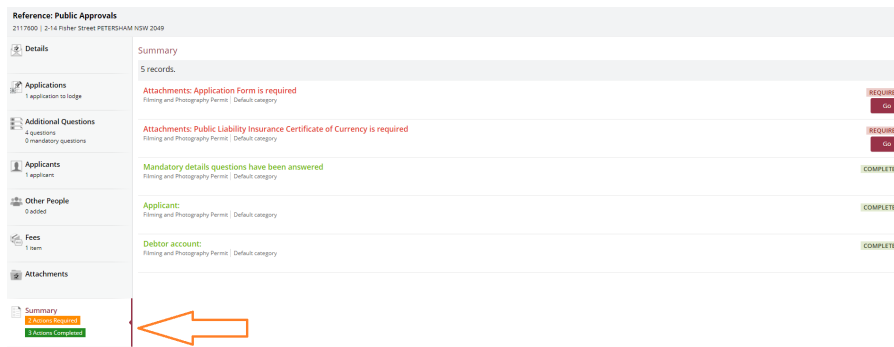
Mandatory: Application Form, A Draft Notification Letter, with a plan or list of properties to be notified, Public Liability Insurance Certificate of Currency, Scope of work/Site plan, Traffic Control Plan  
Optional: Miscellaneous, Additional/Further Information - Public Inspection Process, System Generated Permits and Licenses, Supporting Documentation



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

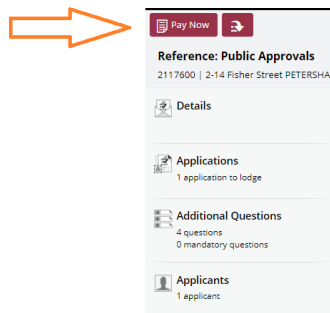


9. The Application Summary Page will appear. Click on summary and complete the actions required. Please note the below is an example – every application will ask for different actions.



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.