

Steps to complete a Temporary Road Closure 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

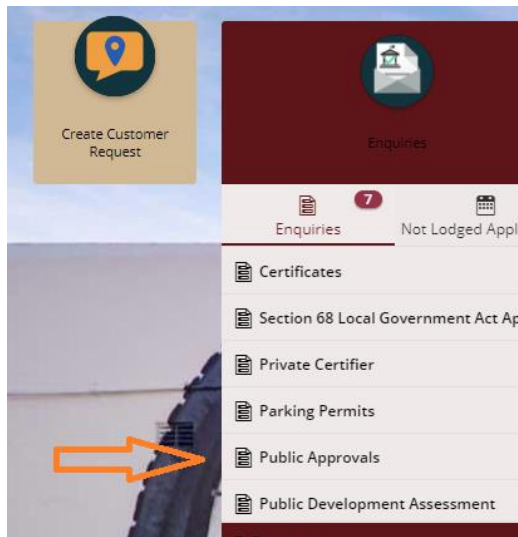
Tips for navigating the site



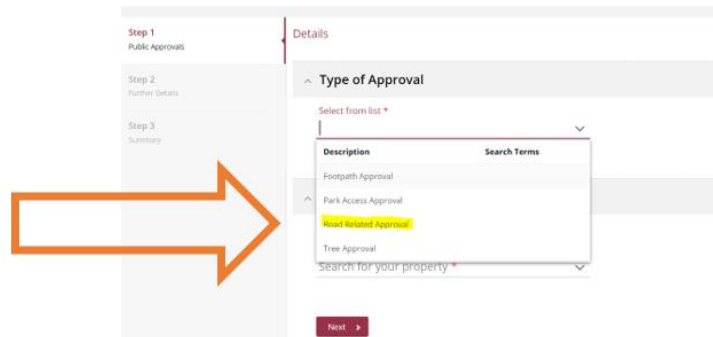
'How to' guides for using online self-service



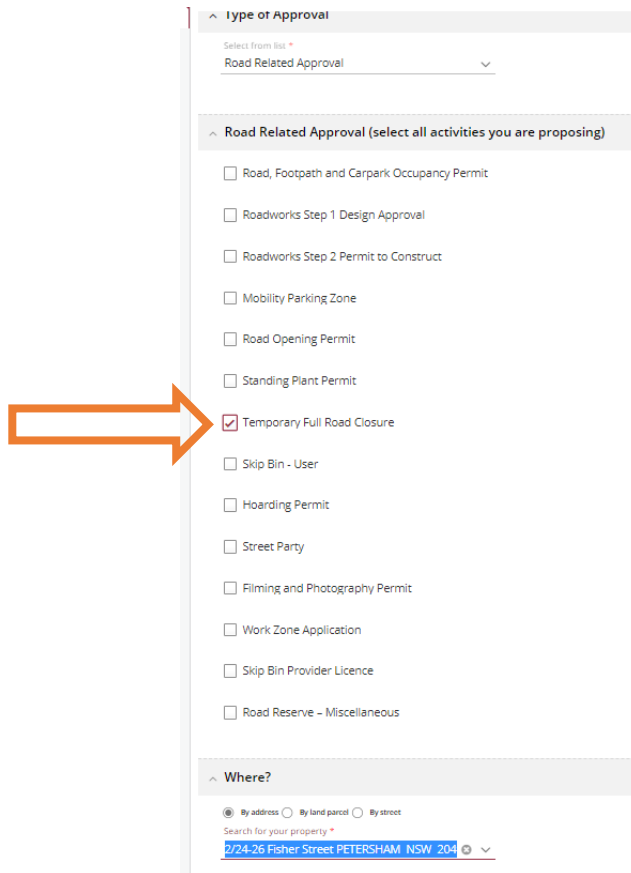
2. Once you have logged in, click on “Public Approvals” under Enquiries Tab



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

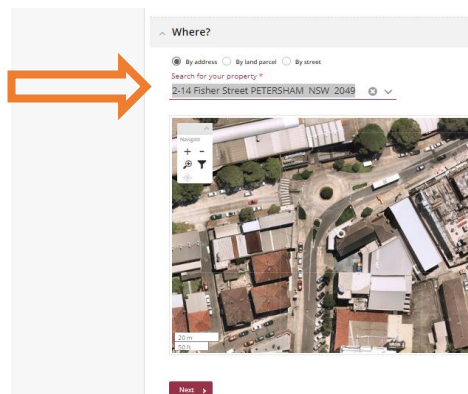


4. Choose Appropriate Application, enter property address and click Next



The screenshot shows a web form titled "Type or Approval". At the top, there is a dropdown menu labeled "Select from list" with "Road Related Approval" selected. Below this is a section titled "Road Related Approval (select all activities you are proposing)". This section contains a list of checkboxes for various road-related activities. An orange arrow points to the checkbox for "Temporary Full Road Closure", which is checked. Other options include "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", "Skip Bin - User", "Hoarding Permit", "Street Party", "Filming and Photography Permit", "Work Zone Application", "Skip Bin Provider Licence", and "Road Reserve - Miscellaneous". Below the list is a "Where?" section with radio buttons for "By address", "By land parcel", and "By street". The "By address" option is selected, and the address "2/24-26 Fisher Street PETERSHAM NSW 2049" is entered in a search field.

5. Enter property address and click Next



The screenshot shows the "Where?" section of the form. It has three radio buttons: "By address" (selected), "By land parcel", and "By street". Below the radio buttons is a search field with the text "Search for your property" and the address "2/24 Fisher Street PETERSHAM NSW 2049" entered. Below the search field is a satellite map showing the location of the property. At the bottom of the form is a red "Next" button with a right-pointing arrow. An orange arrow points to the "Next" button.

- 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

Answer questions to provide further detail

Temporary Road Closure

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

WHAT IS 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

Is the closure for 4 hours or less?

No

Are you seeking a fee exemption for an event having local or community benefit? If so, your application may be lodged without payment, subject to attaching a written explanation. See application Terms and Conditions for criteria.

No

Number of days of closure (additional fees will be charged after lodgement if greater than 15 days) *

1

Commencement Date *

02-Sep-2022

Finish Date *

02-Sep-2022

Public Liability Expiry Date *

31-Mar-2023

Contacts

Contact Name *

Contact Phone number *

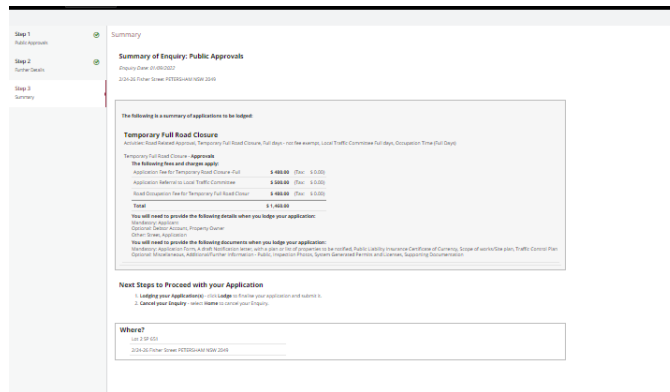
Contact Email *

Read and accept (below) the Terms and Conditions for a Temporary Full Road Closure application

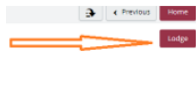
I have read and accept the Terms and Conditions above *

Next >

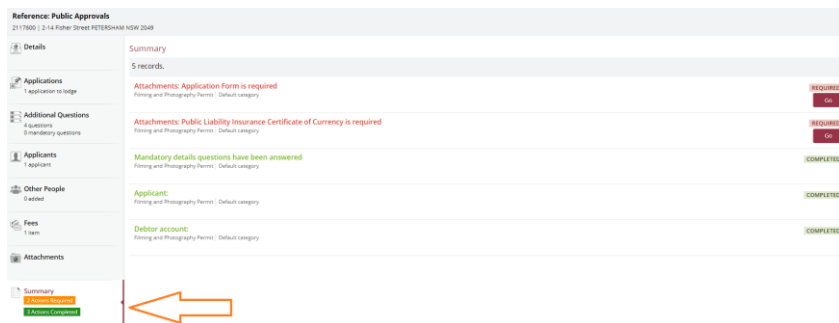
- Based on the information provided, a fee quote will be generated. Note fees and charges change every financial year.



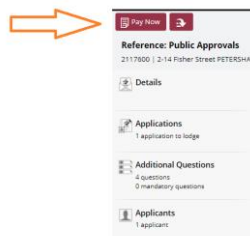
- Please click “Lodge” to continue with the application.



- 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.



- Once all the information requested has been attached, “Pay Now” Option will appear.
- 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.