



Steps to complete a Hoarding 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

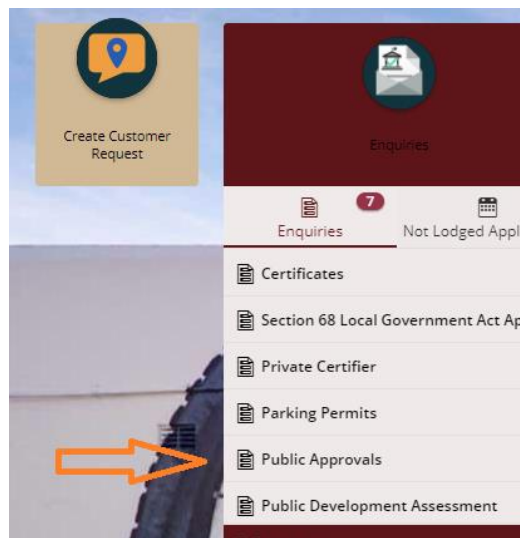
Tips for navigating the site



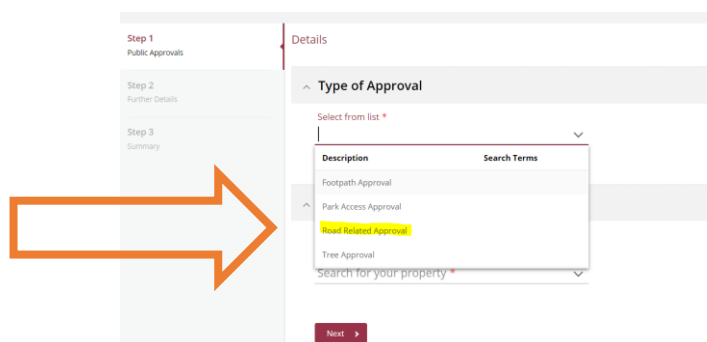
'How to' guides for using online self-service



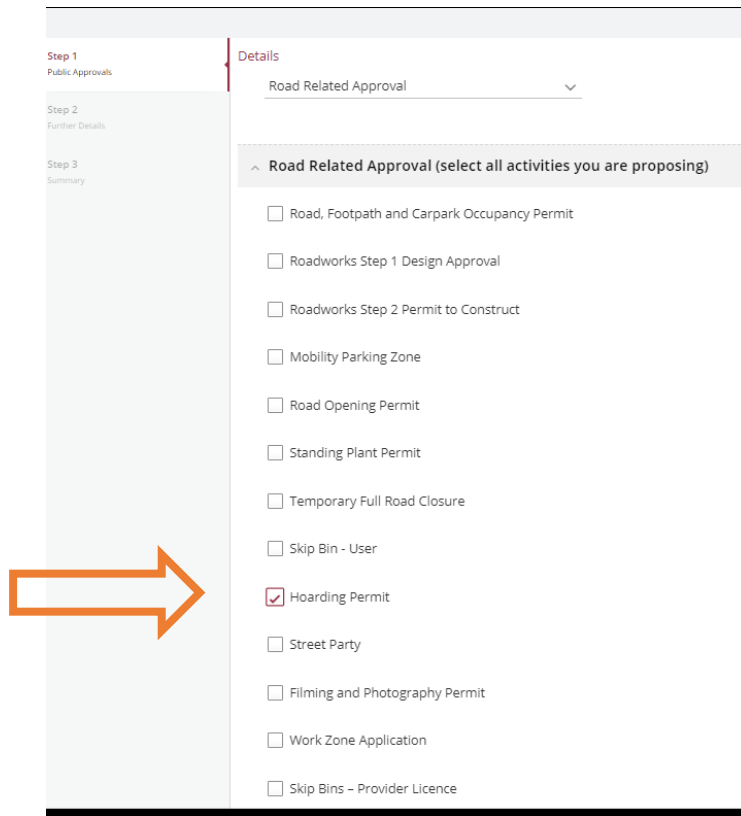
2. Once you have logged in, please click on “Public Approvals” under Enquiries Tab



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



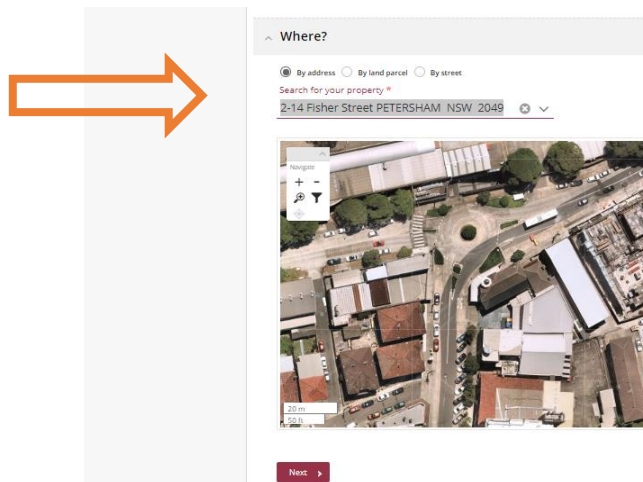
4. Choose Appropriate Application.



The screenshot shows a web interface for selecting a road-related approval. On the left, there is a sidebar with three steps: Step 1 (Public Approvals), Step 2 (Further Details), and Step 3 (Summary). The main content area is titled 'Details' and shows a dropdown menu set to 'Road Related Approval'. Below this, a section titled 'Road Related Approval (select all activities you are proposing)' contains a list of checkboxes:

- 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 Bins - Provider Licence

5. Enter property address and click Next



The screenshot shows a 'Where?' section with three radio buttons: 'By address' (selected), 'By land parcel', and 'By street'. Below the radio buttons is a search input field with the text 'Search for your property *' and the address '2-14 Fisher Street PETERSHAM NSW 2049'. Below the search field is a satellite map showing the location. At the bottom of the map area is a red '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.

Step 1
Public Approvals

Step 2
Further Details

Step 3
Summary

Answer questions to provide further detail

Hoarding Permit

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

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) *

Occupation Area (sqm) *

Hoarding Type *

- Hoarding Type A
- Hoarding Type B
- Hoarding Type B (with Sheds above)
- Hoarding Type C

How many months (or part thereof) of occupation? *

Commencement Date *

Finish Date *

Public Liability Expiry Date *

Contacts

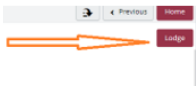
Contact Name *

Contact Phone number *

Contact Email *

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

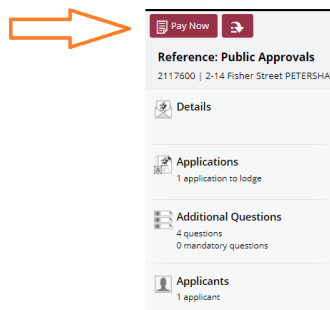
8. Please click “Lodge” to continue with the application.



9. 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.

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.