

Steps to complete a Ground Anchors 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

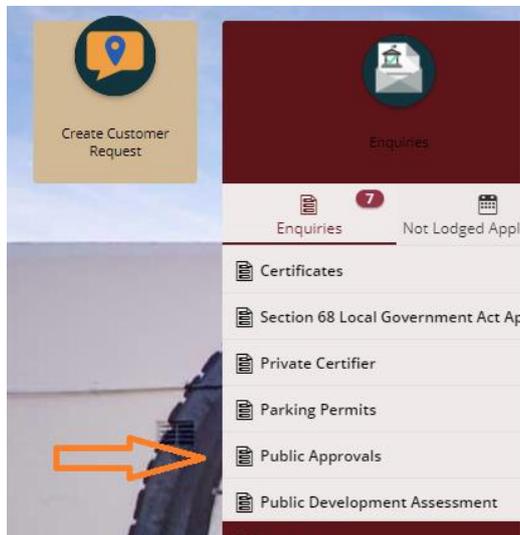
Tips for navigating the site



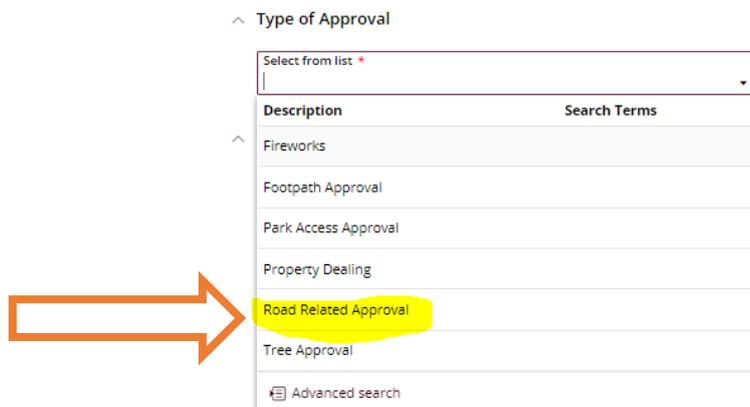
'How to' guides for using online self-service



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



3. Choose "Road Related Approval" from the list.



4. Choose 'Road Reserve – Miscellaneous' from the list

^ 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 Plant 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



5. When asked Where ? select the address you will be putting the road anchors, or the street.

^ Where?

By address By land parcel By street

Search for your property *

214 Fisher Street, PETERSHAM, NSW, 2049

6. 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.

7. Fill in the details:
- a. Associated Activity your details about your road anchors
 - b. Activity Location – this is the area you are putting the road anchors
 - c. There is NO need to list a DA or CDC
 - d. Select 'Rock/ground anchors (into public land)' and you will be asked the number you are planning on using.

^ Road Reserve – Miscellaneous

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

Ground Anchors forput your project here

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

where do you want the road anchors

^ Road Reserve – Miscellaneous

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

da or cdc

Approval type sought

Rock/ground anchors (into public land)

^ Rock/ground anchors (into public land)

Number of encroaching anchors

5



- Put in your contact details and read the Terms and Conditions – then click on the next button.
- Based on the information provided, a fee quote will be generated.

The following is a summary of applications to be lodged:

Road Reserve – Miscellaneous
 Activities: Road Related Approval, Road Reserve – Miscellaneous, Rock/ground anchors (into public land)

Road Reserve – Miscellaneous - Approvals
The following fees and charges apply:

Fee for rock/ground anchors encroaching on Council	\$ 3,750.00 (Tax: \$ 0.00)
App Fee - Instal temporary shoring/ rock anchors	\$ 480.00 (Tax: \$ 0.00)
Total	\$ 4,230.00

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

You will need to provide the following documents when you lodge your application:
 Mandatory: Application Form
 Optional: System Generated Building Certification

Each anchor has a set fee.

- 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.

Reference: Public Approvals
 2117800 | 2-14 Fisher Street PETERSHAM NSW 2048

Details	Summary
Applications 1 application to lodge	5 records.
Additional Questions 4 questions 0 mandatory questions	Attachments: Application Form is required Piling and Photography Permit: Default category
Applicants 1 applicant	Attachments: Public Liability Insurance Certificate of Currency is required Piling and Photography Permit: Default category
Other People 1 other	Mandatory details questions have been answered Piling and Photography Permit: Default category
Fees 1 fee	Applicant Piling and Photography Permit: Default category
Attachments	Debtor account Piling and Photography Permit: Default category
Summary 5 records	

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

Reference: Public Approvals
 2117800 | 2-14 Fisher Street PETERSHAM

Details

Applications
1 application to lodge

Additional Questions
4 questions
0 mandatory questions

Applicants
1 applicant

- 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.