

Steps to complete a Heavy Vehicle Assessment 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.

	Select from list *	
	Description	Search Terms
/	Fireworks	
	Footpath Approval	
	Park Access Approval	
	Property Dealing	
	Road Related Approval	
	Tree Approval	
	Advanced search	



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

$ \wedge $ 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 by Street and put in ONE of the streets you are intending to use - in this example we show the Princes Highway Click on the next button.
- ~ Where?

(By address 🔵 By land parcel 🔘 By street		
5	Search for your property *		
	Princes Highway ST PETERS NSW 2044	Θ	-

- 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 This is your NVHR case code
 - b. Activity Location this is one of the roads you intend to be using
 - Road Reserve Miscellaneous

Associated Activity (Provide a summary of the proposed works or activity	r) *
type NVHR Here	•
Activity Location (Describe the location including a street name(s) and	
proximity to a cross street and/or property) *	
WHICH ROAD ARE YOU USING	



- c. There is NO need to list a DA or CDC
- d. Select NHVR Approval from drop down list

^	Road Reserve – Miscellaneous						
					\sim	Road Reserve – Miscellaneous	
	Development Consent or CDC No (Associated with proposed works, if applicable)					Development Consent or CDC No (Associated with proposed works, if	
	NA					applicable)	
	Approval type sought *					Approval type sought *	
~	Contacts				~	Rock/ground anchors (into public land)	
		\backslash				Tower crane (over public land)	
	Contact Name * WHAT IS YOUR NAME		\backslash			Lighting design/ signature	
	Contact Phone number *					Temporary dewatering	
	BEST TELEPHONE CONTACT					Encroachment onto public land	
	Contact Email *					Owner's consent to lodge an application for road reserve	
	YOUR EMAIL ADDRESS				\mathbf{N}		NIS A
	I have read and accept the Terms and Conditions for a Road Reserve - Miscellaneou					NHVR approval	105 0
						Advanced search	
	I have read and accept the Terms and Conditions for a Road Reserve -						
	Час						
			1	_			

e. Put in your NHVR details

A NHVR Approval

NHVR Portal Case No		
NHVR Required Decision Date	0	
List of roads requiring approval		
		Ы

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

Summary of Enquiry: Approvals

The following is a summary of applicati	ons to be lodged:		
Road Reserve – Miscellaneo Activities: Road Related Approval, Road Ro	Road Reserve – Miscellaneous Activities: Road Related Approval, Road Reserve – Miscellaneous, NHVR Approval		zal
Road Reserve - Miscellaneous - Approval	s		
The following fees and charges app	ly:		
NHVR Permit - per application	\$ 70.00	(Tax:	\$ 0.00
Total	\$ 70.00		
and the second s			
Mandatory: Applicant, Debtor Accoun Optional: Property Owner You will need to provide the followi Mandatory: Application Form Optional: System Generated Building	t ing documents whe Certification	en you lodge you	ır applicatio
Mendatory: Applicant, Debtor Accoun Optional: Property Owner You will need to provide the follow Mendatory: Application Form Optional: System Generated Building Next Steps to Proceed with y 1. Lodging your Application(5) - cit 2. Cancel your Enauly: - select Min	Certification Certification Our Applicatio	en you lodge you	ir application



9. Please click "Lodge" to continue with the application.



10. 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.

2117600 2-14 Fisher Street PETERSHAM	N0W 2049	
(#) Details	Summary	
	5 records.	
Applications 1 application to lodge	Attachments: Application Form is required Enrog and Peragnety Fermi Dehat corpoy	REQUIRED Go
Additional Questions 4 questions 0 mandatory questions	Attachment: Public Liability Insurance Certificate of Currency is required Insing with Neurophy News Softwataneous	REQUIRED Co
Applicants 1 applicant	Mandatory details questions have been answered Itering and Prengusty Inemii Ostan Langury	COMPLETED
Other People	Applicant: Receipted Persent (Orban Langery	COMPLETED
Fees 1 ten	Debtor account: Hinteg est Receptuity Hermi Dafuit sexpory	COMPLETED
Attachments		
Summary 2 Access Required 3 Access Complement	$\leq \square$	

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

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Reference: Public Approvals
2117600 2-14 Fisher Street PETERSHAN
Details
Applications
1 application to lodge
Additional Questions
4 questions
0 mandatory questions
Applicants
1 applicant

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.