



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

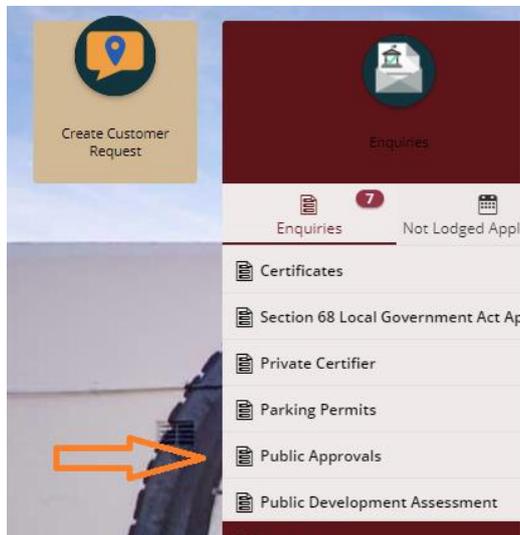
Tips for navigating the site



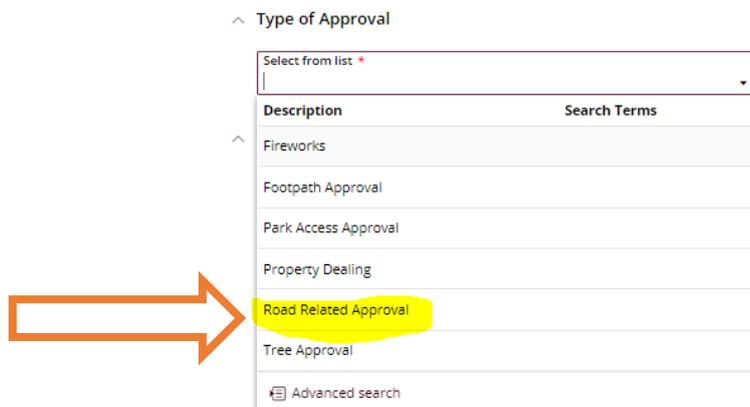
'How to' guides for using online self-service



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



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



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



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

Search for your property *

Princes Highway ST PETERS NSW 2044

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) *
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

- e. Put in your NHVR details

^ NHVR Approval

NHVR Portal Case No

NHVR Required Decision Date  

List of roads requiring approval

- 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 applications to be lodged:

Road Reserve - Miscellaneous
 Activities: Road Related Approval, Road Reserve - Miscellaneous, NHVR Approval

Road Reserve - Miscellaneous - Approvals

The following fees and charges apply:

NHVR Permit - per application	\$ 70.00	(Tax: \$ 0.00)
Total	\$ 70.00	

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

Next Steps to Proceed with your Application

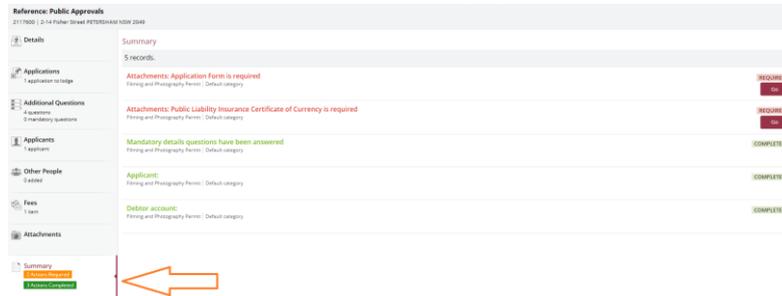
1. Lodging your Application(s) - click Lodge to finalise your application and submit it.
2. Cancel your Enquiry - select Home to cancel your Enquiry.

Where?
 Princes Highway SYDENHAM NSW 2044

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

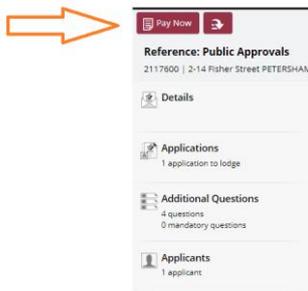


10. The Application Summary Page will appear. Click on summary and complete the actions required. Note the below is an example – every application will ask for different actions.



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

12. Click on Pay Now and payment page will appear



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.