



Steps to complete a Miscellaneous Permit Application

This document covers the following Miscellaneous Permit types:

- Crane Tower (over public land)
- Lighting design/signature
- Temporary Dewatering
- Encroachment into public land
- Owners consent to lodge an application for road reserve

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

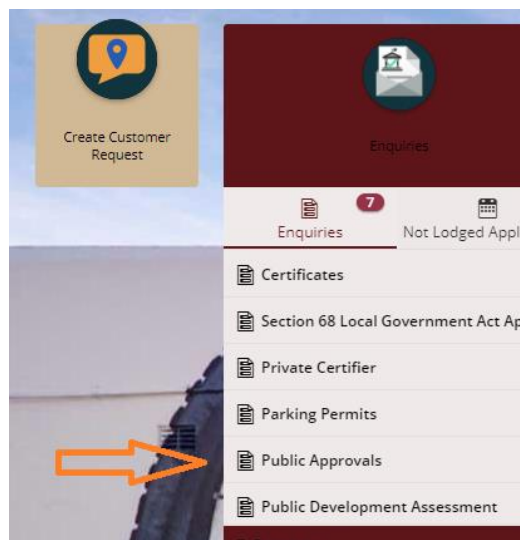
Tips for navigating the site



'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.

^ Type of Approval

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

^ 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 *

2-14 Fisher Street PETERSHAM NSW 2049

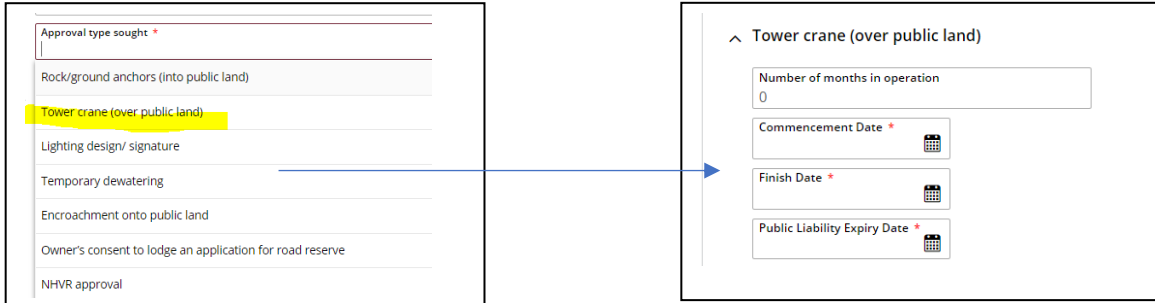
6. Answer the questions for the application and click next –note this information appears as Public Record on council application tracking website page. No personal information is displayed on the website.

7. Fill in the details:

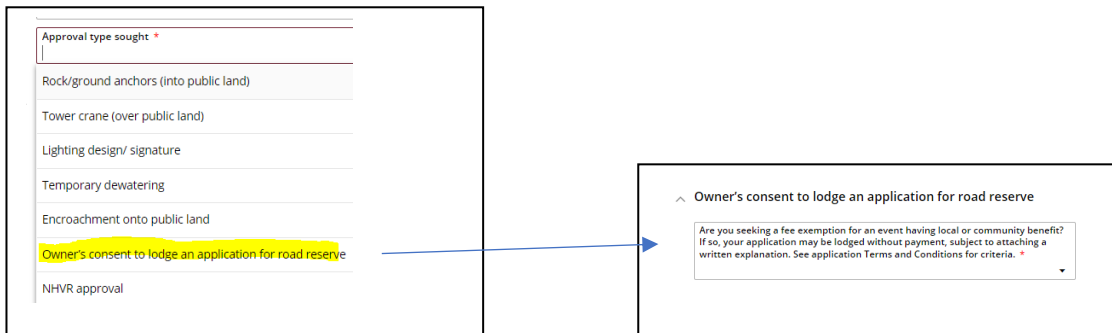
- a. Associated Activity your details about your application
- b. Activity Location – this is the area you are going to be working on
- c. Depending on the approval you are seeking, they may be secondary questions to answer in regard to your application. The answers to these questions will affect the fees and charges for the application.

Depending on what you select from the drop down for approvals you may be asked further questions

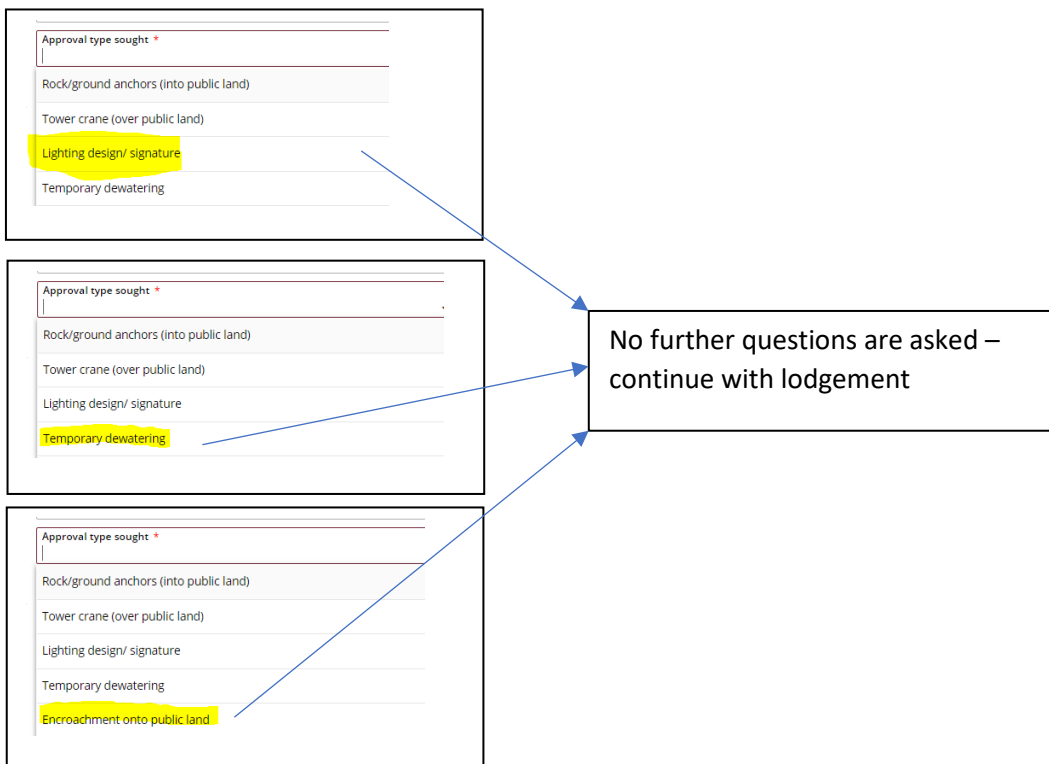
Tower Crane over Public Land



Owners Consent to lodge an application for road reserve works



Lighting design, Temporary Dewatering, or encroachment -



- 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. Example of quote below

The following is a summary of applications to be lodged:

Road Reserve – Miscellaneous
 Activities: Road Related Approval, Road Reserve – Miscellaneous, Temporary dewatering

Road Reserve – Miscellaneous - **Approvals**

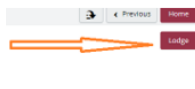
The following fees and charges apply:

Application Fee for various engineering approvals	\$ 360.00	(Tax: \$ 0.00)
Total	\$ 360.00	

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

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

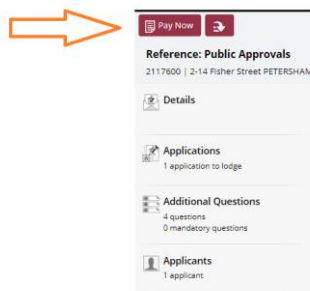


- The Application Summary Page will appear. Click on summary and complete the actions required. Note the below is an example – every application will ask for different actions.

Reference: Public Approvals
 2117600 | 2-14 Fisher Street PETERSHAM NSW 2045

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

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



- 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.