

Steps to complete a Mobility Parking Zone 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

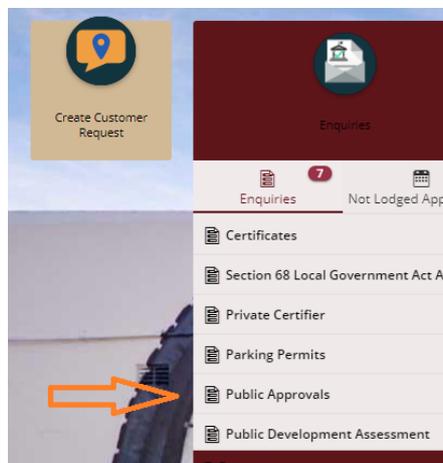
Tips for navigating the site



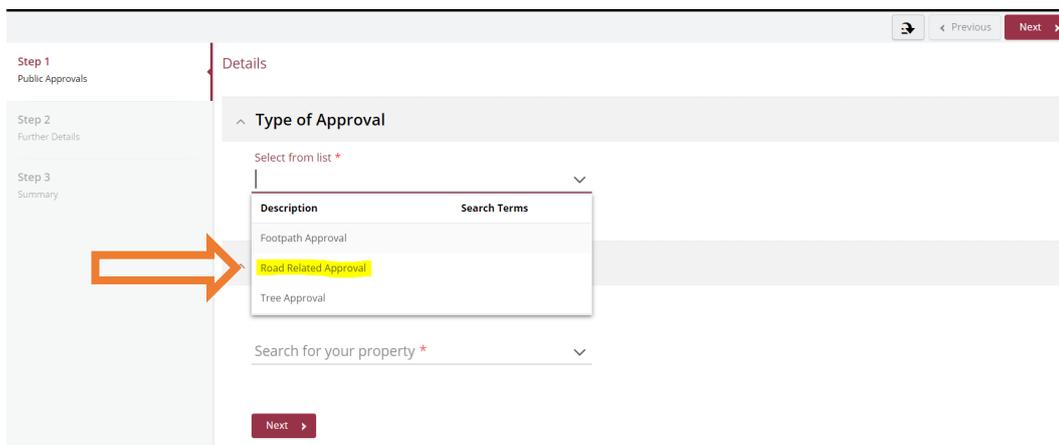
'How to' guides for using online self-service



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



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



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

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. The 'Mobility Parking Zone' checkbox is checked, and an orange arrow points to it. Other options include Road, Footpath and Carpark Occupancy Permit; Roadworks Step 1 Design Approval; Roadworks Step 2 Permit to Construct; Road Opening Permit; Standing Plant Permit; Temporary Full Road Closure; Skip Bin - User; Hoarding Permit; Street Party; Filming and Photography Permit; Work Zone Application; and Skip Bins - Provider Licence.

5. Enter property address and click Next

The screenshot shows a 'Where?' input field with three radio buttons: 'By address' (selected), 'By land parcel', and 'By street'. Below the input field, the address '214 Fisher Street, PETERSHAM, NSW, 2049' is displayed. A map of the area is shown below the address. At the bottom of the form, there is a red 'Next' button with a right-pointing arrow. An orange arrow points to this '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. \

7. Based on the information provided, a fee quote will be generated- Please note there is NO application fee for a Mobility Parking Zone, but you must complete all the steps to lodge your application.

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



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

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