

## 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, click on “Road related approvals” under the Apply for.. section on the bottom right



3. Select "Mobility Parking Zone" from the list and hit next.

The screenshot shows a web application interface for selecting road-related approvals. On the left, there is a vertical sidebar with three steps: 'Step 1 Public Approvals', 'Step 2 Further Details', and 'Step 3 Summary'. The main content area is titled 'Details' and features a dropdown menu currently 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 highlighted by a large orange arrow pointing from the left. Other options in the list 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'.

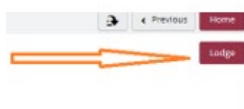
4. Enter property address at the bottom and click Next

The screenshot shows the 'Where?' section of the application. It includes radio buttons for 'By address' (selected), 'By land parcel', and 'By street'. Below these is a search field with the text 'Search for your property \*' and the address '2-14 Fisher Street PETERSHAM NSW 2049' entered. A satellite map view is displayed below the search field, showing the location. At the bottom of the map area, there is a red 'Next >' button, which is highlighted by a large orange arrow pointing from the left.

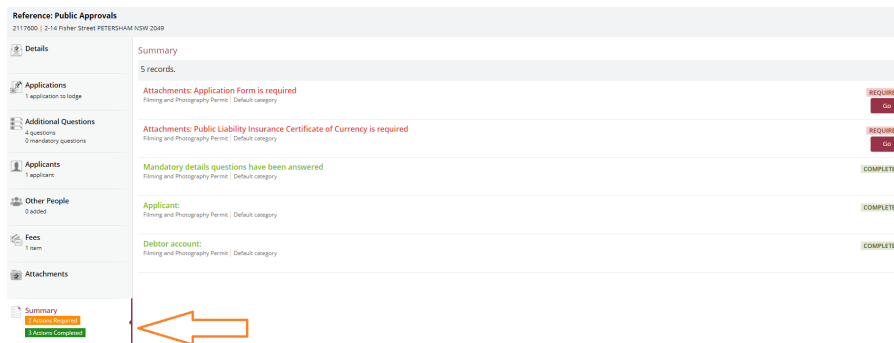
- Please answer the questions for the application and click next –Note this information appears as Public Record on council application tracking website page. No personal information is displayed on the website. \

- 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.

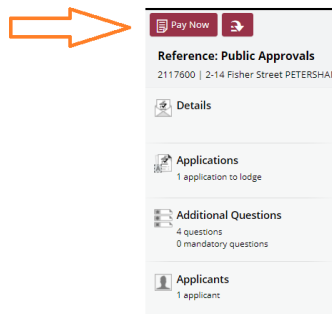
- Please click “Lodge” to continue with the application.



- 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



**11. 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.