CUSTOMER PORTAL APPLICATION DESCRIPTION

SLIDE 1

How to complete the description field for a public utility permit application in the customer portal.

SLIDE 2

The application category description field is a mandatory field. It must be completed to allow your application to be submitted.

Enter as much relevant data or information that will assist in the review of your application and approval of your permit.

Information that can be considered for entry into this field are, detailed description of works being done at the site.

- **Drawing / Plan details and numbers**
- **Traffic disruption information such as lane closures or signage information.**
- **Or any other relevant information relating to the works or traffic control being conducted**

SLIDE 3

The upcoming demonstration, will show you an example description entry for a public utility application.

SLIDE 4

The description field is found in the application category section of your application.

Information that may be included in this field could be.

Drawing or Plan details and numbers

Signage or traffic disruption information.

Or, any relevant information relating to the works or traffic control being conducted.

Once you have completed the description field you can move down to the next section containing, works location and other questions.

SLIDE 5

For any questions, feedback, system enhancement suggestions or general enquiries, please contact your local district from the details provided here.