



# **Self-Start Network Access Permit Procedure**



**Urban Access 2023**

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## What is a self-start Network Access Permit?

A self-start Network Access Permit (NAP) is a type of authorisation that grants users greater control over their network access privileges. Specifically, it enables the applicant or user to start and stop their own live periods in Urban Access, our permit to work system.

Without a self-start NAP, users typically need to contact the Urban Utilities Control Room to request access to the network, and to request that their access be terminated when they are finished using it. With a self-start NAP, however, users are empowered to manage their own access to the network. This means that they can start and stop their own live periods in Urban Access whenever they need to, without needing to go through the Control Room. Currently self-start is only available for permits that Urban Utilities deem to have low operational risk.

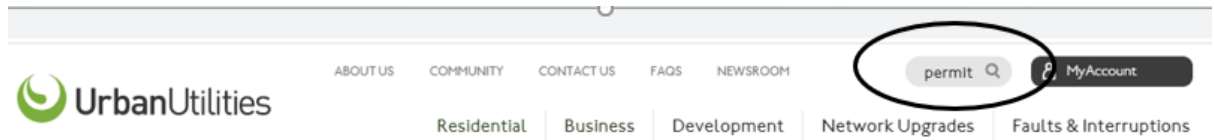
## How can you tell if your permit is self-start or not?

You can distinguish if a permit is self-start by checking if the 'Self-start' box is ticked on the permit page:

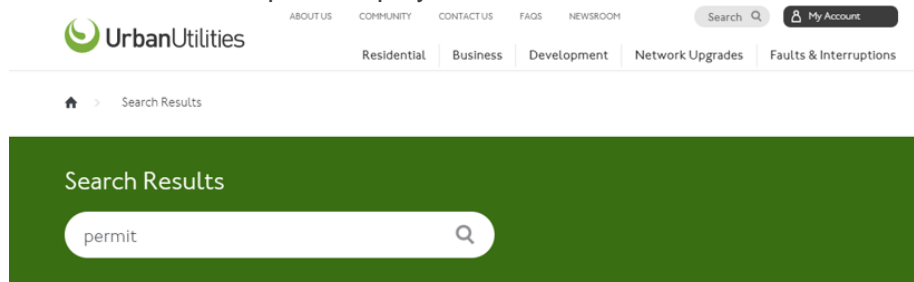
Status and applicant	
Permit Status	Open
Self-start	<input checked="" type="checkbox"/>

## How to log into Urban Access:

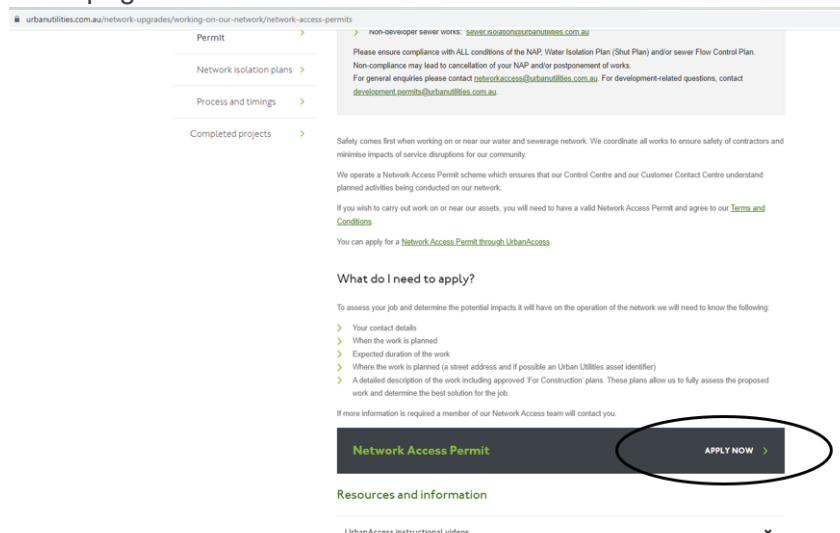
1. Go to <https://urbanutilities.com.au>
2. In the search bar type 'permit'



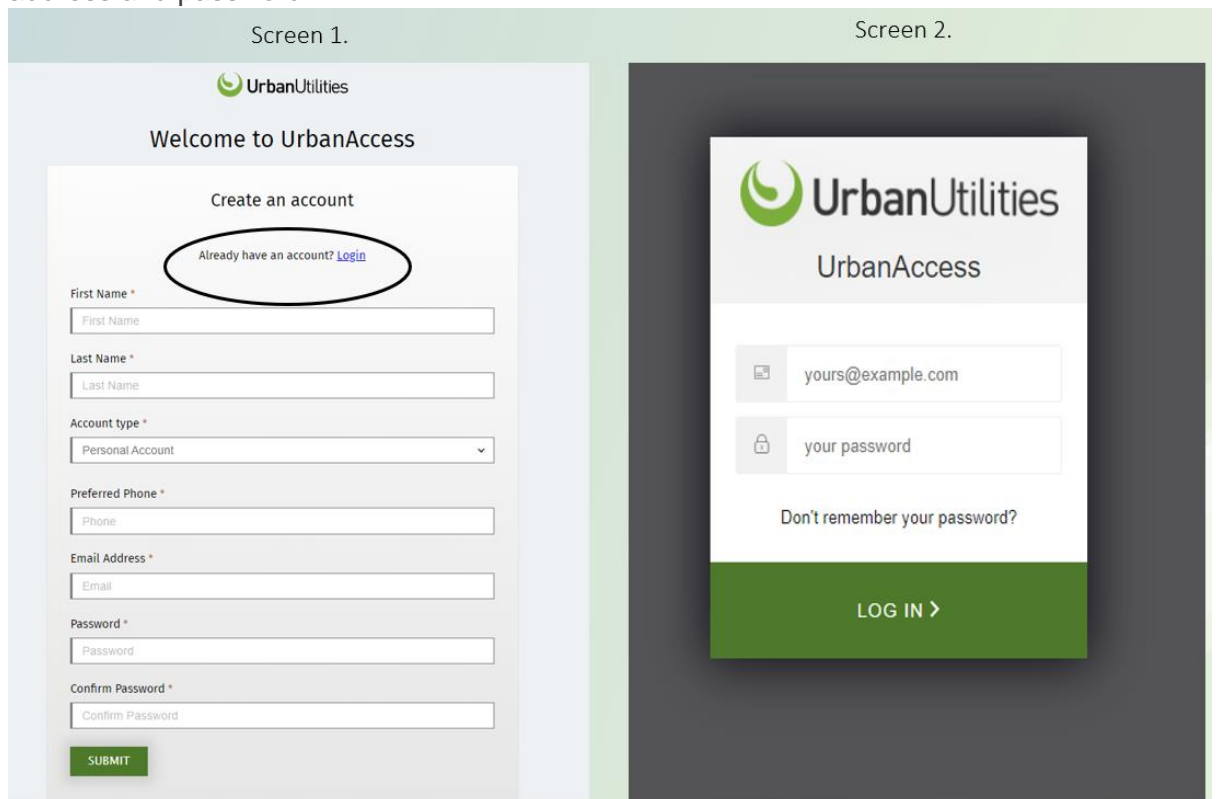
3. Select the second search option displayed



4. Scroll down the page and click the 'APPLY NOW' button

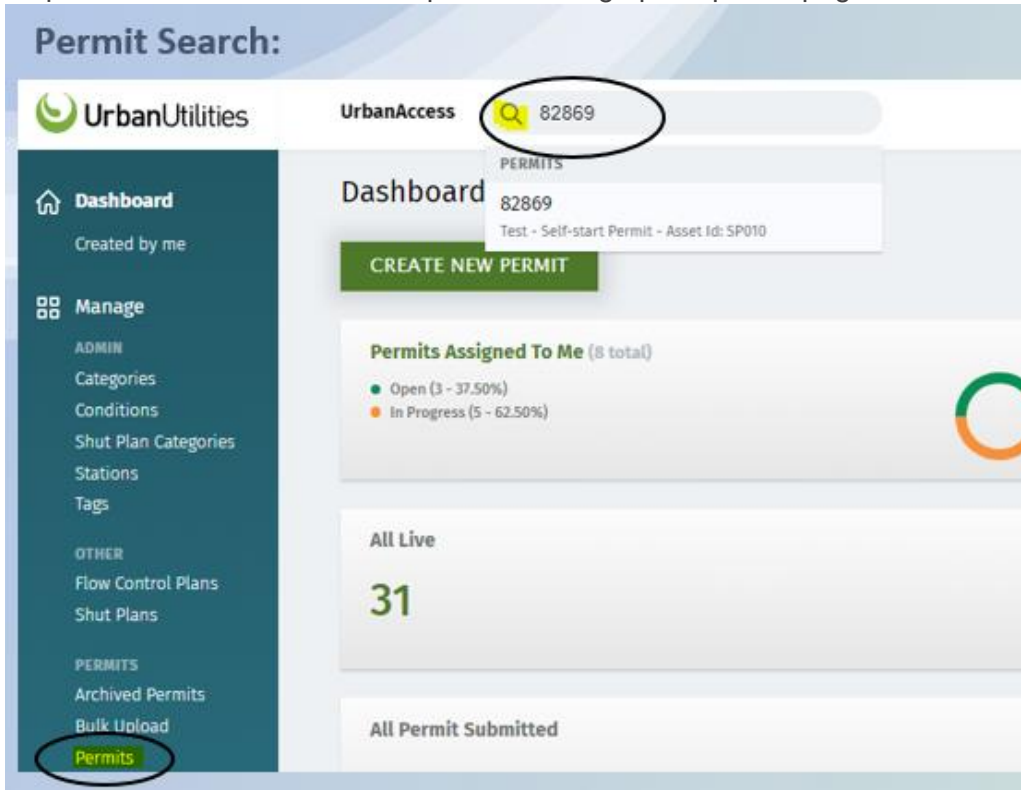


5. It will take you to the login page. Please log into your account with your email address and password

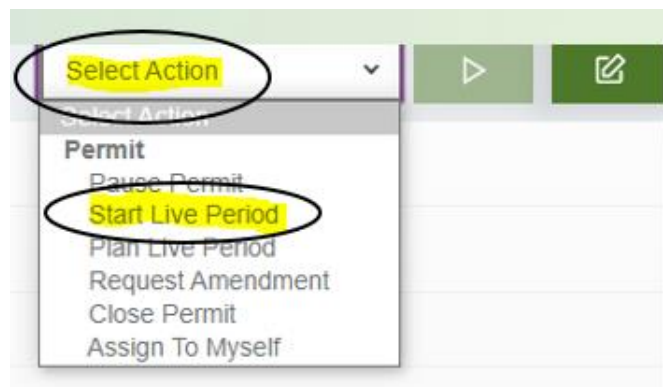


## Instructions

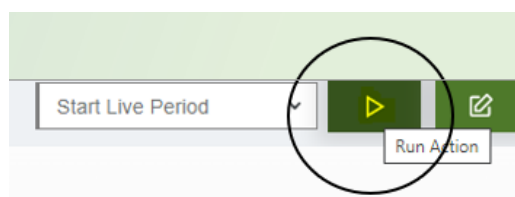
Step 1. Log into Urban Access and find the relevant permit number in either the 'search bar' or 'permits' section. Click on the permit to bring up the permit page.



Step 2. Click on the 'Select Action' function and choose 'Start live period' from the drop-down menu.



- Click on the green play button to run the action



Step 3. Once you have run the action a pop-up box will appear as shown below for you to enter the required information.

### Start Live Period

Start Time \*

Planned End Time \*   
The Date should be no more than 12 hours after the Planned Start Time.

Contact Name \*   
Please insert the Full Name of the person in charge.

Contact Number \*   
Please insert the Phone Number of the person in charge.

Control room actions   
Please add any other additional information.

Attachment  no file selected  
Please attach your water off notification, if needed (PDF only, max 50MB)

Step 4a. Enter the date you are doing the works (the system should automatically select today's date) and manually enter the proposed/expected finish time (24-hour time).

**Start Live Period**

Planned End Time \*

Contact Name \*

Contact Number \*

*Dismiss and press the enter key. The*

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

17 : 30 : 00

Step 4b. Enter your full name and contact phone number

Planned End Time \*   
The Date should be no more than 12 hours after the Planned Start Time.

Contact Name \*   
Please insert the Full Name of the person in charge.

Contact Number \*   
Please insert the Phone Number of the person in charge.

Once all the information is entered, please click 'Yes, start live period'.

Attachment  no file selected  
Please attach your water off notification, if needed (PDF only, max 15MB)



Once submitted, the permit status will change from 'Open' to 'Live'.

Permit Status	Live
Self-start	
Permit ID	82869
Permit Name	Test - Self-start Permit

It will also show a live period in the 'Live Period' section at the bottom of the permit page.

START TIME	END TIME	ACTIONED BY	WATER OFF	ACTIVE
03/05/2022 14:00:17	03/05/2022 17:30:00	[Redacted]		

Step 5. When your works have concluded and you're ready to close off the live period, go back to the permit page and click 'Select Action' 'Stop live period'.

The screenshot shows the permit details from the previous image. A dropdown menu titled 'Select Action' is open, displaying the following options: Permit, Pause Permit, Stop Live Period (circled in red), Close Permit, and Assign To Myself. The 'Stop Live Period' option is the target of the instruction.

Click on the green play button to run the action

This close-up shows the 'Stop Live Period' dropdown menu. A green play button is circled in red, and a tooltip labeled 'Run Action' is positioned over it, indicating the next step in the process.

A pop-up box will appear asking 'Are you sure you want to stop the live period? Click 'Yes, stop live period'. There is no need to enter any comments.

The permit status will change from 'Live' to 'Open'.

Permit Details: 82869

Permit Status	Open
Self-start	<input checked="" type="checkbox"/>
Permit ID	82869
Permit Name	Test - Self-start Permit

The live period recorded will update and change the 'end time' to the actual end time the live period was stopped and no longer show as active.

Live Periods

Search

START TIME	END TIME	ACTIONED BY	WATER OFF	ACTIVE
03/05/2022 14:00:17	03/05/2022 14:17:51	<del>XXXXXXXXXX</del>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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