

APPLYING FOR A RESIDENT PARKING PERMIT

DACORUM BOROUGH COUNCIL



PermitSmarti is the new online system where you apply for and procure your parking permit within Dacorum Borough Council.

Step 1: Create a new account

Please enter your email address and choose a password. Click next to continue.

Step 2: Add your contact details

Add your name and choose your address by entering your postcode.

After clicking **FINISH**, we will send you a verification email. Please verify your new account to begin.

RESIDENT PERMIT APPLICATIONS

To sign in, please use the details entered in Step 1. You are now in your new account!

All permits are subject to authorisation once your application has been submitted, please check My Permits at a later time to either accept or decline your offer.

Step 1: Click on Permit Application



Step 2: Choose your permit category.

Permit application
Apply for a permit

(Residents' Permits, Visitor Permits, Visitor Parking Session, Car Park Season Tickets or Business Permits).

Step 3: Choose the permit type. And enter the following details:

- Parking Zone
- Issue Period
- Start Date
- The expiry date will automatically generate once you confirm the start date.

Step 4: Add the details of the vehicle this permit is for:

- Vehicle registration
- Make
- Model
- Colour

Step 5: Answer the questions generated. Click Next.

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PERMIT APPLICATION CONFIRMATION

Step 6: Permit Application Confirmation

Save or confirm your application by uploading one of the below supporting documents.

Supporting documents for Proof of Residency include:

- Current council document
- Tenancy agreement issued within the past 6 months
- Utility bill issued within 3 months
- Bank statement issued within 3 months
- Solicitors letter confirming completion of purchase (new home owners).

Supporting documents for proof of vehicle qualifiers include:

- Vehicle registration document (V5)
- Insurance documents showing the applicant as principal or a named driver
- An official bill of sale or invoice
- A lease or hire agreement (minimum term of 6 months)
- If it is a company vehicle, a letter on company letterhead, signed by the company secretary or similar and dated within the last 3 months.

Step 7: Upload supporting documents

Click on upload supporting documents and click +Add Document. Choose from the dropdown menu, the type of supporting document and click add. You need to provide two types of documents, one from the VEHICLE and another from the RESIDENT category.

Step 8: Payment

To complete your application, please pay using a credit or debit card through this portal. You can also choose to pay at a later date, however this will be recalculated at the time and may change.

Follow the online prompts to enter your card details and complete the transaction.

Once payment has been received, your application has now finished.

You can check on the progress of your application by going to My Permits from the home page.

Permit application confirmation

Application number: 10645
 Application date: 09/03/2018
 Permit type: Residents
 Start date: 01/04/2018
 Period: 12 months
 Price: £25.00

Thank you for your permit application. To move on to the next stage of the application you will now need to upload your proof documentation by clicking the 'Upload Supporting Documents' button.

Once you have uploaded your documentation you will then need to make payment and then your Permit will be ready to use immediately. PLEASE NOTE that if you press the 'cancel' button without providing proof documents your application will be declined and you will be required to complete the application again.

Upload supporting documentation

Application number: 10645
 Application date: 09/03/2018
 Permit type: Residents
 Start date: 01/04/2018
 Period: 12 months
 Price: £25.00

You may upload up to 3 documents. Each document must not be greater than 5MB in size and must be one of the following types:

- Scanned document or photo in JPEG format (jpg, jpeg)
- Microsoft Word document (doc, docx)
- Rich Text document (rtf)
- Microsoft PowerPoint document (ppt, pptx)
- Scanned document or photo in TIFF format (tif, tiff)
- Bitmap Image (bmp)
- Portable Document Format (pdf)
- Scanned document or photo in PNG format (png)

New proof documents :

Payment successful and permit issued

Permit number: DCRE4
 Start date: 01/04/2018
 Period: 12 months
 Price: £40.00

Thank you for your payment. Your new permit has been issued. Please keep a note of your permit number.

My permits

| Permit type | Vehicles | Permit number | Start date | |
|-------------|----------|---------------|------------|----------------------------|
| Residents | NV10-HL | DCRE4 | 01/04/2018 | Not valid until 01/04/2019 |

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