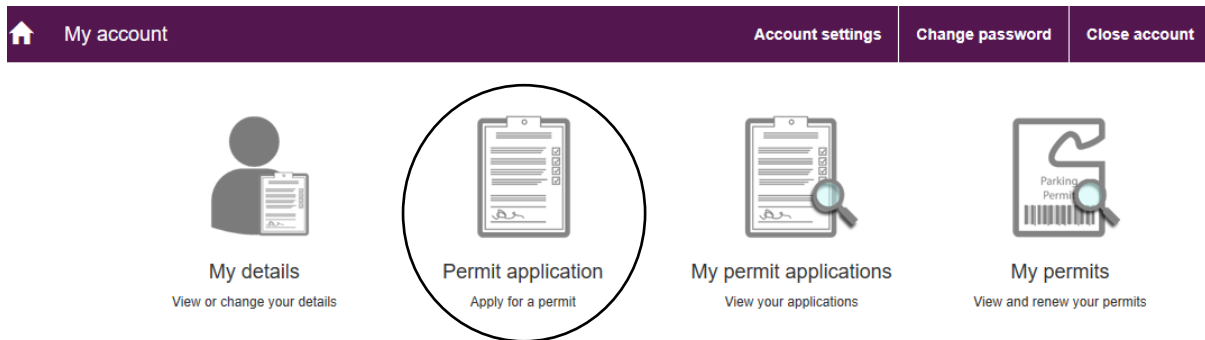


## How to apply for Tradesperson Daily and Landlord Daily permits

1. Log into your account
2. Go to Permit Application



3. Select Non-resident

**Permit category** (You must fill in all fields marked \*)

The type of account you have set up will limit the permit types you can apply for. The Council will require applicants to verify their residency/business etc status when first applying via this system, you will need to upload proofs as part of your application. It is a good idea to have these proofs ready to upload. For acceptable proofs click link below:  
[For further information click here \(Opens in new window\)](#)  
 Please select the type of permit you require.

\* **Permit category :**   
 Car Park  
 Resident  
 Business  
 Non-Resident

4. Select Tradesperson Daily
5. Select the issue period - how many consecutive days parking do you need, maximum of 30 days.

You will need to create a separate application if your job covers non-consecutive days parking, but you can add each application into the shopping basket and only pay for them at the end

**Permit type** (You must fill in all fields marked \*)

Please choose a particular permit.

\* **Permit type :**   
 You can purchase consecutive day parking only.

\* **Issue period :**

\* **Start date :**

**Expiry date :** 01/07/2020

6. Select start date
7. Add Business name
8. Enter vehicle registration, make and colour

9. Answer question

Please select from the drop-down list below the proof of works you will be sending - Letter on Headed paper or Other

Tradesperson: Proof of works: Letter on headed paper detailing works being carried out, the address, the dates of work, vehicle registration and vehicle make.

Landlord: Other - proof of ownership of property within the permit parking zone. This may be a solicitor's completion letter, mortgage statement, property deeds, land registry document or a building insurance certificate that shows ownership.

Questions		(You must fill in all fields marked *)
* TD2 - Please select from the drop down list below the proof of works you will be sending:	<div style="border: 1px solid black; padding: 2px;"> <p>Please select...</p> <p>Letter on headed paper</p> <p>Other</p> </div>	?

10. Click next, confirm details and terms and conditions.

I declare that the information given in this application is true and correct. I understand that the permit will be cancelled and no refund issued to me, if the information provided is at a later date found to be false. Please read and accept the further terms and conditions in the link below.

I accept the terms and conditions. (Opens in new window)

Cancel	Back	Proceed
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11. Upload supporting documents

**Permit application confirmation**

Application number : 23897  
 Application date : 23/06/2020  
 Permit type : Tradesperson (Daily)  
 Start date : 30/06/2020  
 Period : 2 Days  
 Price : £15.00

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.

Cancel	Save application	Upload supporting documents
--------	------------------	-----------------------------

a) Go to add document

New proof documents : + Add document

Cancel	Upload documents
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b) Select the document type, browse your saved documents and select the relevant proof

Upload supporting document

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\* Document type :

\* Select file :

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c) If you have more than one document to upload - click add document and repeat process. Once you have everything ready to upload, click upload documents

New proof documents :

Document type	Proof category	File name
 Other	Vehicle	1014826[1].jpg <input type="button" value="x"/>

12. Make Payment or add to basket if you have another application to create

**Permit application confirmation**

Application number : 23897  
 Application date : 23/06/2020  
 Permit type : Tradesperson (Daily)  
 Start date : 30/06/2020  
 Period : 2 Days  
 Price : £15.00

Thanks, your documents have been received. To complete your application, you will need to make payment using the "Make Payment" button below. Once your payment is authorised your permit will be issued

PLEASE NOTE: If you cancel without paying your application will be declined and you will be required to complete the application form again.

13. Once payment has been made, the permit will be e-mailed to you - Please print and display clearly in the vehicle.