

1. I need a temporary permit

Temporary permits can be applied for through your online account:

<https://www.reading.gov.uk/parkingpermits>

Permit Application - Apply for a permit

The screenshot shows a user account dashboard with a dark purple header. The header contains a home icon, 'My account', and navigation links: 'Account settings', 'Change password', 'Close account', and 'Log out'. Below the header are four main menu items, each with an icon and a description:

- My details**: View or change your details (Icon: person with document)
- Permit application**: Apply for a permit (Icon: document with checkmark, circled in red with an arrow pointing to it)
- My permit applications**: View your applications (Icon: document with magnifying glass)
- My permits**: View and renew your permits (Icon: parking permit with magnifying glass)

1. Permit Category - “Resident”

Permit application

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

For NEW applications the Council will require applicants to verify their residency/business etc status, you will need to upload proofs as part of your application. It is a good idea to have these proofs ready to upload. This does not apply for Car Park Season Ticket Applicants. FOR RENEWALS PLEASE GO TO "MY PERMITS" ICON - DO NOT CREATE A NEW APPLICATION. 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 :**

- Please select...
- Car Park
- Resident**
- Business
- Non-Resident

2. Permit Type - “Temporary - Resident”

Permit application

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

Please choose a particular permit.

* **Permit type :**

- Please select...
- Resident Permit
- Visitor Resident Permit
- Carer Permit
- Temporary - Resident**
- Foreign Vehicle
- Discretionary (Resident)
- Discretionary (Visitor)

Required

Terms and conditions Privacy policy Parking Policy Contact us

3. Select Start date - you can apply up to 10 days in advance

Please choose a particular permit.

* Permit type :

* Zone :

* Issue period :

* Start date :

Expiry date : 07/10/2020

A calendar interface for June 2020. The calendar shows days from 01 to 30. The date 08 is highlighted in blue. Below the calendar are buttons for 'Today', 'Clear', and 'Close'. Below the buttons is a date input field showing '08/06/2020' and a calendar icon.

4. Enter Vehicle Registration, make and colour

5. Answer questions that are applicable:

- I have changed my vehicle (already hold a resident's permit) - provide proof of ownership
- I have bought a new vehicle - provide proof of ownership AND proof of residency
- I have temporary vehicle while my is off the road - temporary proof of vehicle ownership
- I have just moved into a residents parking zone - proof of residency and vehicle ownership

See help button for further information on proofs required

A screenshot of a 'Questions' form. The form has a purple header with the text 'Questions' and '(You must fill in all fields marked *)'. The form contains several questions with drop-down menus and help buttons. The help buttons are circled in red. A red arrow points from the text 'See help button for further information on proofs required' to one of the help buttons.

Questions

(You must fill in all fields marked *)

* Please select from the drop down list below why you require a temporary permit.

* For change of vehicle/new vehicle: please select from the drop down list the proof of vehicle ownership you will be sending:

* For new vehicle: please select from the drop down list the proof of residency you will be sending:

* For temporary change of vehicle: please select from the drop down box list the temporary proof of vehicle:

* For moving house: please select from the drop down list the proof of residency you will be sending:

* For moving house: please select from the drop down list the proof of vehicle ownership you will be sending

Please select.
I have changed my vehicle (remember to return your current permit to avoid the £40 replacement fee)
I have bought a new vehicle
I have a temporary vehicle while my car is off the road
I have just moved into a residents parking zone

Please select... ?

Please select... ?

Please select... ?

Please select... ?

6. Confirm 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

7. Upload Supporting Document(s)

This website provides information on what proofs are required
<https://www.reading.gov.uk/article/10832/Temporary-permits>

Permit application confirmation

Application number : 495489
Application date : 08/06/2020
Permit type : Temporary - Resident
Start date : 08/06/2020
Period : 4 months
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.

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

Please select the "Add Document" button and then select the document type you wish to upload, then press the browse button to select the file.

For further information click [here](#) (Opens in new window)

You may upload up to **5** 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 :

+ Add document

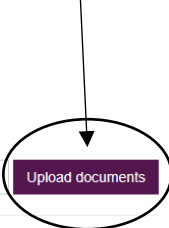
Please repeat the process for each file, adding all the proofs that are required for this permit type.

Once you have added all the documents you require, then you must press the "Upload documents" button to complete the process.

New proof documents : [+ Add document](#)

Document type	Proof category	File name
DVLA Registration V5	Resident, Vehicle, Identity, Business	test 3.pdf 

[Cancel](#) [Upload documents](#)



8. Finish the application

We aim to deal with these applications the next working day.

If your application is approved, you will be offered the permit. Log into your account make payment and the permit will be e-mailed to you to be displayed.

Please Print the permit and display in the vehicle windscreen.