Resident Visitor Permit Guide

Digital Permit Trial
Zone 02R

www.reading.gov.uk/digitalpermits

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Resident Digital Permit Guide

- The following pages will help you understand how the digital permit will work during the trial
- If you experience any difficulties when ordering your permit, please let us know via our contact pages - www.reading.gov.uk/parkingcontact
- To enable us to gain feedback on your experience please visit www.reading.gov.uk/digitalpermits Please note this is for feedback only and will form part of the consultation.
- We will not reply to feedback received.

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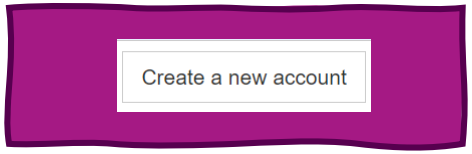
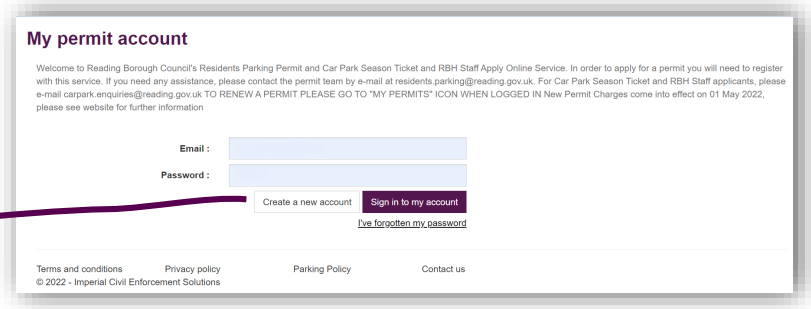
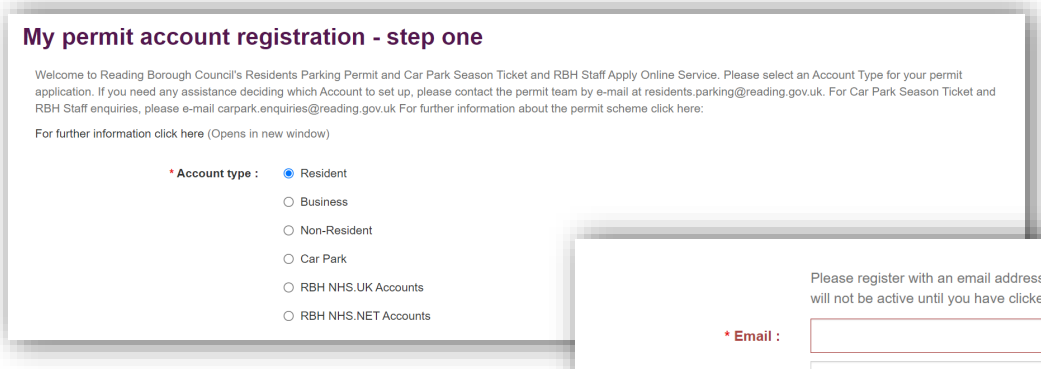
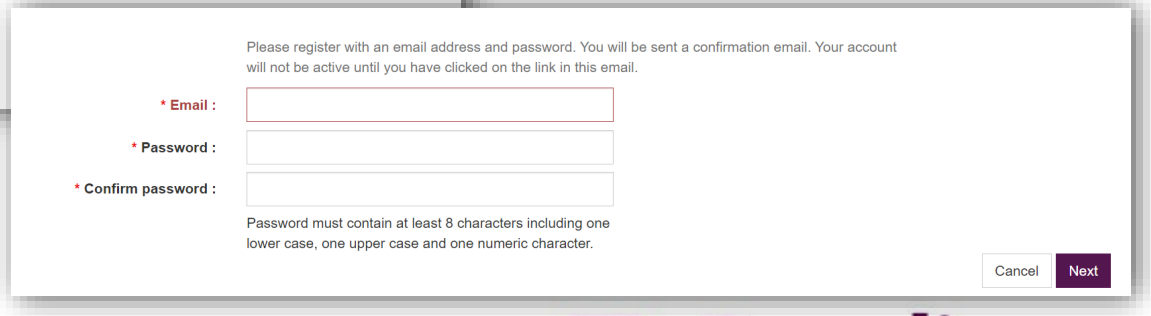
Create a Permit Account

If you are an existing permit holder there is no need to create a new account









Save our email address to ensure any emails we send you do not go into junk or spam folders

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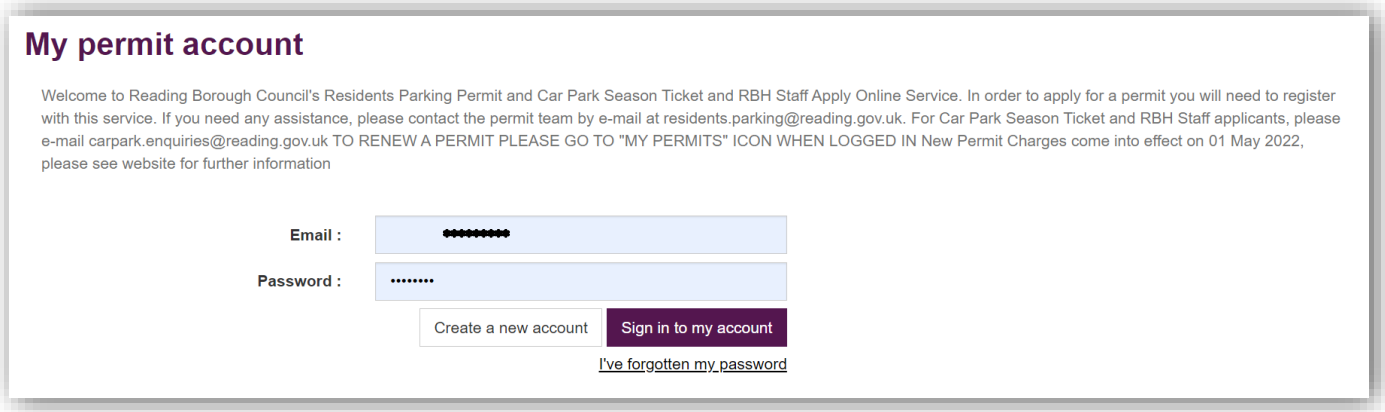
Log in to your permit account

https://permits.paysmarti.co.uk/acct/reading/



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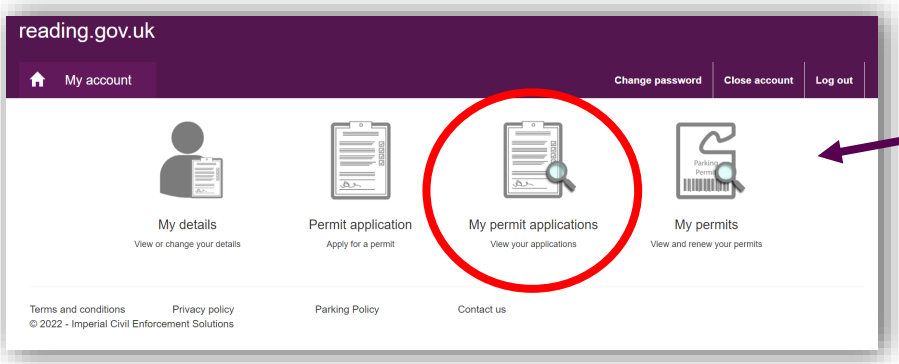
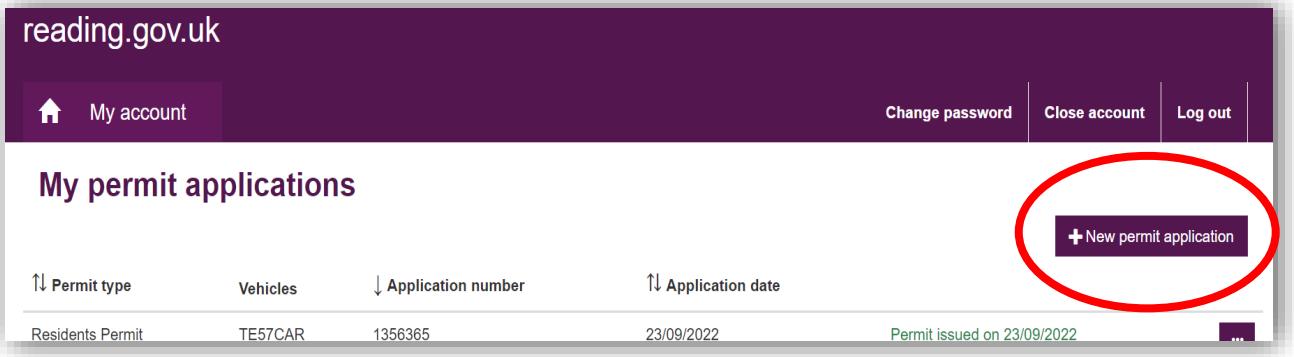
Applying for permits



Select my permit applications for saved ones

Or select New permit application



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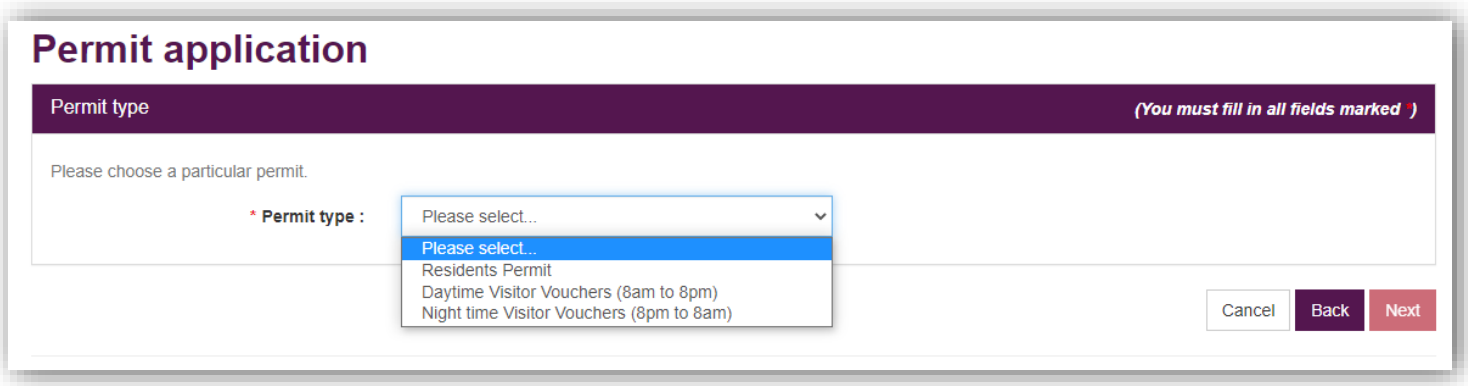
Daytime or Night time Visitor Vouchers



Daytime visitor vouchers are for use between the hours of 8am and 8pm only.

Night time visitor vouchers are not chargeable, but will not be issued unless you have valid blocks of daytime vouchers.

They must be used to park vehicles between 8pm and 8am.

<u>If you use day time voucher at night it will come off your allowance.</u>

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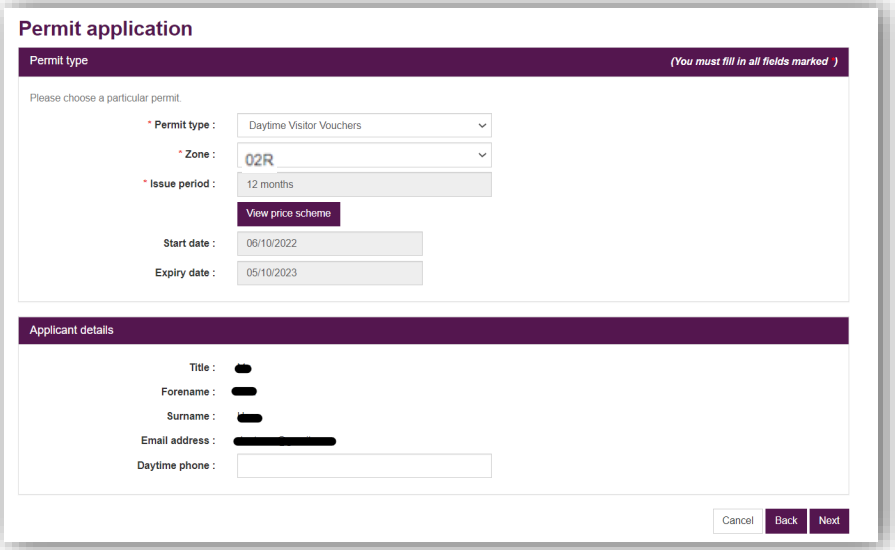
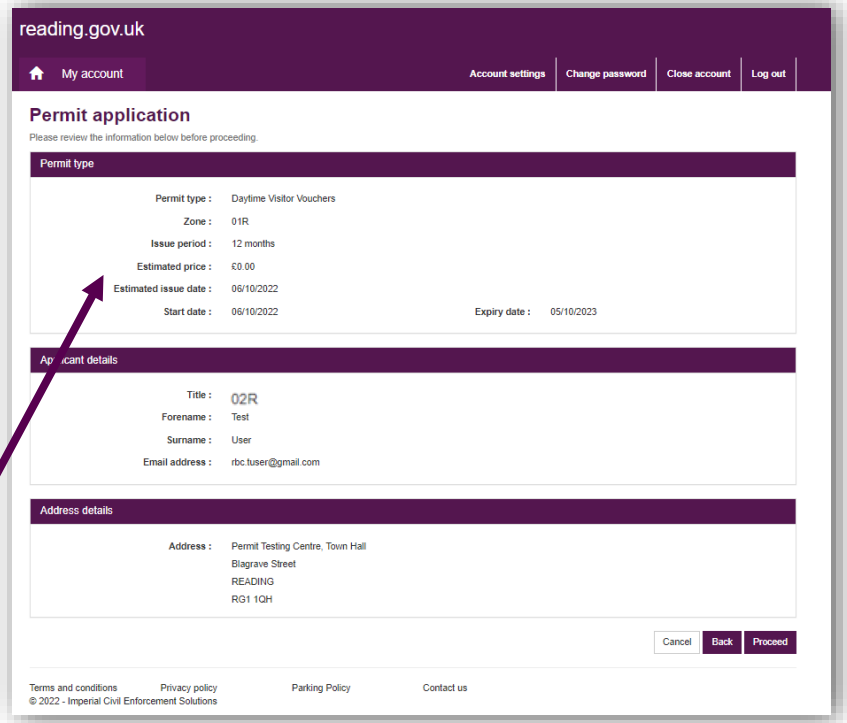
Day time visitor vouchers





Apply as you normally would. The system will know if you are entitled to the free hours. If you have exhausted your free hour block the cost will show here.

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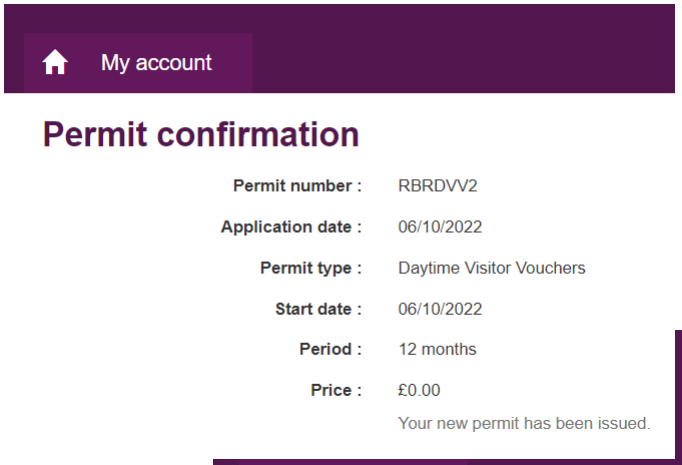
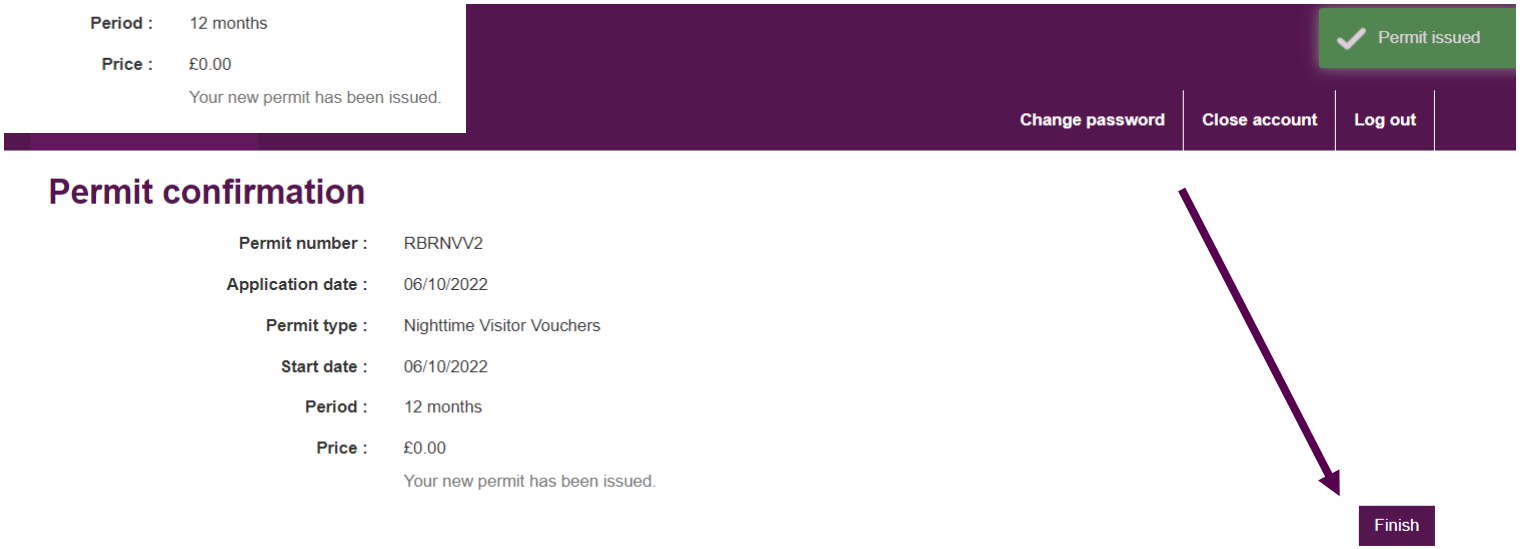
Buying digital visitor vouchers



Once confirmed what permits you need the screen will confirm that the permit is issued

Select finish to continue



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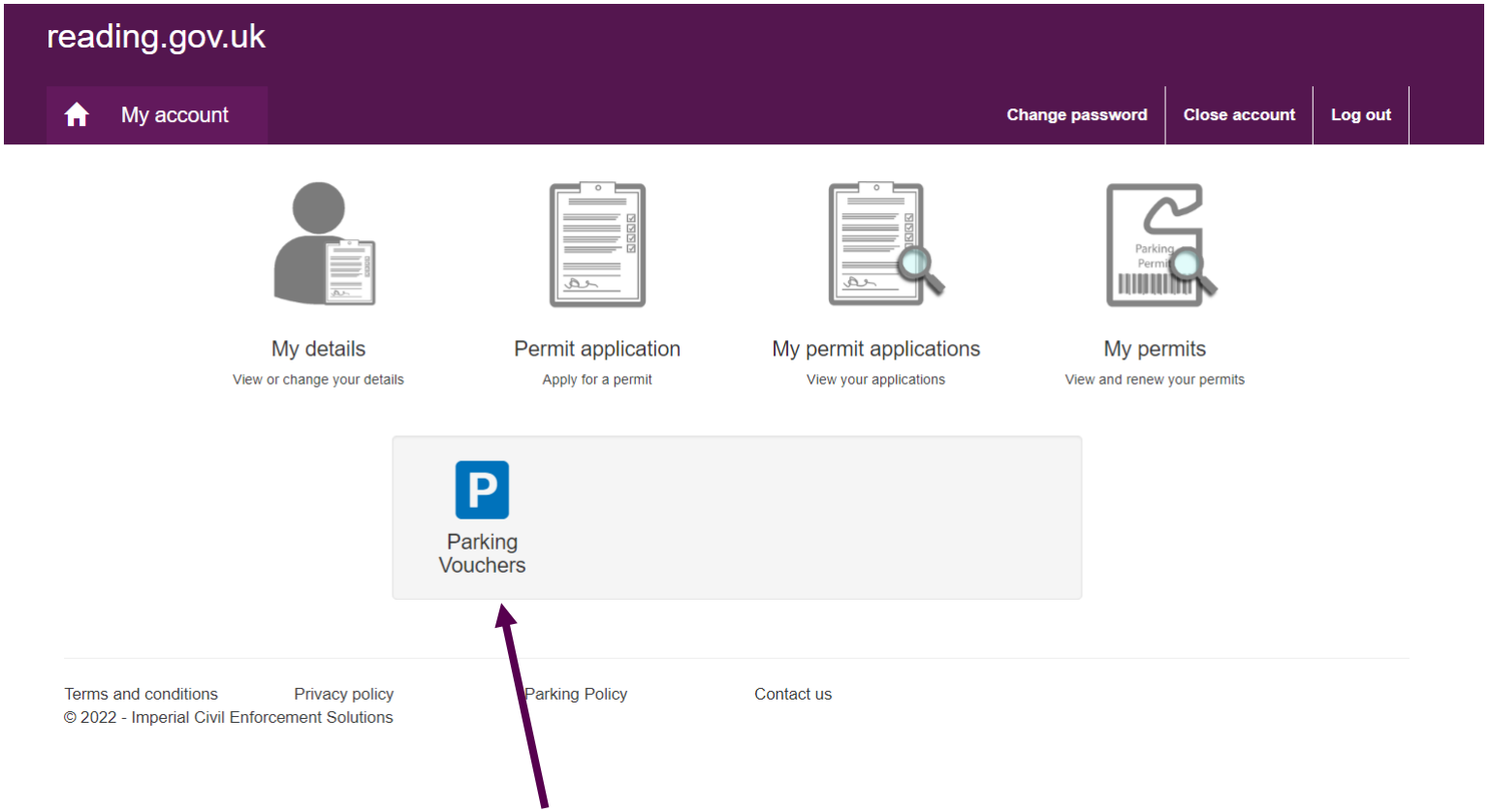
My Account home page



To book visitors parking select Parking Vouchers

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Visitor Voucher Use

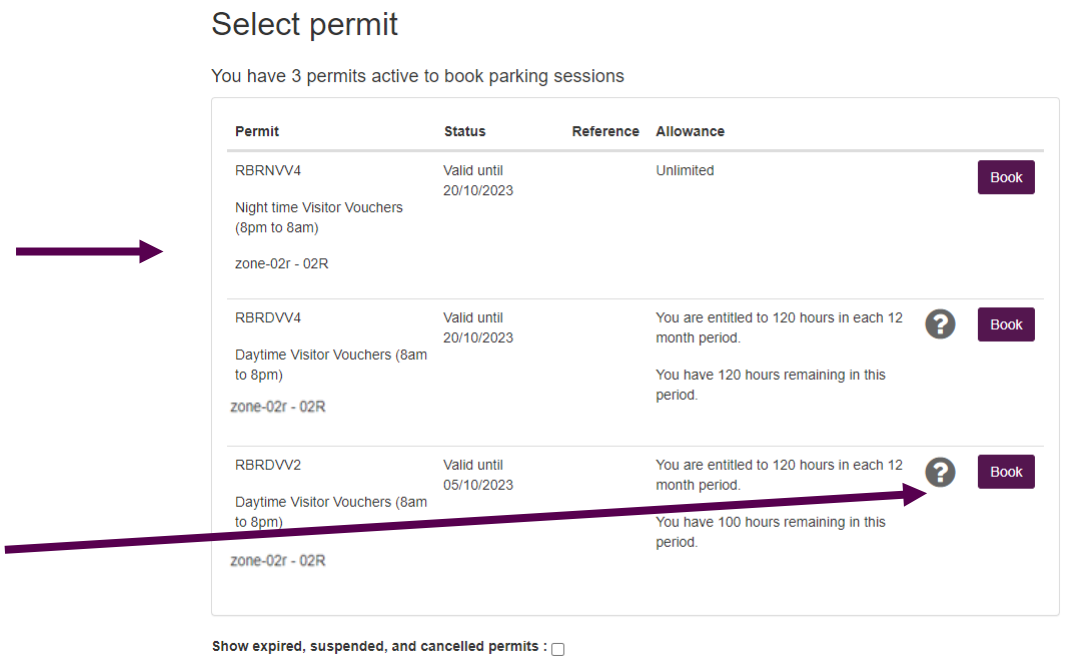
Your account contains a number of permits.

This screen lists all the permits in your account which are currently valid for booking visitor sessions.

Each item in the list shows the permit number followed by the reference number, if known.

You need to select which of these permits you wish to book a visitor session with.

When you've selected a permit from the list click 'Book' to begin the booking process.



Make sure you choose the correct voucher

Daytime between 8am and 8pm
Night time between 8pm and 8am

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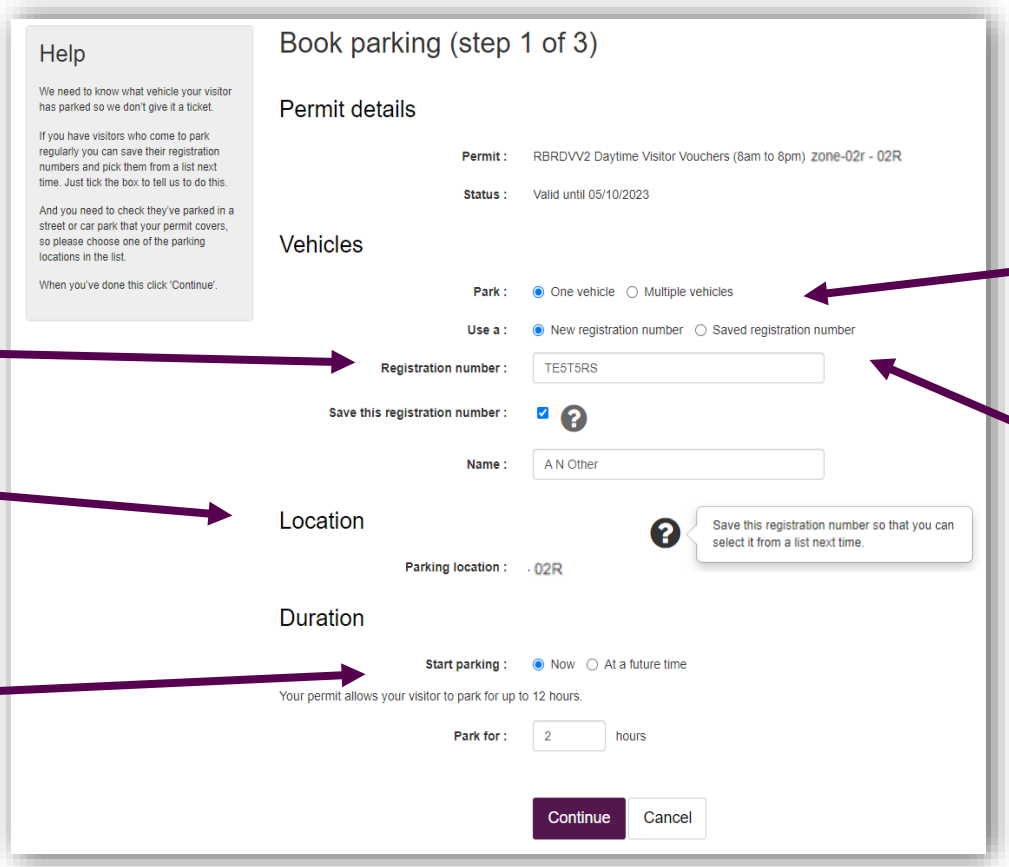
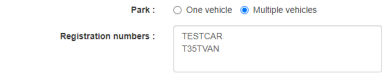
Booking Visitors Parking



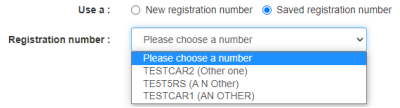
This tells you the voucher type (Day or night time)

You can enter new registration or one you use often if you have saved it

Select one or multiple vehicles. Enter a registration on a separate line



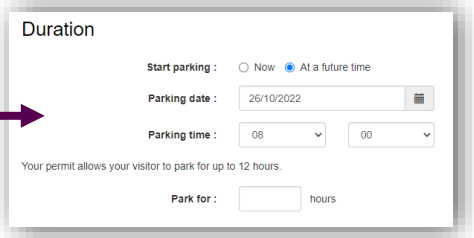
or select from a saved list



This will show the zone

Then you choose how long and when you want the session to start. Either "Now" or in the future

If you select future time it will allow you to select date and time and length of stay



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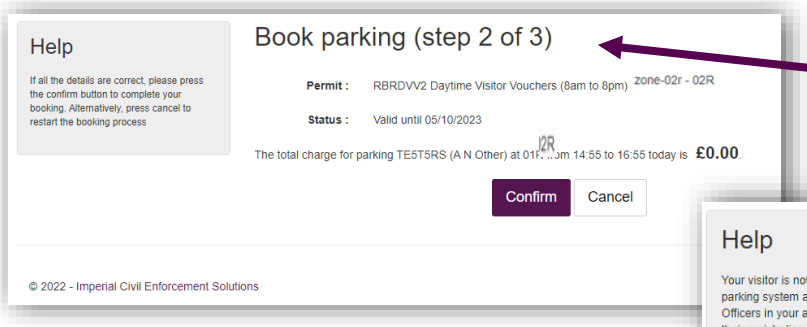
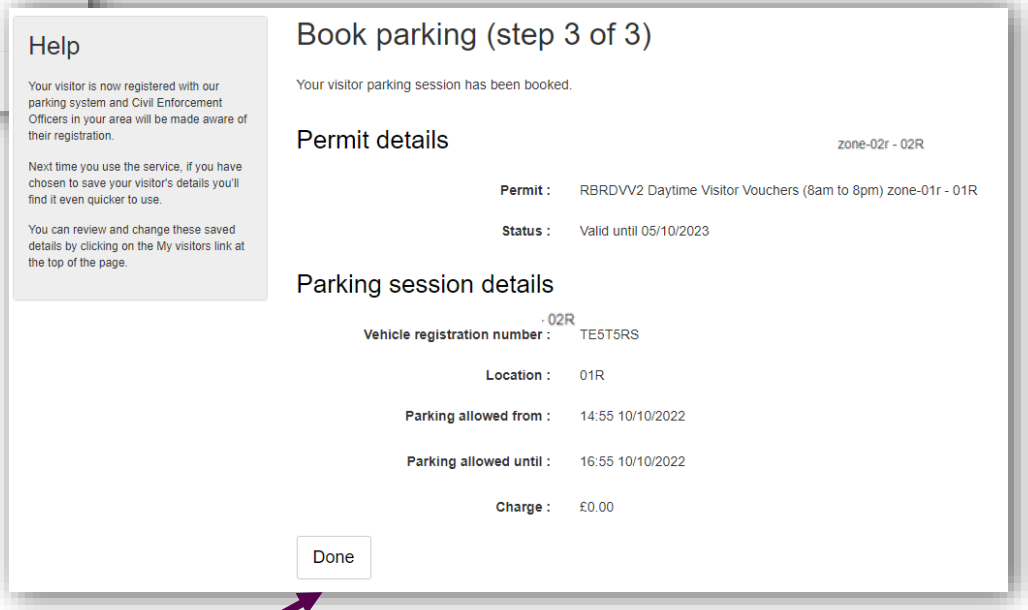
Booking Visitor Parking



Step 2 is to check the details and confirm the parking.

Step 3 shows your confirmed parking session for your visitor.



To finish select done

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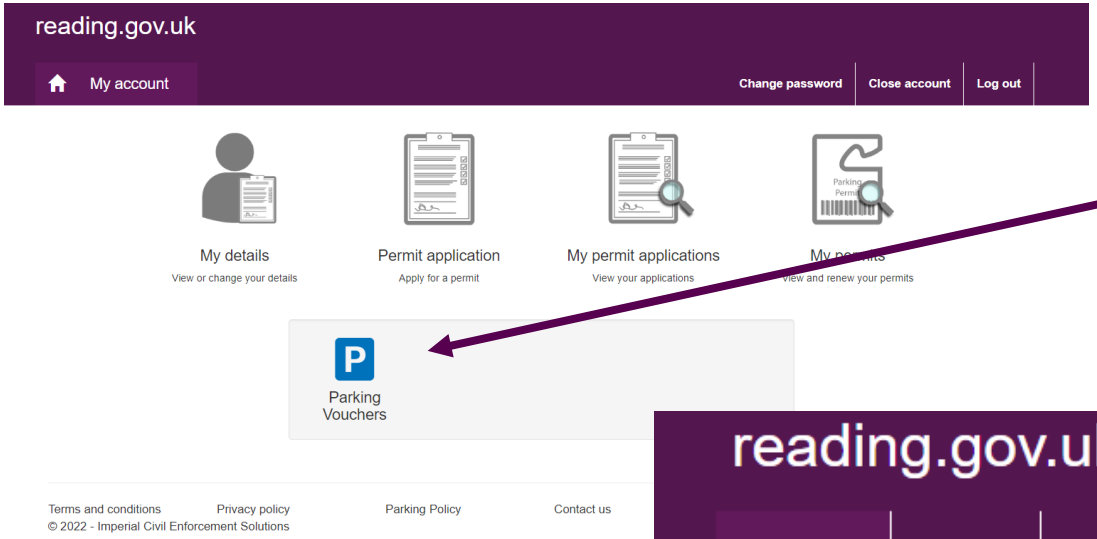
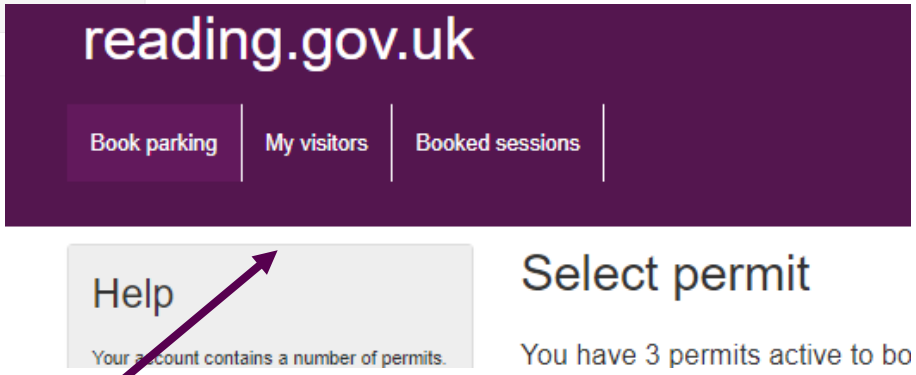
To check your booked sessions



Go into the parking voucher page



When you are in the voucher page you can book parking, check your visitor list or look at booked sessions

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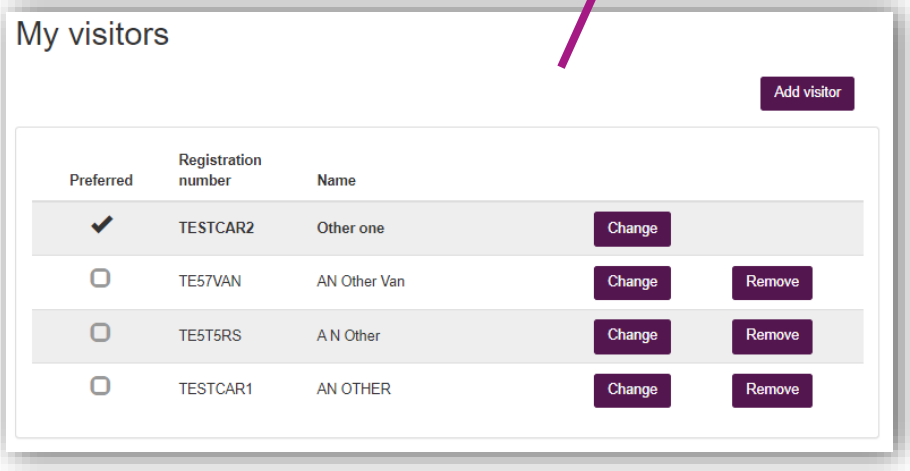
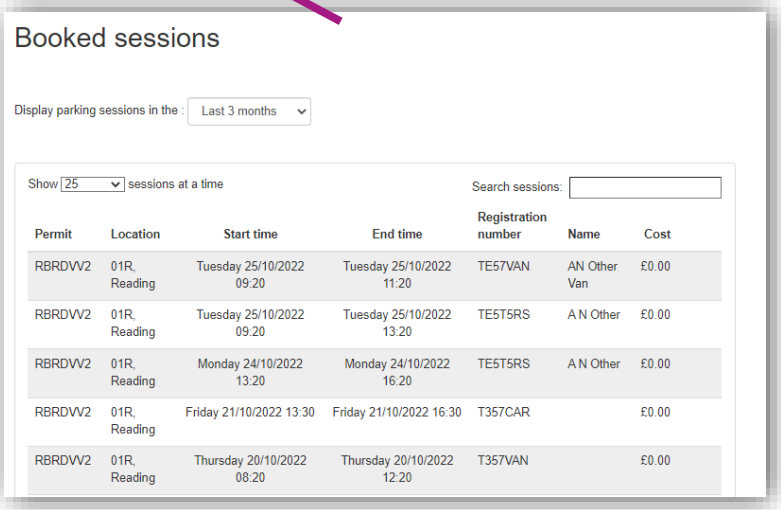
Checking Booked sessions or vehicle list

Select My visitors to see saved vehicles this page

Select Booked sessions to see this page





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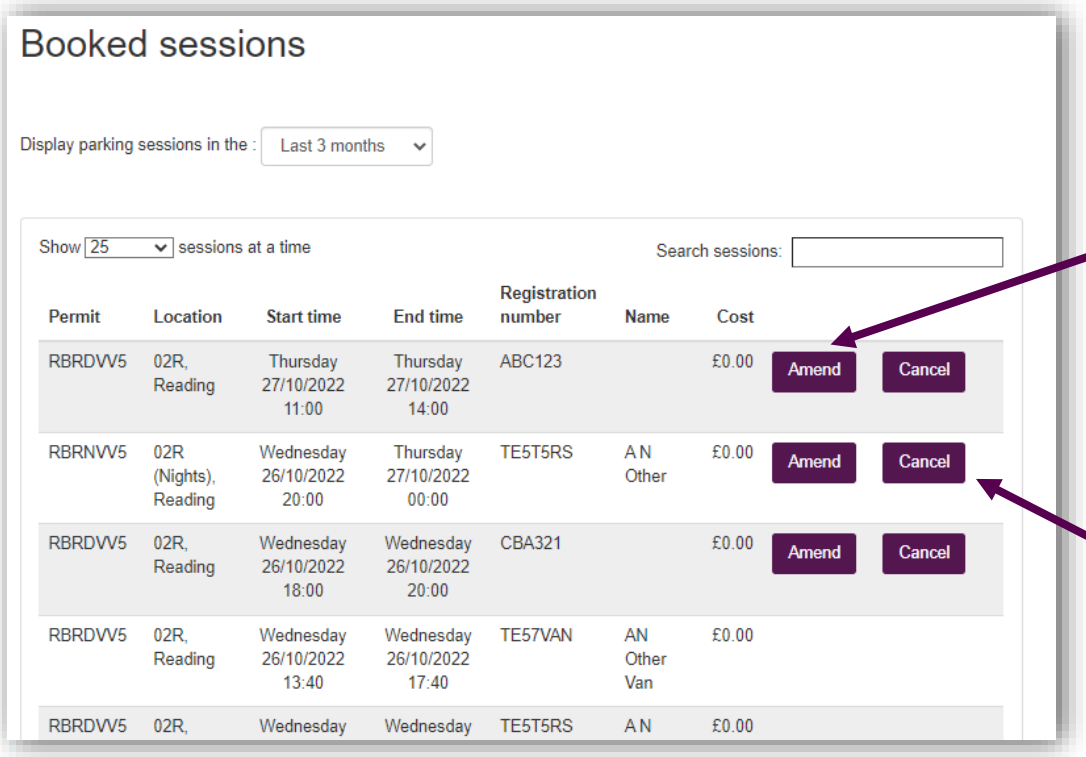
Changing Booked sessions



As long as the session has not started you are able to amend the registration.

As long as the session has not started and you notice that you have made an error you are able to cancel the booked session.

If the session has started you are unable to amend. We are also unable to stop a session or edit it if the session has already started

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