




Construction Permits

User Guide

## Construction Permits

If you need to apply for a construction permit and you are a builder, you will need to follow the account set up process, but you will need to create a 'Non-Resident Account'. Once you have created an account, you will need to select 'Permit Application' on the main screen then under permit category select 'Construction Permits'.



My account
Change password Close account Log out

### Permit application

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

Please select the type of permit you require.

**\* Permit category :**

Construction permits are only available for a **Permit Holder Only** area.

If you are unsure if the address point you are applying for falls within this type of area, please contact The Parking Shop on 0191 3846633 Monday – Friday 8am to 6pm.

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

Please choose a particular permit.

**\* Permit type :**

Under permit type you have the option to select either 'CPZ' or 'CPA' construction permits, there is help text displayed to advise of the details of each to help you select the correct option.

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

Please choose a particular permit.

**\* Permit type :**

Construction CPA permit is for the outside of the city centre  
For the city centre, please select Construction CPZ permit from the Permit type dropdown list above.

Please select "any" zone from the drop down list. NSL will correct this to the correct zone during the application process.

**\* Zone :**

**\* Issue period :**

**\* Start date :**

Expiry date :

You will then need to fill out the application form after selecting the permit type you need, choose a zone (This can be corrected by NSL if necessary) and then select how long you need the permit for. The amount of time will determine the price it will cost for the permit.

Business details
*(You must fill in all fields marked \*)*

Business name :

Department :

Vehicles
*(You must fill in all fields marked \*)*

How many vehicles do you wish to register for this permit. You may have up to 3 vehicles.

\* Number of vehicles :  Only 1 vehicle may use the permit at a time. You can change which vehicle is active at any time through this website

Vehicle details
*(You must fill in all fields marked \*)*

\* Vehicle registration :

\* Colour :

\* Make :

Questions
*(You must fill in all fields marked \*)*

\* Which address is the work to be carried out at?

Maximum length : 250

You will then be asked to supply the name of the business and vehicle details; you may have up to 3 vehicles registered. You will also be required to supply the address of where the works are being carried out.

Once you have inputted all the details, you will be asked to review the application and agree to the Terms and Conditions.

[Please click the link to view the Terms and Conditions](#)

I accept the terms and conditions

After clicking proceed The Parking Shop will then review the permit to make sure a valid permit is available for that address before agreeing for it to be issued.

You will then receive an email to confirm if a permit has been offered, once this has been received you can select to accept the offer under the 'My Permit Applications' page on your account.

Payment will then be required before a permit is issued.

## How to make payment

PLEASE NOTE: Payment must be made prior to being issued with the permit, without evidence of payment found to have been made, our Civil Enforcement Officers may issue the vehicle with a Penalty Charge Notice (PCN).

If you select 'Make Payment' you will be then transferred to the payment screen where you would need to make payment using a credit/debit card by entering the billing address and card details.



### Your order

APP_1810347_1693302879 Amount to Pay
<b>Total (GBP)</b>

### Billing address ?

First name	Last name
<input type="text" value="First name"/>	<input type="text" value="Surname"/>
Email (Optional)	
<input type="text" value="you@example.com"/>	
Address Line 1	
<input type="text" value="1234 Main Street"/>	
Address 2(Optional)	
<input type="text" value="Apartment or suite"/>	
City	
<input type="text" value="City or Town"/>	
Country	Postcode
<input style="border: none; background-color: #f0f0f0; padding: 2px 5px;" type="text" value="United Kingdom"/>	<input type="text" value="AB1 2CD"/>

[Continue](#)

Once payment has been made, you will receive confirmation of the payment being successful and the permit being issued.