

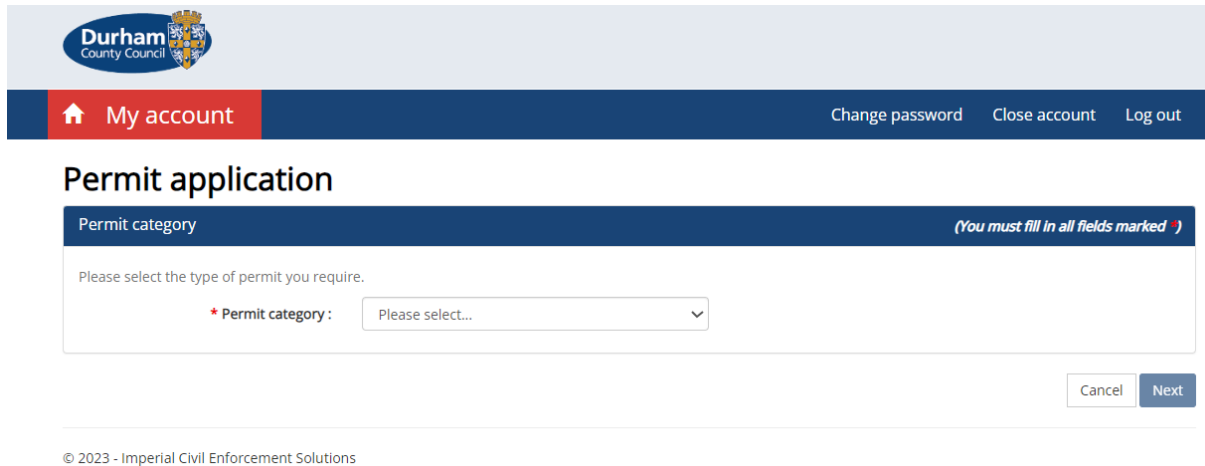


Paper Permit – Scratch Cards

User Guide

## How to create an application

To apply for a Paper Permit / Scratch Card permit click on the 'Permit Application – Apply for a permit' option.



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### Permit application

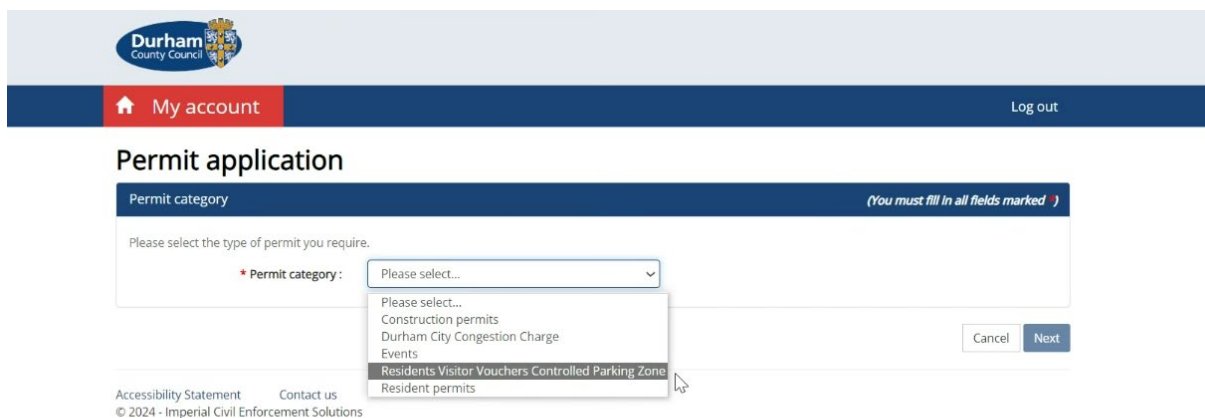
Permit category *(You must fill in all fields marked \*)*

Please select the type of permit you require.

\* Permit category:

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Click on permit category which will have a drop down menu, on here you will need to select 'Resident Visitor Vouchers Controlled Parking Zone', unless the address is within a Controlled Parking Area (CPA). Your address will automatically appear then click next.



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### Permit application

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


Please select the type of permit you require.

\* Permit category:

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You will then need to select between 'Virtual Permit / Visitor Voucher (CPZ)' or 'Paper Permit / Scratch Card (CPZ) if the property is entitled to both types of vouchers.

Once you have selected which vouchers you require, the information will automatically populate and you will be asked further questions.

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## Permit application

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

Please choose a particular permit.


\* **Permit type :**

Please note that paper scratch cards will be posted within 3-5 working days after the application has been approved. Alternately you may wish to apply for a virtual visitor voucher, which may be used instantly once your application is approved.

\* **Zone :**

\* **Issue period :**

[View price scheme](#)

\* **Start date :**  

Expiry date :

**Applicant details**

Title :

Forename :


Surname :

Email address :

Daytime phone :

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

\* **Visitor Voucher Use:** Are you aware that these vouchers are only for use by visitors to the property?

\* **How many books of scratch cards do you require?**  

\* **Please be aware that refunds will not be given should you no longer require this permit**

Paper permits will take longer to process rather than virtual vouchers. The information populated will include;

- How long the issue period is for.
- The start date will automatically populate the expiry date for the date you select.
- There are questions to ask if you are aware that the vouchers are for use only by visitors to the property and that no refunds will be given should you no longer need the permit.
- There is an additional questions box where you may select how many books of scratch cards you require (you may have up to two books)


Once you have completed this section, you will then be asked to review the application, if you are happy with the information, please tick the box to say you accept the terms and conditions. Then click Proceed.

By ticking the checkbox, I hereby acknowledge that I am only allowed to park in the parking zone that I have purchased the session/voucher for. Please click the link below for terms and conditions.

I accept the terms and conditions

[Cancel](#) [Back](#) [Proceed](#)

You will then be asked to upload proof of residency by clicking on 'Upload Supporting documents.'



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### Permit application confirmation

Application number :

Application date : 18/07/2024

Permit type : Paper Permit / Scratch card (CPZ)

Start date : 18/07/2024

Period : 28 Days

Price :

Thank you for your 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](#)

You will then need to select 'Add document'.

## Upload supporting documentation

Application number :  
 Application date : 18/07/2024  
 Permit type : Paper Permit / Scratch card (CPZ)  
 Start date : 18/07/2024  
 Period : 28 Days  
 Price :

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)

Your documents are stored securely and cannot be opened and viewed from this web site.

Click on a 'use this document' button if you want us to refer to a document that you have uploaded before.

	Date uploaded	Document type	Category	File name	
Previously uploaded :	02/07/2024	Utility Bill (Within last 3 months)	Resident	Utility Bill Test.docx	<a href="#">Use this document</a>
	08/07/2024	Tenancy agreement - signed	Resident	Tenancy Agreement Test.docx	<a href="#">Use this document</a>
	08/07/2024	UK Driving License with address	Resident	V5C Test.docx	<a href="#">Use this document</a>

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

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

You will then be asked to select a document type from the drop down menu, this will show you all documents we can accept as proof of residency. You will then need to select browse to upload your documentation.

Followed by 'add' once you have uploaded it.

Upload supporting document

(You must fill in all fields marked \*)

\* Document type : Please select...

\* Select file :


- Tenancy agreement - signed  
Category : Resident
- Council Tax Bill (CURRENT YEAR)  
Category : Resident
- Utility Bill (Within last 3 months)  
Category : Resident
- Water Bill  
Category : Resident

Cancel Add

Permit type : 3hr Resident  
Start date : 15/08/2024  
Period : 28 Days  
Price : £0.00

up to 3 documents.

You then select finish and it will advise that your application will be reviewed.



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### Permit application confirmation

Application number :  
Application date : 18/07/2024  
Permit type : Paper Permit / Scratch card (CPZ)  
Start date : 18/07/2024  
Period : 28 Days  
Price :

Your supporting documents have been saved together with your application. Your application will be reviewed and you will be contacted shortly.

Finish

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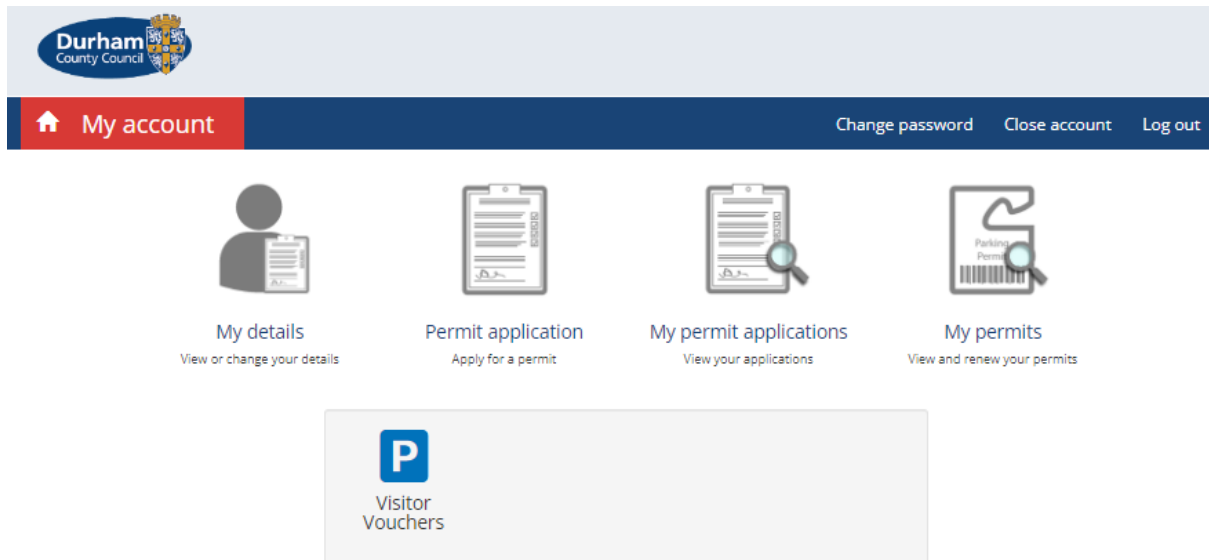
After you have clicked 'finish' this will take you back to the home screen whilst The Parking Shop are reviewing your application.

Once your application has been acknowledged, you will receive an email to say that your application has been approved.

Once your permit has been 'Approved' you will receive an email.

**Please Note: your permit has not yet been issued until payment has been made.**

When you return to the main screen of your account where you will see a large 'P' for visitor vouchers as below.



Once your application has been approved and issued, you will receive this in the post between 3-5 working days.