

# WOKINGHAM BOROUGH COUNCIL

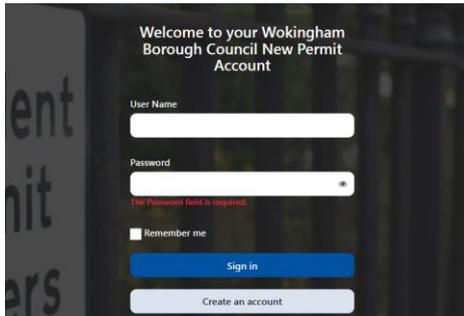
## Wokingham Borough Council

### Resident Permit – User Guide

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## Account Creation

1. Click the box **“Create an account”**



>Welcome to your Wokingham  
Borough Council New Permit  
Account

User Name

Password

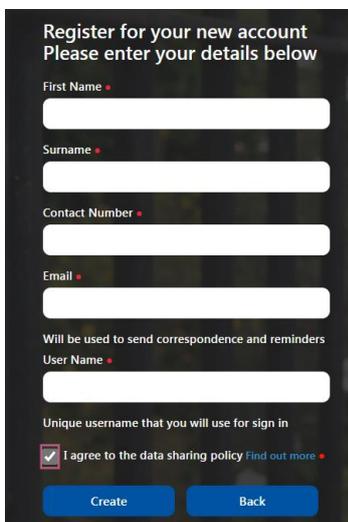
The Password field is required.

Remember me

[Sign in](#)

[Create an account](#)

2. Enter your registration details in each field, ensuring you tick the box to agree to the data sharing policy, then click **“Create”**.



Register for your new account  
Please enter your details below

First Name

Surname

Contact Number

Email

Will be used to send correspondence and reminders

User Name

Unique username that you will use for sign in

I agree to the data sharing policy [Find out more](#)

[Create](#) [Back](#)

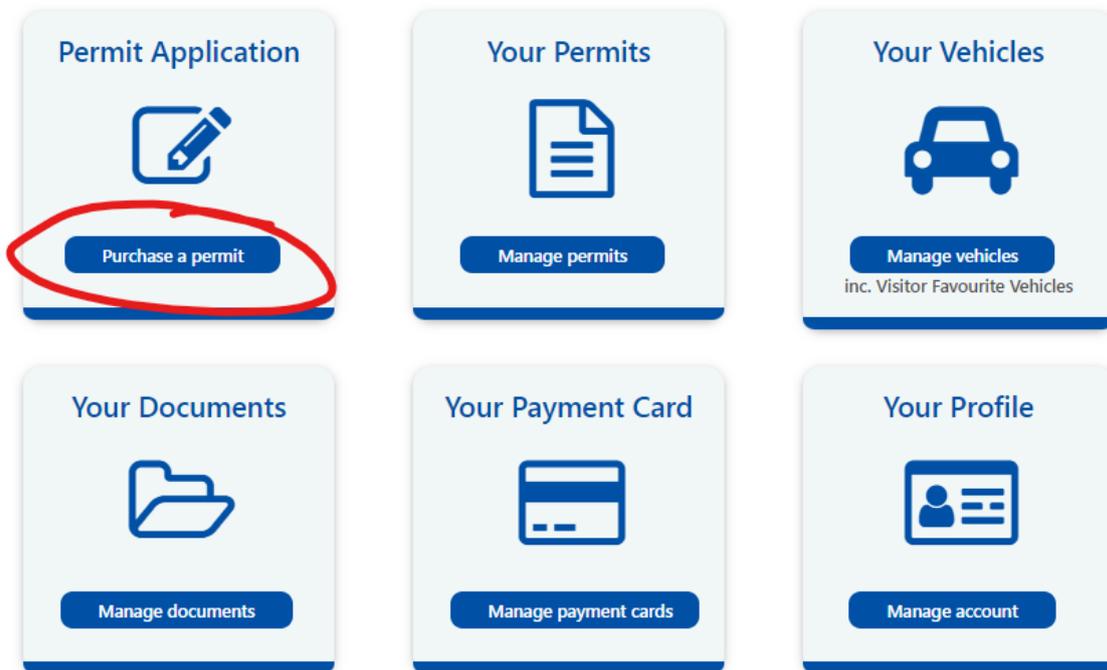
3. You will receive an email to activate your account, please ensure you also check your junk email folder

You can now add documents, vehicles and card payment details from the home screen to assist in your permit application. Please find the guides **Document Upload, Add Vehicle and Payment Card**.

Alternatively, these steps can be completed during your **Permit Application** using the User Guide below.

# Permit Application

Select **Purchase a permit**



1. [Address Details](#) – Enter your **Postcode** in the box. (Please be aware you **must** be entitled to a permit at your address, or the property will not be found.)
2. Select your **Property Name or Number** (These are not in numerical order, please scroll down).
3. Press **Search** and finalise your address details. The Street address should be selectable from the dropdown box. You may need to enter your Town manually.
4. You can tick the box below to **save the address for future use** if you wish.

[Back](#)

1. Address Details | 2. Permit Details | 3. Vehicle Details | 4. Supporting Document | 5. Price & Payment

Please enter your postcode and property number to search for your address, if this is not correct, please enter your address manually

**i** Postcode •

AB1 2CD

Property Name or Number •

Select...

Search

Apply for a non zone related permit ie car park, suspension or waiver

5. [Permit Details](#) – Allocated Zone will show the area you are entitled to park with your permit.
  6. From the dropdown menu select **Residential permits** below **Permit Category**
  7. Below **Permit Type** select **Residents Permit** from the dropdown menu.
  8. Select **Save & Continue**
- 
9. [Vehicle details](#) – Select **“Register a New Vehicle”** – (If you followed the guide named [Add Vehicle](#) you can select your vehicle from the dropdown menu, tick to select your primary vehicle and **Save and Continue** and skip to [step 11](#) of this guide

[Back](#)

1. Address Details   2. Permit Details   **3. Vehicle Details**   4. Supporting Document   5. Price & Payment

Vehicle  
Choose  Is this your primary vehicle

Vehicle  
Choose  Is this your primary vehicle

Vehicle  
Choose  Is this your primary vehicle

**Register a New Vehicle**   [Save and Continue](#)

- Enter your **Number Plate** in the box and click **“Retrieve Vehicle Details”** – check the details are correct, you can also enter these manually.
- Select Yes/No for **Registered Keeper**
- Upload Support Evidence as prompted

**REGISTER NEW VEHICLE** [Close]

Number Plate •

Retrieve Vehicle Details

Are you the registered keeper of the vehicle?  
 Yes  
 No

Make •  
Select... [v]

Model •  
Select... [v]

Colour •

Save Cancel

- In **Document Type** select **Vehicle Ownership**
- Click **Attach document** and browse to your **V5C logbook** copy, select **Open**. (See [FAQ](#) for alternative documents)
- Then click **Save**.

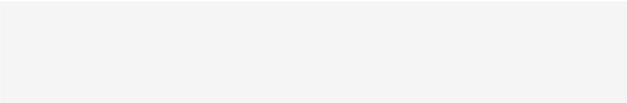
**SUPPORT EVIDENCE OF IDENTIFICATION** ×

Document Type •

Vehicle Ownership

Vehicle Ownership ▼

Sample

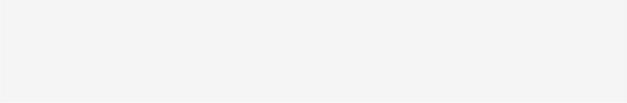




Vehicle Documentation

Please provide a copy of the below

- V5C log book (mandatory) for the current address



Applicant Document

**Attach document**

 **Help**

Accepted document formats: PDF,JPG,JPEG,BMP

**Save** **Back**

- You should see **The upload was successful** - Click **OK**

**Upload proofs** ×

The upload was successful

**Ok**

- Find your vehicle registration in the dropdown menu and tick the box **“Is this your primary vehicle”**.

# Submit Your Request for a Parking Permit

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1. Address Details

2. Permit Details

3. Vehicle Details

4. Supporting Document

5. Price & Payment

Vehicle

Choose

Is this your primary vehicle

Vehicle

Choose

Is this your primary vehicle

Vehicle

Choose

Is this your primary vehicle

Register a New Vehicle

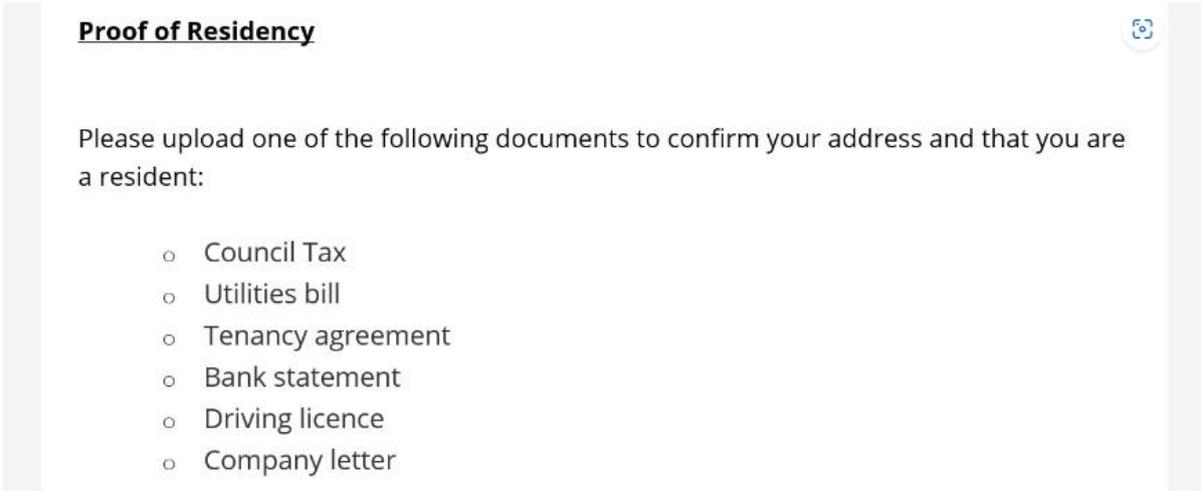
Save and Continue

## 10. Supporting document (Proof of Residency)

If you followed the guide named [Document Upload](#) you can select your relevant proof of residency document from the list, when selecting **Current uploaded support evidence** and press **Save and Continue**, skip to [step 11](#).

- Select **Upload Support Evidence**
- In **Document Type** choose **Proof of Residency** - You will be provided with some **Sample** choices when you select a type.

Sample

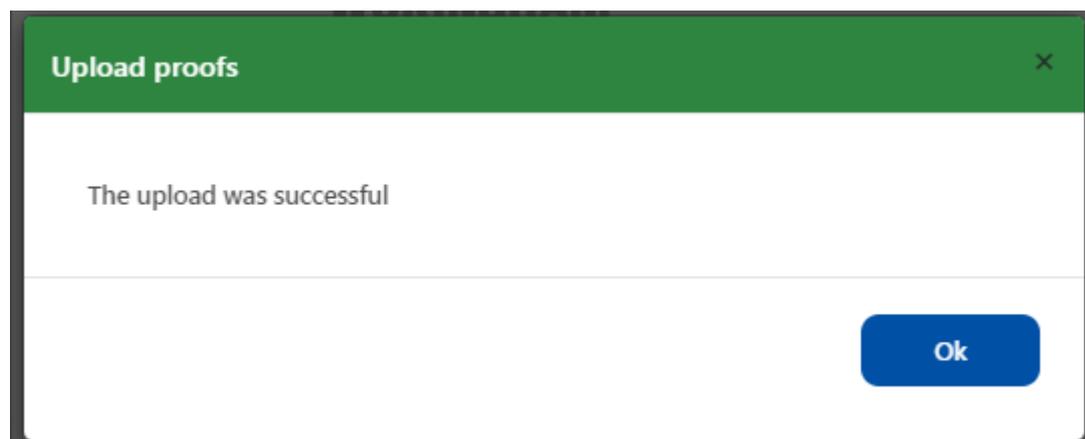


**Proof of Residency**

Please upload one of the following documents to confirm your address and that you are a resident:

- Council Tax
- Utilities bill
- Tenancy agreement
- Bank statement
- Driving licence
- Company letter

- Select **Attach Document**
- Browse to the relevant file and click **Open**
- Click **Save**
- You will be given the message **The Upload was successful** – Click **Ok**



- Click **Current uploaded support evidence** to see the document you uploaded– (It may take a while for the document to be selectable, refresh the page and try again)
- Select **Save and Continue**

## 11. Price & Payment

If you receive a pension, you can select the discount in the box and **Upload Support Evidence** (If you did not already do this using the “Document Upload”). Select **Proof of Pension** in the dropdown menu below Document Type and attach your documents as before.

- Choose the correct start date for your permit.
- Click the box marked **12 Months** with the relevant amount.
- Choose your preferred **Payment Method** from the dropdown menu.

Select duration below	Price
<input type="radio"/> 12 Months	£ 30.00

0% VAT

Price •

£	30.00
---	-------

**i** Payment method •

Choose	▲
Use registered card	
Online after approval	
Pay now	

- If you registered your card using the [Payment Card](#) guide, you can select **Use registered card**
- Otherwise, you can **Pay now** prior to approval or pay **Online after approval**. (If any further discounts are to be added, such as months left on an existing permit please select **Online after approval** so we may add the discount for you.)
- Read and Tick to **Agree to the terms and conditions**.

I agree to the terms and conditions

Apply	Terms and Conditions	Cancel
Save		

- Click **Apply**
- You should then receive the **Application submitted** screen. You should also receive confirmation by email.

## Application submitted

Thank you for submitting your application. Your permit application will now either be auto approved or be sent to the processing team for review, depending on the type of permit you have applied for. Once your permit has been approved you will receive an e-mail informing you of next steps. To check the status of your permit please select the mange permits on the account home page, please remember your permit is not valid until showing a status of active.

12. Await **approval** for your application – you should receive this to the email you used during account creation.

## Frequently asked questions:

1. **I use other vehicles; how do I add more vehicles to my permit?**

Please find the attached guide named [Add Vehicle](#) and then follow the answer below for **4**. To activate that vehicle.

2. **I have two or more vehicles on my account, how do I swap?**

Navigate to **Your Permits** from the Home screen, find your relevant permit and select **Manage Permit**. Select the expansion box named **Vehicles**. Choose the vehicle you wish to use and tick the box next to "Is this your primary vehicle". Press **Save**.

The 5-vehicle limit is in reference to the number of vehicles that can be added to one permit, you may swap between vehicles as often as necessary.

This can also be viewed using the [Switch Vehicle](#) guidance below

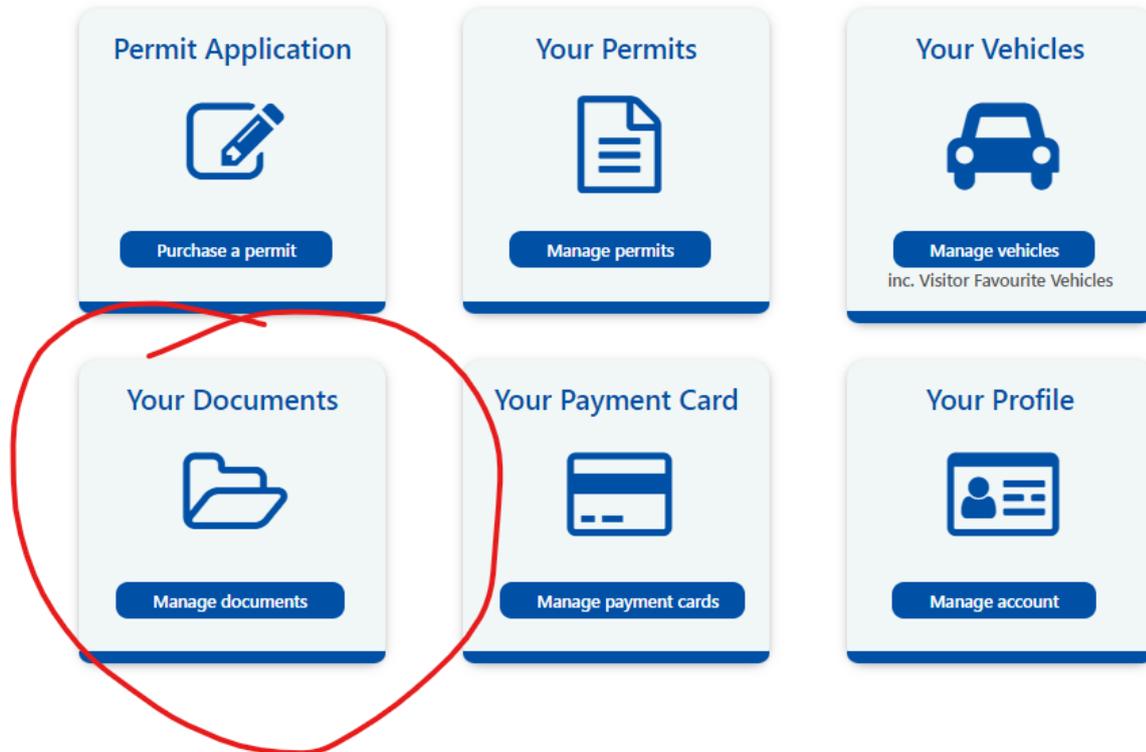
3. **I do not have a V5c (logbook)/it is not in my name/address, what else can I use?**

We will accept proof of **Motor Insurance**, this must include your name, address, and Vehicle Registration Number (VRN). We can also accept official headed letters from your place of work for company cars, where you do not hold a V5c or Motor Insurance in your name (this must include your full name, address, vehicle registration).

## Document Upload

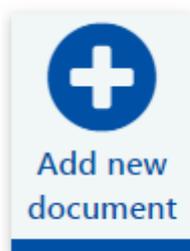
You may at any time, upload further documents to assist with adding vehicles, verifying proof of residency or creating new permit applications.

1. First select **Your Documents** by clicking **Manage documents**



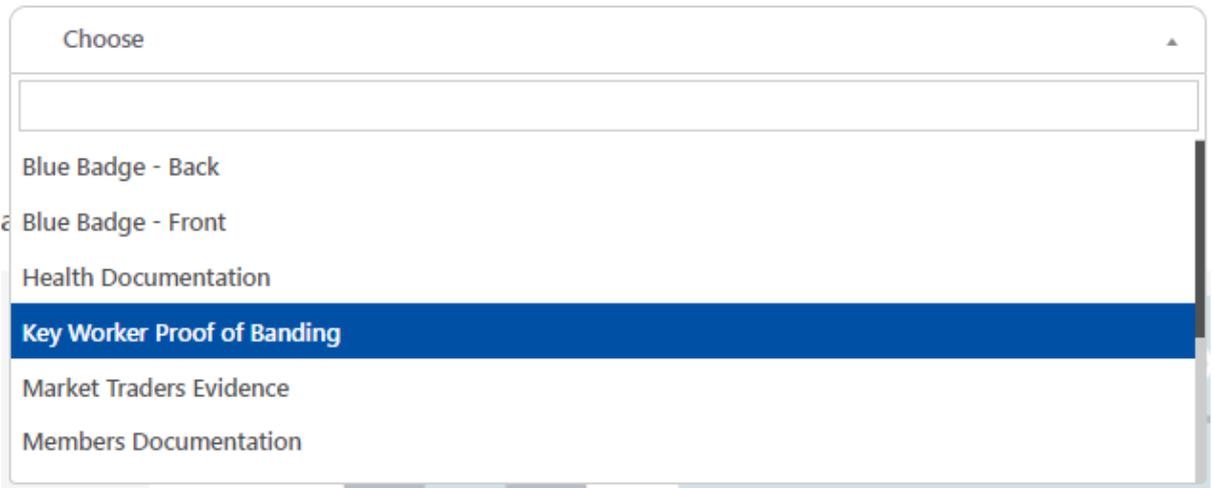
2. In this new page you should see all your previously uploaded documents, you can view these by clicking the **View** button below each document or **Delete** by clicking the (X) in the top right corner.
3. To add a new document, click on **Add new document** at the top of the screen.

## Your Documents



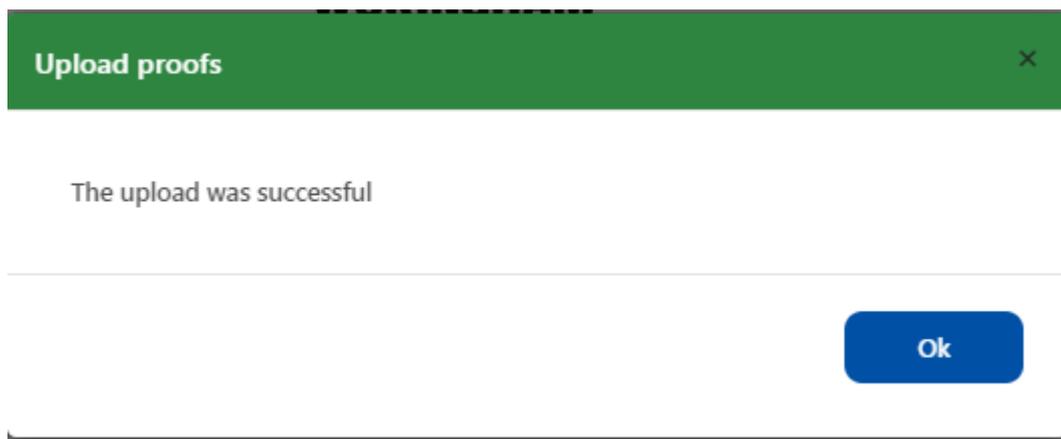
4. In the dropdown menu below **Document Type**, choose the relevant type that you wish to upload. You will be provided with some **Sample** choices when you select a type.

Document Type ●



The screenshot shows a dropdown menu with the title "Choose" and a small upward-pointing triangle on the right. The menu is open, displaying a list of document types. The options are: "Blue Badge - Back", "Blue Badge - Front", "Health Documentation", "Key Worker Proof of Banding" (which is highlighted with a blue background), "Market Traders Evidence", and "Members Documentation".

5. Now select **Attach document** and browse to the relevant document you wish to upload, then press **Open**. You should see the file name and type appear below **Applicant Document**
6. Press **Save**



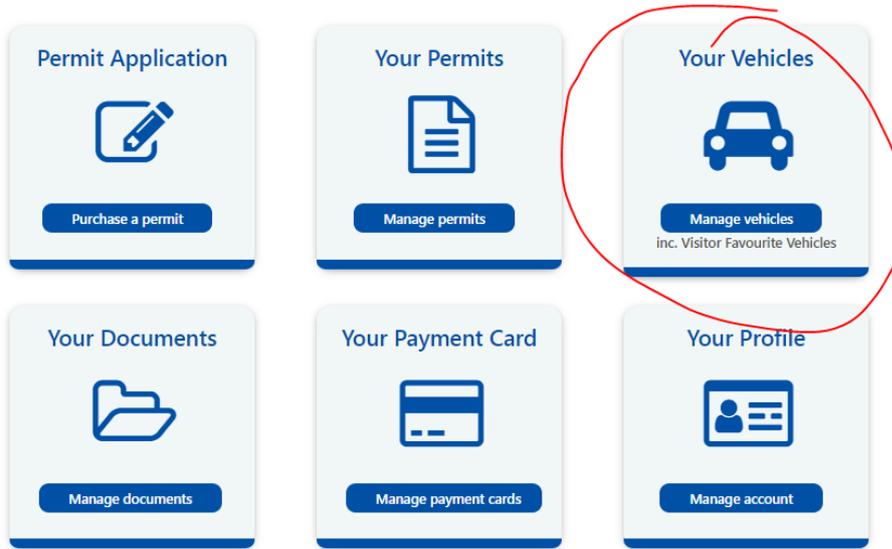
7. You should now be able to find this document when selecting Support Evidence during creation of Permit Applications and New Vehicle Creations.

## Your Vehicles

### Add Vehicle

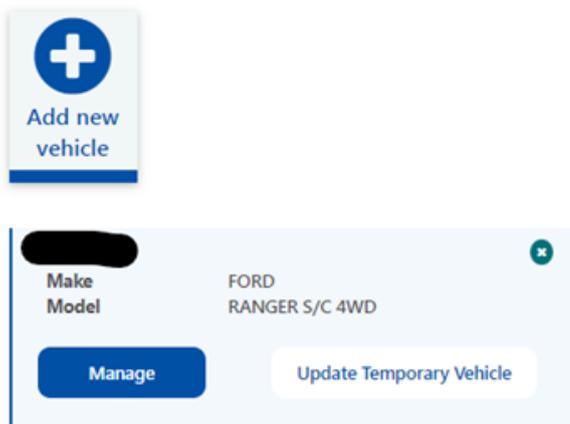
You may at any time, add, change or manage the vehicles on your **account**. This can be useful to complete before a permit application, as the vehicle you require will already be updated and complete.

1. First select **Your Vehicles** by clicking **Manage vehicles**



2. On this page you should see all your vehicles on the account, you can view/manage these by clicking the **Manage** button below each vehicle, **Delete** by clicking the (X) in the top right corner or **Add/Update a Temporary Vehicle**.

## Your Vehicles



3. To add a new vehicle, click on **Add new vehicle** at the top of the screen.
4. Enter the **Number Plate** in the box and select **Retrieve Vehicle Details** – ensure these details are correct before continuing, you can also enter these manually.
5. Select Yes/No for **Registered Keeper**

6. You will be prompted to **Upload Support Evidence**
7. In **Document Type** select **Vehicle Ownership**
8. Click **Attach document** and browse to your **VSC logbook** copy, select **Open**
9. Then click **Save**.
10. The document will be attached to this vehicle
11. Press **Save** on the **Register New Vehicle** screen

## VEHICLE DETAILS

PLEASE PROVIDE YOUR VEHICLE DETAILS

Number Plate \*

Number Plate field is required.

Are you the registered keeper of the vehicle?

Yes  
 No

Ownership support evidence \*

If you haven't uploaded Ownership Support Evidence, please, press the button "Upload Support Evidence". After that you will be able to select them

[Retrieve Vehicle Details](#)

Make \*

Model \*

Colour \*

[Upload Support Evidence](#)

[Save](#) [Cancel](#)

12. You can now navigate to **Your Permits** from the Home screen, find your relevant permit and select **Manage Permit**.
13. Select the expansion box named **Vehicles**. Choose the vehicle(s) you wish to use, one per dropdown box, and tick the box next to "Is this your primary vehicle" for the vehicle you wish to be active.
14. Press **Save**.
15. Await approval, you should receive an automated email.

**Only ONE VEHICLE** may be active on your permit at any one time. Select the tick box to switch between your vehicles. You may switch between your vehicles as often as necessary.

You may add **5 NEW Vehicles** to one permit in one year, you may [switch](#) between vehicles as often as necessary.

**Permit Details**

**Address**

**Vehicles**

Information: This permit type allows you to change the vehicle 2 times. After that you will not be able to change the vehicle.

To change the vehicle on this permit, select the new number plate from the list below and click save. If vehicle is not listed, add the vehicle via 'manage vehicles' section and then try again.

Vehicle x

Is this your primary vehicle

Vehicle x

Is this your primary vehicle

Vehicle x

Temporary Number Plate - AB12TST

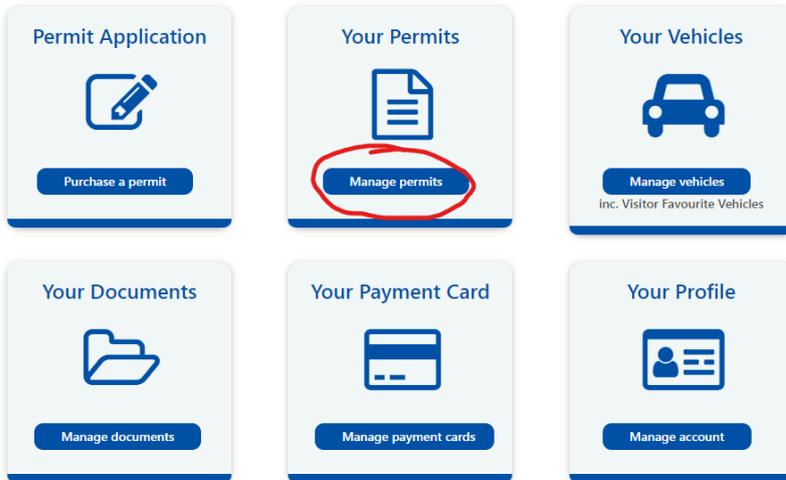
Is this your primary vehicle

[Save](#) [Manage your documents](#) [Cancel Permit](#) [Back](#)

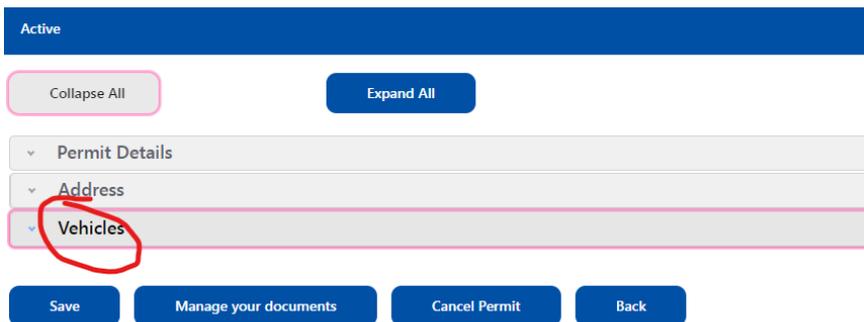
Switch between active vehicles on permit

Private: Information that contains a small amount of sensitive data which is essential to communicate with an individual but doesn't require to be sent via secure methods.

## Manage Permit



1. Navigate to **Your Permits** from the Home screen, find your relevant permit and select **Manage Permit**. Please ignore the Change Vehicle button.
2. Select the expansion box below, named **Vehicles**.



3. Tick the box next to “Is this your primary vehicle” for the vehicle you wish to be active.
4. Press **Save**.
  - To include a **NEW** vehicle on your permit, follow the [Add Vehicle](#) guide above and include it at the dropdown on the **Your Permit** section, as shown below.
  - To **SWITCH** between vehicles on your permit (where relevant), tick the box next to the vehicle you wish to be active, as shown below.

Permit Details

Address

Vehicles

Information: This permit type allows you to change the vehicle 2 times. After that you will not be able to change the vehicle.

To change the vehicle on this permit, select the new number plate from the list below and click save. If vehicle is not listed, add the vehicle via 'manage vehicles' section and then try again.

Vehicle [Redacted]  Is this your primary vehicle

Vehicle [Redacted]  Is this your primary vehicle

Vehicle [Redacted] Temporary Number Plate - AB12TST  Is this your primary vehicle

Save Manage your documents Cancel Permit Back

Only **ONE VEHICLE** may be active on your permit at any one time. Select the tick box to switch between your vehicles. You may switch between your vehicles as often as necessary. The **5-vehicle limit** is in reference to the number of **NEW VEHICLES** that can be added to one permit in one year, you may switch between vehicles as often as necessary.

## Temporary Vehicle

To add or delete a **Temporary Vehicle**, you can either click **Add Temporary Vehicle** at the bottom of each box or select **Manage** and find the box at the bottom of the screen. In both cases you will simply need to add a vehicle registration.

You will receive a confirmation popup box and the maximum time the Temporary Vehicle will remain active before being automatically removed by the system.

Your Vehicles

Add new vehicle

Make Model FORD RANGER S/C 4WD

Manage Add Temporary Vehicle

Temporary Vehicle

Number Plate

Cancel Ok

The button will update to say "Update Temporary Vehicle" if one is active.

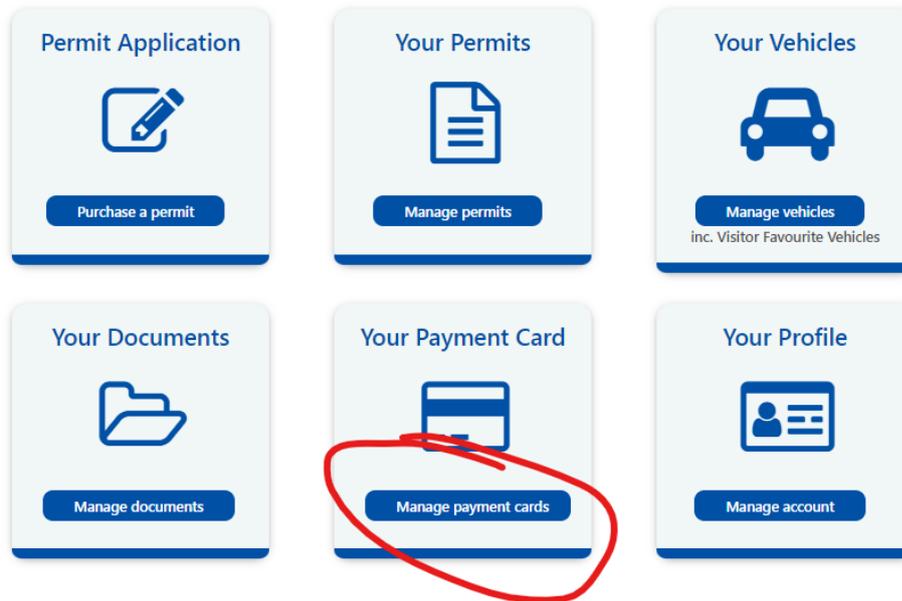
Update Temporary Vehicle

You can view the temporary vehicle at the **Your Permits** screen. Find your relevant permit and select **Manage Permit**. Select the expansion box named **Vehicles**.

## Payment Card

You can add payment cards to your account that can be used to pay for your permit during your application so that payment can be taken after the permit has been approved.

1. From the Home Screen select **Manage payment cards**



2. Here you will be able to see your previously registered cards or **Register payment card** to add a new one.

## Your Payment Card



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The image shows a screenshot of the 'Add Payment Card' form. The form includes fields for Card Number, Expiry Date (MM/YY), Issue Number, Valid From (MM/YY), and CVV2/CVC2. There are logos for VERIFIED by VISA, MasterCard SecureCode, VISA, and MasterCard. A 'Submit' button is at the bottom right.