

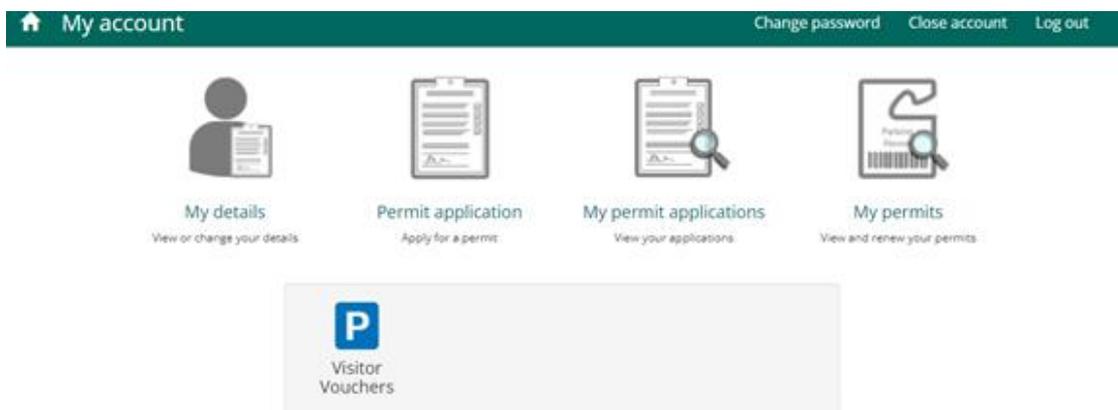
How to obtain and use visitor vouchers.

To book visitor vouchers, you first need to apply for a Voucher Permit

Click the icon 'Permit Application' and select the permit type 'Visitor Permit' from the drop down.

The visitor permit is essentially your permission to obtain vouchers, so that you are not required to provide proof of address each time.

Once you have uploaded proof of residency at the address, a Visitor Vouchers 'P' option should appear on your permit home page, as shown below.



By clicking the visitor voucher icon, you will be taken to a new page (shown below) where you can book voucher sessions.

By Clicking the '**Book**' Icon you will be taken to the below screen, where you must enter the date and time the voucher is required as well as the vehicle registration.

To use any voucher sessions left on an expired permit, please tick the box shown below, this will appear at the bottom of your Book Parking page.

Show expired, suspended, and cancelled permits :

Help
We need to know what vehicle your visitor has parked so we don't give it a ticket.
If you have visitors who come to park regularly you can save their registration numbers and pick them from a list next time. Just tick the box to tell us to do this.
And you need to check they've parked in a street or car park that your permit covers, so please choose one of the parking locations in the list.
When you've done this click 'Continue'.

Book parking (step 1 of 3)

Permit details

Permit : HRVIS103 Visitor Permit HR-RL4 - RL4
Status : Valid until 30/04/2023

Vehicles

Park : One vehicle Multiple vehicles
Use a : New registration number Saved registration number

Registration number :

Save this registration number : 

Location

Parking location : RL4

Duration

Start parking : Now At a future time

Your permit allows your visitor to park until 23:59.

The 'Booked Session' tab will show all your confirmed sessions.

NOTE: If you wish to amend/cancel the details of a voucher session, this may only be possible before the session has started.

By clicking into your booked session icon, you can view, amend or cancel, any future sessions you may have.

Additional vouchers can be purchased in sessions of 10 in the Book parking tab by clicking the 'Top Ups' icon.

These are virtual visitor permits and your visitors will **NOT** be required to display a physical visitor voucher on the day and time that session has been booked.

You may save regular vehicle registration numbers in your My visitor tab, which will then appear in the dropped down when booking a voucher session.

Our Civil Enforcement Officers will be able to enter vehicle registration numbers into their handheld device to find out if the vehicle has a virtual parking permit.