

Welcome to the permit platform for The University of Surrey.

If you're here to make a new permit application, please register below.

To view existing permits, simply login to get started.

New application

Register

Login

Login

**Step 1:** Register for a new account .

Hello and thanks for visiting the permit platform for University of Surrey.

Here, you'll be able to apply for a permit.

Account Registration

Full name

Title

First name  (required)

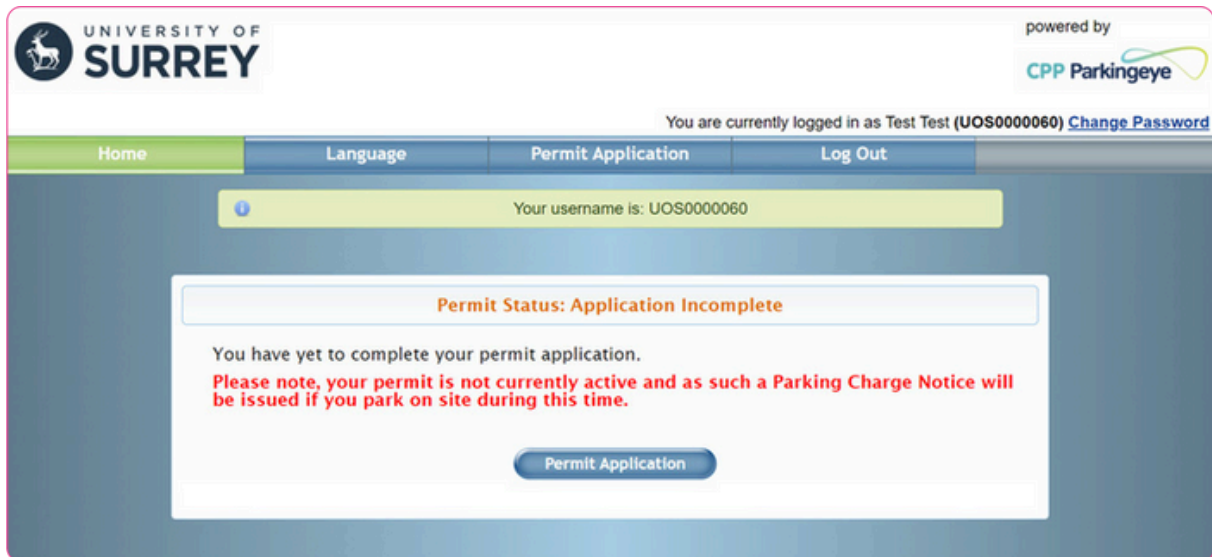
Last name  (required)

Email Address  (required)

Email Address Confirmation  (required)

Submit

**Step 2:** Complete your registration using your @surrey email address once you press submit your account will be created and be linked to your Microsoft single sign on. Your parking account will now be connected to Microsoft Single Sign-On (SSO). This means you only need one username and password to access your parking account and all your other Microsoft apps. The password will be the same as your university computer login. No need to remember different logins or reuse passwords—just one set of credentials for everything!



**Step 3:** Start a new application by clicking on “Permit Application”.



**Step 4:** Choose Permit Type: Select the type of permit you wish to apply for.

**Payment Option:** Decide how you would like to pay for the permit. Please note, if you wish to change your payment method at a later stage, you will need to cancel your current permit and reapply.

**Payment Options:** Option : Pay Monthly

- **Cost:** £29 per month
- **Benefits:** Ideal for those on site more than 4 days per week. This option reduces the daily charge for frequent visitors.

Personal Details

Full Name

Title

First name

Last name

Home Address

Line 1

Line 2

Town/City

Postcode

Email

Are you Staff or Student?

Staff Number

Student Number (URN)

[Next »](#)

**Step 5: Complete all fields, click Next**

Vehicle Details

*Please ensure that you input your full and correct registration.*

Registration

Registration Confirmation

(Non uk plates)

Make

Model

V5 Document **Uploaded file: UOS0000060/BLANK\_V5.pdf**

BLANK V5.pdf - Completed

[Next »](#)

- ▶ [Vehicle Details 2](#)
- ▶ [Vehicle Details 3](#)
- ▶ [Vehicle Details 4](#)

**Step 6: Enter Vehicle details and Upload V5 Evidence: Ensure your V5 document is in an acceptable format (GIF, JPG, JPEG, PNG, PDF) and upload.**

**Select Next**

The screenshot shows a form section titled "Terms and Conditions" with a dropdown arrow. Below the title, there are two rows of text. The first row contains "Terms and Conditions" on the left and a blue link "T&C.html" on the right, with "(opens in a new window)" written below the link. The second row contains "Terms and Conditions" on the left and a checked checkbox on the right. At the bottom of the form, there is a green "Submit" button.

**Step 7: Review Terms and Conditions:** Carefully read the terms and conditions provided within the form.

**Tick the Agreement Box:** Ensure you tick the box indicating your agreement to the terms and conditions to proceed with your application.

The screenshot shows a confirmation page with a green banner at the top containing a checkmark icon and the text "Permit application saved." Below the banner, there is a white box with a grey border. At the top of this box, it says "Permit Status: Active" in orange. Below this, it states "Your permit is valid until 30-09-2025." There are two lines of text with blue links: "To update your registered details go to [Edit Account Details](#)" and "To update your vehicle details go to [Edit Vehicle Details](#)".

**Step 8: Next Steps After Permit Approval:**

- 1. Receive Instructions:** Check your email for detailed instructions on registering for payments and setting up your account through the Evology Parking Eyes App.
- 2. Complete Payment Setup:** Follow the instructions to set up your payment and account. This step is crucial to ensure your parking permit remains valid.

**Important Notice:**

Please be aware that if you do not complete the payment setup, valid PCNs (Penalty Charge Notices) may be issued for any parking infractions.

If you have any questions or need assistance with the payment setup process, please do not hesitate to contact us at [info@carparkingpartnership.co.uk](mailto:info@carparkingpartnership.co.uk)

**After your application is approved, you will receive additional instructions on how to set up your payment method.**