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	please	(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.

Permit Application

Permit Reference	UOS0000065
Select Permit Type	Staff/Student Stag Hill & Manor Park Resident Pay Monthly (Only) ⌄
Permit Term	2024 - 2025
	Permit will be valid from 02-09-2024 to 30-09-2025

Step 3: Start a new application by clicking on "Permit Application".

Personal Details

Full Name

Title	Test 11
First name	Test 11
Last name	Test 11

Home Address

Line 1	123 Test Road
Line 2	
Town/City	Guildford
Postcode	GU1 4NL

Email	test@surrey.ac.uk
Are you Staff or Student?	Student ⌄
Staff Number	
Student Number (URN)	1000000

University Address

Line 1	Manor Park
Line 2	Manor Park Village
Town/City	Guildford
Postcode	GU27XH

Next »

Step 4. Enter Home Address and University Address:

- Input your home address.
- Enter the confirmed address at the university, which you can find on your
  accommodation offer letter or email.

Special Circumstances

Do you have any Special Circumstances to be considered? `Yes ▼`

Do you have any of the following Special Circumstances `Placement ▼`

Please upload evidence of Special Circumstance (Do not upload personal medical files)

Uploaded file: UOS0000065/University_Acceptance_Letter.pdf
Upload file

University Acceptance Letter.pdf - Completed ✖

Next »

Step 5. Meet the Eligibility Criteria:

a. Ensure you fulfil at least one of the following criteria for a resident's permit to be approved:

- • Medical Needs
- • Childcare Responsibilities
- • Placement Requirements
- • Caring Responsibilities

Include Supporting Documentation: Provide as much relevant information and supporting documentation as possible to strengthen your application.

Do Not Upload Medical Information: Please refrain from uploading any medical information with your appeal.

Step 6. Submit Extra Information (if needed):

Click "Next" to proceed after completing and submitting your extra information.

Vehicle Details

Please ensure that you input your full and correct registration.

Registration `TEST03`
Registration Confirmation `TEST03`
☐ (Non uk plates)

Make `Volvo`
Model `Silver`
V5 Document

Uploaded file: UOS0000065/BLANK_V5_..pdf
Upload file

BLANK V5 ..pdf - Completed ✖

Next »

Step 7: 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

Terms and Conditions

Terms and Conditions	T&C.html
	(opens in a new window)
Terms and Conditions	☑

Step 8: 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.

✔ Permit application saved.

Permit Status: Awaiting Approval

Your permit application is currently awaiting approval.
The outcome of your application will be issued to you via email.

Step 9. Review and Documentation:

• The Campus Services Team will review your application and any additional information you've provided.

Step 10. Receive Application Outcome:

• The outcome of your application will be sent to you via email.

Parking Note:
• Please note that you will not be able to park on campus until your permit has been approved.
• While your application is being reviewed, you will need to use the pay and display areas.

Receive Application Outcome:

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