

# APPLYING FOR A VISITOR VOUCHER (SESSION) DACORUM BOROUGH COUNCIL



PermitSmarti is the new online system where you apply for and procure your visitor vouchers (sessions) within Dacorum Borough Council.

## Step 1: Create a new account or log in to your existing account

Please enter your email address and choose a password. Click next to continue.

## Step 2: Add your contact details

Add your name and choose your address by entering your postcode.

After clicking **FINISH**, we will send you a verification email. Please verify your new account to begin.

The screenshot shows a registration form titled "My permit account registration - step two". It includes fields for Title, Forename, Initials, Surname, Home Address, and Search postcode. There is a "+ Add" button for contact methods and a "Find" button for the search postcode.

## VISITOR VOUCHER (SESSION) APPLICATIONS

To sign in, please use the details entered in Step 1. You are now in your new account! All visitor sessions are subject to authorisation once your application has been submitted, please check My Permits at a later time to either accept or decline your offer.

## Step 1: Click on Permit Application



Permit application  
Apply for a permit

## Step 2: Choose your permit category.

(Residents' Permits, Visitor Permits, Visitor Sessions, Car Park Season Tickets or Business Permits).

The screenshot shows the "Permit application" screen. It has a dropdown menu for "Permit type" with options: "1hr Visitor Sessions (600 max)", "1hr Senior's Visitor Sessions12", "5hr Visitor Sessions (600 max)", and "5hr Senior's Visitor Sessions12". There are "Cancel" and "Back" buttons.

## Step 3: Choose the visitor session type:

Visitor sessions can be purchased up to the zone limit.

Senior citizens can purchase double the zone limit.

Please click on the drop down box above your selected zone. This is based on your home address. Then choose the amount of visitor sessions you would like to purchase.

The screenshot shows the "particular permit" details. It includes a dropdown for "Permit type" (selected: "1hr Visitor Sessions (600 max)"), a "Parking zone" dropdown (selected: "Zone H"), and an "Issue period" of "12 months". There is a "View price scheme" button and fields for "Start date" (06/04/2018) and "Expiry date" (05/04/2019).

## Step 4: Select whether you are a Dacorum Card Holder.

## Step 5: Review all of your details before clicking Proceed.

Click Proceed

The screenshot shows the "Permit application confirmation" screen. It lists application details: Application number: 95122, Application date: 06/04/2018, Permit type: 1hr Visitor Sessions (600 max), Start date: 06/04/2018, Period: 12 months, Price: £4.00. It includes instructions to upload supporting documents and buttons for "Cancel", "Save application", and "Upload supporting documents".

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## VISITOR VOUCHER (SESSION) CONFIRMATION

### Step 6: Visitor Voucher (Session) Confirmation

Save or confirm your application by uploading one of the below supporting documents.

Supporting documents for Proof of Residency include:

- Current Council document
- Tenancy agreement issued within the past 6 months
- Utility bill issued within 3 months

Supporting documents for proof of vehicle qualifiers include:

- Driver licence with Address
- Solicitor Letter
- Bank Statement
- Credit Card Bill
- Telephone Landline Bill

### Step 7: Upload supporting documents

Click on upload supporting documents and click +Add Document. Choose from the drop-down menu, the type of supporting document and click add.

### Step 8: Payment

To complete your application, please pay using a credit or debit card through this portal. You can also choose to pay at a later date, however this will be recalculated at the time and may change.

Follow the online prompts to enter your card details and complete the transaction.

Once payment has been received, your application has now finished.

You can check on the progress of your application by going to My Permits from the home page.

**Permit application confirmation**

Application number : 95122  
Application date : 06/04/2018  
Permit type : 1hr Visitor Sessions (600 max)  
Start date : 06/04/2018  
Period : 12 months  
Price : £4.00

Thank you for your permit 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.

Once you have uploaded your documentation you will then need to make payment and then your Permit will be ready to use immediately.  
PLEASE NOTE that if you press the "cancel" button without providing proof documents your application will be deleted and you will be required to complete the application again.

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**Upload supporting documentation**

Application number : 95122  
Application date : 06/04/2018  
Permit type : 1hr Visitor Sessions (600 max)  
Start date : 05/04/2018  
Period : 12 months  
Price : £4.00

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)

New proof documents :

**Payment details**

Please note we do not accept American Express but accept all other major debit and credit cards.  
Your information will not be stored.

Payment reference: APP\_95122\_1523007410  
Amount: 4.00 GBP

Card number:

expiry date:  MM  YYYY

Card Security Code:

**My permits**

Permit type	Vehicles	Permit number	Start date
Residents	NW10HKL	DCRE4	01/04/2018 <span style="color: orange;">Not valid until 01/04/2019</span>

Total items : 1

Page size: 10