Application Guide

28/09/2021 V1.2

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Resident and visitor virtual permits

Resident and visitor virtual parking permits are valid for use in resident parking zones throughout the London Borough of Havering where parking is signposted as resident or shared use parking only.

To qualify for either a resident or visitor virtual parking permit your address must be located in a <u>resident parking zone</u>.

Your eligibility will be confirmed through the application process by either an automated lookup on your council tax reference or from supporting documentation you have supplied in the event you don't have your reference.

- The number of virtual resident parking permits allowed per property is unlimited
- The price of the second, third and subsequent virtual permits increases incrementally
- Current permit prices are displayed on MiPermit
- The number of virtual visitor permits allowed per property is variable dependent on the zone

Help applying for your resident virtual permit

Enter your council tax reference number in the box titled the same.

Resident Permit R	egistration
To purchase these permits we need yo	ou to enter a reference number provided by your local council.
Council Tax Reference Number: •	1234

Enter your post code and press search.

Search for your property to start your	permit registration process.	
House Number:		
Postcode: •	XX1 1HG	
		Search

Select your property from the list of addresses displayed and click next step.



You will be taken to the registration page where you will be asked for additional information. You can either log in an existing account or set up a new user. For a new user enter your first and last name.

Additional Inform	nation
First Name: •	Christopher
Last Name: 🎍	Robin

Then enter your email address. Make sure this is correct because all your receipts and reminders for your permits will be sent to this email address. You are not required to enter a telephone number as well.



Enter a password that contains at least 1 upper case character, 1 lower case character, a number and a special symbol.

Enter your r	new password to	o turn at least 3 opti	onal requirements	to ticks
Required		Optio	onal	
1	~	1	1	1
Length (6)	Uppercase	Lowercase	Number	Symbol
Password:	PoohBear1!			

Your address will be automatically filled in. Press register to complete your account registration.

Address 1:	XXX 1 Test Street XXX	
Address 2		
Address 3:		
Town/City:	XXX Test Town XXX	
County:		

You will be automatically redirected to the purchase resident virtual permits page. Where you will have the option to select your resident zone.



Choose which permit you wish to purchase and scroll down to enter the vehicle registration you want to purchase this virtual permit for.

Permit Vehicles			
Your permit requires you to e 'Manage Virtual Permits' sect	nter your vehicle regis tion after purchase ha	tration number. This can be changed s been completed.	at any time via the
Vehicle Registration: •	QWE789	-	

Choose the date you want your virtual permit to start from. This can be a maximum of 30 days in advance. The amount for the permit is automatically filled in based on what choice you made in the previous steps.

Date and Duration

Please select a duration and enter a start date if different from the one already displayed.

Start Date: 🔹	12/09/2021							
				Septe	ember	2021		>
Duration:	12 months	Su	Мо	Tu	We	Th	Fr	Sa
		29	30	31	1	2	3	4
End Date:	11/09/2022	5	6	7	8	9	10	11
		12	13	14	15	16	17	18
Price:	£35.00	19	20	21	22	23	24	25

Choose whether or not you want your permit to automatically renew next year. You will be sent a notification 7 days before this happens to remind you.

Auto Renewal
This permit offers an automatic renewal option. Your renewal payment will be taken 7 days before expiry. Check the box below to opt in. You will be notified by email each time this happens.
Yes: Z Automatically renew my permit

Your details as the account holder will be automatically filled in as the virtual permit owner.



Click the terms and conditions to open them in a new window and check the box to agree.



Choose to pay now to complete the purchase with your saved payment option, or add to your basket to check out at your convenience.

Basket Item	Vehicles	Item Price	
Residents - Collier Row - CR1 - 1st Valid: 12/09/2021 - 11/09/2022 Owner: Christopher Robin (ChristopherRobin@chipside.com)	QWE789	£35.00	Remov
	Total:	£35.00	Empt
	Buy More Pe	ermits or	Pav Now

Help applying for your resident virtual visitor permit

Only those that qualify for a resident virtual permit will be eligible to apply for resident virtual visitor permits.

Once you have logged into your account and selected resident virtual visitor permits you will be taken to the purchase resident virtual visitor permits screen. You will only see virtual visitor permits for the zone your account is linked with.

Purchase Reside	nt Virtual Visitor Permit	
To make your required purch options to complete your pu	ase, please select a permit type. When chosen, you will be pres rchase.	ented with further
Permit Type: •	Visitor - Collier Row - CR1 (23 bundles available to buy)	•

A bundle is a virtual book of 10 paper scratch cards. In this example for Collier Row CR1, 23 bundles are available meaning 230 virtual visitor permits can be bought for this property over the calendar year.

Where your visitors can park will be defined by your zone and in the list of streets displayed.



You can choose to purchase as many bundles as you want up to the maximum amount available.

Quantity: •	2
Duration:	6 hours - 10 per bundle
Price:	£26.00

Select the logged in user as the account holder and the virtual permit owner. Virtual visitor permits are owned by the account holder to be used for visitors to park their cars on an ad hoc basis.

Permit Owner Details

Select from your current owners or enter at least one piece of information about them below to create a new owner.

You can manage your virtual visitor permits from the side menu on the website, or the MiPermit app to add registration details of your visitor's vehicles and activate visitor parking for them.

Owner:	Christopher Robin	•
First Name:	Christopher	
Last Name:	Robin	
Email:	ChristopherRobin@chipside.com	
Telephone:		

Click the terms and conditions to open them in a new window and check the box to agree.

Terms &	& Conditions
You are requi may contain applicable). I	red to read and agree to the following Terms & Conditions before purchasing. This document details of how to use the permit, restrictions that apply, and information on refunds (where t is important that you read and/or print these conditions for future reference.
Please click t the terms.	he PDF below to open the Terms & Conditions document in a new window before agreeing to
PDF	Terms & Conditions
	Click here to open this document in a new window
<mark>If you ag</mark> ree t	o the Terms & Conditions, please tick the box below to continue with your purchase.
Agree to	Terms & Conditions: 🔽

Choose to pay now to complete the purchase with your saved payment option, or add to your basket to check out at your convenience.

Basket Item	Vehicles	Item Price	
Visitor - Collier Row - CR1 10 per bundle		£13.00	Remove
Visitor - Collier Row - CR1 10 per bundle		£1 <mark>3.00</mark>	Remove
	Total:	£26.00	Empt

You can manage your virtual visitor permits from manage your virtual permits option on the left hand side menu.



Business and visitor virtual permits

Business and visitor virtual parking permits are valid for use in controlled parking zones throughout the London Borough of Havering in parking bays signposted for business or shared use resident and business parking only.

Your eligibility for either a business or visitor virtual parking permit will be confirmed through the application process by an automated lookup on your business rates reference number.

To qualify for either a business or visitor virtual parking permit your business address must be located in a <u>resident parking zone</u>.

Business and visitor virtual parking permits are only valid for use in a controlled parking zone for which it is issued in the following parking spaces:

- Business permit holder only bays
- Business and resident permit holder shared use bays

A maximum of 2 virtual business parking permits are allowed per business.

Help applying for your virtual business permit

To purchase a virtual business permit select the zone you want to apply for.



Enter the registration you want the virtual permit for and the date you want it to start from. This cannot be more than 30 days in the future.



Choose whether or not you want your virtual permit to renew automatically and select the logged in user, or add another person as the virtual permit owner.

Auto Renewal		
This permit offers an autom Check the box below to opt	atic renewal option. Your renewal payment will be taken 7 days before ex in. You will be notified by email each time this happens.	xpiry.
Yes: 🖬	Automatically renew my permit	
Permit Owner De	etails	
Select from your current ow owner.	ners or enter at least one piece of information about them below to crea	te a new
	ſ	
Owner:	Steve Rogers 👻	
Owner:	Steve Rogers 👻	Select a current permit owner
Owner: First Name:	Steve Rogers Steve	Select a current permit owner
Owner: First Name:	Steve Rogers Steve	Select a current permit owner
Owner: First Name: Last Name:	Steve Rogers Rogers	Select a current permit owner
Owner: First Name: Last Name:	Steve Rogers	Select a current permit owner
Owner: First Name: Last Name: Email:	Steve Rogers Steve Rogers CaptainAmerica@gmail.com	Select a current permit owner

Click the terms and conditions to open them in a new window and check the box to agree.

Ferms & 'ou are requir nay contain c	CONDITIONS red to read and agree to the following Terms & Conditions before purchasing. This document letails of how to use the permit, restrictions that apply, and information on refunds (where
pplicable). It Please click t	is important that you read and/or print these conditions for future reference. he PDF below to open the Terms & Conditions document in a new window before agreeing to
PDF	T
~	Click here to open this document in a new window
f you agree to	o the Terms & Conditions, please tick the box below to continue with your purchase.
Agree to 1	Ferms & Conditions:

Choose to pay now to complete the purchase with your saved payment option, or add to your basket to check out at your convenience.

Business - Elm Park - EP1 Valid: 12/09/2021 - 11/09/2022 Owner: Steve Rogers (CaptainAmerica@gmail.com)	ABC123	£200.00	Remov
	Total:	£200.00	Emp

Help applying for your business virtual visitor permit

To purchase business virtual visitor permits select the zone you want to apply for.

o make your required purch resented with further optio	uase, please select a location and permit type. When chosen, you will be ns to complete your purchase.
Permit Type: •	Business Visitors - Elm Park - EP1 (25 bundles available to buy) 🔹
Where your visito Purchasing virtual visitor pe)YS CAN PARK rmits will allow your visitors to park in the following locations.
Off-Street locations are lis	ted as Car Parks. All other locations are on street parking places

Select the number of bundles for virtual visitor permits you wish to buy. These contain 10 visits per bundle and were previously known as books for paper permits.

Station Parade,	Elm Park	
Quantity: •	2	
Duration:	4 hours - 10 per bundle	
Price:	£26.00	

Select the logged in user as the account holder and the virtual permit owner. Virtual visitor permits are owned by the account holder to be used for visitors to park their cars on an ad hoc basis.

Permit Owner De	etails	
Select from your current ow owner.	vners or enter at least one piece of information about	them below to create a new
You can manage your virtua registration details of your	al visitor permits from the side menu on the website, visitor's vehicles and activate visitor parking for them	or the MiPermit app to add
Owner:	Steve Rogers	•
First Name:	Steve	
Last Name:	Rogers	
Email:	CaptainAmerica@gmail.com	
Telephone:		

Click the terms and conditions to open them in a new window and check the box to agree.

Terms 8	& Conditions
You are requ may contain applicable). I	ired to read and agree to the following Terms & Conditions before purchasing. This document details of how to use the permit, restrictions that apply, and information on refunds (where t is important that you read and/or print these conditions for future reference.
Please click the terms.	the PDF below to open the Terms & Conditions document in a new window before agreeing to
PDF	Terms & Conditions Click here to open this document in a new window
If you agree t	to the Terms & Conditions, please tick the box below to continue with your purchase.
Agree to	Terms & Conditions:
	Add to Basket or Pay Now

Choose to pay now to complete the purchase with your saved payment option, or add to your basket to check out at your convenience.

Basket Item	Vehicles	Item Price	
Business Visitors - Elm Park - EP1 10 per bundle		£13.00	Remove
Business Visitors - Elm Park - EP1 10 per bundle		£13.00	Remove
	Total:	£26.00	Empty
	Buy	More Permits or	Pay Now

Activate resident or business virtual visitor permits

Once you have purchased virtual visitor permits select the option in the left hand menu to open the manage digital permit screen.



Make your selection to activate either resident or business virtual visitor permits to be taken to the visitor parking screen.

Visitor Parking						
To issue a visitor permit ple the duration required.	ease enter the veh <mark>icl</mark> e re	egistration nun	nber and s	elect whe	en this sh	oul <mark>d</mark> start and
Vehicle Registration:						Previous
Permit Type:	(10 available) - Visit	or - Collier Rov	v - CR1 - 6	hours		•
When:	Immediately	•				w.
						Continue

Enter the vehicle registration number you want the visitor permit for and select the time and date you want it to start from. This can be up to 2 weeks in advance.

Visitor Parking		08 09				
To issue a visitor permit ple the duration required.	ase enter the vehicle registration nur	10 mb 11 12 13	vh	en this sh	oul <mark>d</mark> sta	rt and
Vehicle Registration:	ABC123	14 15 16			Previo	ous
Permit Type:	(10 available) - Visitor - Collier Ro	17 w - 18 19	•			•
When:	Friday 01 Oct 2021 •	14	•	25	•	
					Cor	ntinue

Press continue to view your visitor details.

Confirm Visit	or Details	×
Registration:	ABC123	
Permit Type:	Visitor - Collier Row - CR1	
Valid For:	6 hours	
Start:	01/10/2021 14:25	,
End:	01/10/2021 20:25	
	Close	ifirm

Once you have checked the registration and start time and date is correct, press confirm.

Current &	Previous Visitor Permits		
If the permit ha Permit' button.	s not yet started you can cancel it by selecting	the permit below and clicking	the 'Cancel
Vehicle .	Valid	Remaining Time	2
ABC123	01/10/2021 14:25 to 20:25	6 hours	Pending

If you want to cancel the virtual visitor permit, click anywhere on the permit displayed at the bottom of the page.



The amount of visitor permits you have left are displayed with a blank registration field ready for your next visitor.



Parking bay suspensions

A suspension virtual permit is for professionals such as building contractors requiring a restricted section of the road network to be suspended for a set period of time.

This virtual permit can be purchased directly by the company requiring a suspension or by a member of the public employing them to carry out works.

A suspension can be applied to the following restrictions:

- Resident bays
- Business bays
- Pay and display bays
- Single yellow lines

Help with applying for a suspension

Select the area you would like a suspension for.

Purchase Parking Bay Virtual Suspensions

To make your required purchase, please select a permit type. When chosen, you will be presented with further options to complete your purchase.

Area Filter:	Collier Row	•
Location Filter:	Collier Row Elm Park Cidea Park	
	Harold Hill	
Permit Type: 🔹	Harold Wood Hornchurch	

Select the location you require.

Purchase Parking Bay Virtual Suspensions

To make your required purchase, please select a permit type. When chosen, you will be presented with further options to complete your purchase.

Area Filter:	Harold Hill	•
Location Filter:	Chippenham Road, Harold Hill	•
Permit Type: •	Chippenham Road, Harold Hill Dagnam Park Drive, Harold Hill Farnham Road, Harold Hill	
Where you ca	Hilldene Avenue, Harold Hill Newbury Gardens, Harold Hill	
Purchasing this virtual	Newbury Walk, Harold Hill North Hill Drive, Harold Hill	Mal

Enter your registration and the date you would like the suspension to start from.

Vehicle Registration:	ABC123		1					
Date and Dur	ation							
Please select a duratio	n and enter a start o	date if	diffe	ent fi	om th	ie one	alrea	dy
displayed.								
Start Date: •	05/09/2021	Ħ						
Start Date: •	05/09/2021	1		Septe	ember	2021		>
Start Date: • Duration: •	05/09/2021 {None Selected}	اللہ د Su	Mo	Septe Tu	ember We	2021 Th	Fr	> Sa
Start Date: • Duration: •	05/09/2021 {None Selected}	اللہ میں ال	Mo 30	Septe Tu 31	ember We 1	2021 Th 2	Fr 3	> Sa 4

Chose how many days you would like the suspension for.

Date and Duration

Please select a duration and enter a start date if different from the one already displayed.

Start Date: 🔸	05/09/2021	
Duration: •	6 days	•
End Date:	{None Selected} 1 day 2 days 3 days	Î
Price:	4 days 5 days 6 days	
	7 days	- 11

Select you as the logged in account holder to be the virtual permit holder.

ner.	nero or enter at reast one prece or information as	out ment below to orec
Owner:	Steve Rogers	•
First Name:	Steve	
Last Name:	Rogers	
Email:	CaptainAmerica@gmail.com	

Click the terms and conditions to open them in a new window and check the box to agree.

ienns a	Conditions
You are require may contain de applicable). It i	ed to read and agree to the following Terms & Conditions before purchasing. This document etails of how to use the permit, restrictions that apply, and information on refunds (where s important that you read and/or print these conditions for future reference.
Please click the	e PDF below to open the Terms & Conditions document in a new window before agreeing to
PDF	Terms & Conditions
	Click here to open this document in a new window
f you agree to	the Terms & Conditions, please tick the box below to continue with your purchase.
Agree to T	erms & Conditions: 🕢



Car park virtual season ticket

Car park virtual season tickets allowing for long term parking in surface and multi-storey car parks without the need to purchase a daily pay and display ticket either from a ticket machine or through the RingGo cashless parking app.

Car park virtual season tickets can be purchased monthly, quarterly or yearly through a MiPermit account.

The prices for a virtual car park season ticket vary depending on location and are displayed on the MiPermit app when making an application.

Only your vehicle registration and a debit / credit card is required for you to purchase a car park virtual season ticket.

Help applying for a car park virtual season ticket

Select the car park you want to purchase a season ticket for.

Purchase Car Park Virtual Season Ticket

To make your required purchase, please select a permit type. When chosen, you will be presented with further options to complete your purchase.



Enter your registration details, choose when you would like your virtual permit to start and how many months you would like to purchase.



Choose whether or not you want your virtual permit to renew automatically and select the logged in user, or add another person as the virtual permit owner.

Auto Renewal

This permit offers an automatic renewal option. Your renewal payment will be taken 7 days before expiry. Check the box below to opt in. You will be notified by email each time this happens.

Yes: 🛛 Automatically renew my permit

Permit Owner Details

Select from your current owners or enter at least one piece of information about them below to create a new owner.

Owner:	Steve Rogers .
First Name:	Steve
Last Name:	Rogers
Email:	CaptainAmerica@gmail.com
Telephone:	

Click the terms and conditions to open them in a new window and check the box to agree.

You are requ may co <mark>n</mark> tain applicable).	i are required to read and agree to the following Terms & Conditions before purchasing. This documn y contain details of how to use the permit, restrictions that apply, and information on refunds (where licable). It is important that you read and/or print these conditions for future reference.			
Please click the terms.	the PDF below to open the Terms & Conditions document in a new window before agreeing to			
PDF	Terms & Conditions			
	Click here to open this document in a new window			
f you agree	to the Terms & Conditions, please tick the box below to continue with your purchase.			
Agree to				

Basket Item	Vehicles	Item Price	
Season Ticket - Corbets Tey Road Car Park Valid: 12/09/2021 - 11/12/2021 Owner: Steve Rogers (CaptainAmerica@gmail.com)	ABC123	£170.00	Remove
	Total:	£170.00	Empty
	Buy More Permi	ts or	Pav Now

Commuter virtual voucher permit

Voucher virtual parking permits are valid for use in voucher bays where parking is signposted as voucher parking only.

Voucher bays are only located in Romford in the roads listed below:

- Crow Lane
- Davidson Way
- Marks Road
- Richmond Road
- Shaftesbury Road
- Victoria Road
- Wheatsheaf Road

A virtual voucher permit is valid for 1 calendar year from the date of purchase.

The price of a voucher permit is displayed on the MiPermit application page.

Help applying for a virtual voucher permit

Enter the registration you want the virtual permit for and the date you want it to start from. This cannot be more than 30 days in the future.

Permit Vehicl	es							
Your permit requires y changed at any time v completed.	ou to enter your ve ia the 'Manage Virt	hicle re ual Per	gistra mits' s	tion n sectio	umbe on afte	r. This r purc	s can chase	be has been
Vehicle Registration: •	ABC123		•					
Date and Dur	ation							
Please select a duratio displayed.	on and enter a star	t date if	differ	ent fr	om th	e one	alrea	dy
Start Date: •	12/09/2021							
		(Septe	ember	2021		>
Duration:	12 months	Su	Мо	Tu	We	Th	Fr	Sa
		29	30	31	1	2	3	4
End Date:	11/09/2022	5	6	7	8	9	10	11
		12	13	14	15	16	17	18
Price:	£515.00	19	20	21	22	23	24	25

Choose whether or not you want your virtual permit to renew automatically and select the logged in user, or add another person as the virtual permit owner.

Auto Renewal

This permit offers an automatic renewal option. Your renewal payment will be taken 7 days before expiry. Check the box below to opt in. You will be notified by email each time this happens.

Yes: 🖉 Automatically renew my permit

Permit Owner Details

Select from your current owners or enter at least one piece of information about them below to create a new owner.

Owner:	Steve Rogers	•
First Name:	Steve	
Last Name:	Rogers	
Em <mark>ail</mark> :	CaptainAmerica@gmail.com	
Telephone:		

Click the terms and conditions to open them in a new window and check the box to agree.



Basket Item	Vehicles	Item Price	
Voucher Permit - Romford Valid: 12/09/2021 - 11/09/2022 Owner: Steve Rogers (CaptainAmerica@gmail.com)	ABC123	£515.00	Remove
	Total:	£515.00	Empt
	Buy More Permi	ts or	Pav Now

Health and home care virtual permit

The health and home care virtual permit is for medical professionals such as doctors, nurses, midwives and home care workers recognised by the NHS or by an organisation responsible for providing health care in the London Borough of Havering.

A virtual health and home care virtual permit allows for parking in the restricted areas listed below:

- Residents permit bays
- On-street pay and display bays
- Single yellow lines

Help for medical professionals applying for a health and homecare virtual permit

Upload the evidence required to support your application.

Applicants Proofs

Please use the 'Browse' buttons to upload the required number of proofs. When the proof has uploaded successfully you will receive a confirmation message below.

Please upload the following:

- An up to date job profile and person specification
- A copy of the hire/lease agreement or proof of vehicle ownership such as a V5C
- A copy of the insurance document in the applicants name showing business use
- A letter of authorisation from their line manager, on headed paper

Formats allowed are jpg, png and pdf.

✓ Upload Complete! mipermit_logo_light.png	Remove
Upload Proof Number 2 (Required)	Browse
Upload Proof Number 3 (Required)	Browse
Upload Proof Number 4 (Required)	Browse

Enter the registration you want the virtual permit for and the date you want it to start from. This cannot be more than 30 days in the future.



Select you as the logged in account holder to be the virtual permit holder.

er.		
Owner:	Steve Rogers	•
First Name:	Steve	
Last Name:	Rogers	
Email:	CaptainAmerica@gmail.com	

Click the terms and conditions to open them in a new window and check the box to agree.

Terms 8	& Conditions
You are requ may contain applicable). I	ired to read and agree to the following Terms & Conditions before purchasing. This document details of how to use the permit, restrictions that apply, and information on refunds (where t is important that you read and/or print these conditions for future reference.
Please click the terms.	the PDF below to open the Terms & Conditions document in a new window before agreeing to
PDF	Terms & Conditions Click here to open this document in a new window
If you agree	to the Terms & Conditions, please tick the box below to continue with your purchase.
Agree to	Terms & Conditions: 🕢
	Add to Basket or Finish

Basket Item	Vehicles	Item Price	
Health and Home Care - Borough Wide Valid: 12/09/2021 - 11/09/2022 Owner: Steve Rogers (CaptainAmerica@gmail.com)	ABC123	£60.00	Remove
	Total:	£60.00	Empty
	Buy More Permit	or	Pav Now

Domestic carer virtual permit

The domestic carer virtual parking permit is for a residents living a residential parking zone who are certified by their General Practitioner as needing essential daily care visits in order to enable them to continue living independently.

The domestic carer virtual permit is for providing unpaid, personal and essential home care by family or close friends of the applicant only.

A domestic carer virtual parking permit allows parking for a maximum of 2 hours and is only valid for use in a resident parking zone for which it is issued in the following parking spaces:

- permit holder only bays
- permit holder shared use bays

Help for domestic carers applying for an access permit

Upload the evidence required to support your application.



Pick the date you want your virtual permit to start from. This can be a maximum of 30 days in advance.



Select you as the logged in account holder to be the virtual permit holder.

Permit Owner Details

Select from your current owners or enter at least one piece of information about them below to create a new

Owner:	Steve Rogers	•
First Name:	Steve	
Last Name:	Rogers	
Email:	CaptainAmerica@gmail.com	
Telephone:		

Click the terms and conditions to open them in a new window and check the box to agree.

ed to read and agree to the following Terms & Conditions before purchasing. This document letails of how to use the permit, restrictions that apply, and information on refunds (where is important that you read and/or print these conditions for future reference.
ne PDF below to open the Terms & Conditions document in a new window before agreeing to
Terms & Conditions Click here to open this document in a new window
o the Terms & Conditions, please tick the box below to continue with your purchase.
Ferms & Conditions: 🔽
Add to Basket or Finish
1

Choose to finish the application now to activate your virtual permit, or add to your basket to check out at your convenience.

Basket Item	Vehicles	Item Price	
Domestic Carer - All Zones Valid: 13/09/2021 - 12/09/2022 Owner: Steve Rogers (CaptainAmerica@gmail.com)		£40.00	Remove
	Total:	£40.00	Empty
	Buy More Permit	s or	Pay Now

When you have purchased your domestic carer virtual permit an additional menu option 'pay for special parking' will appear in the left hand menu.



Select the new option to activate a stay using your domestic carer virtual parking permit. The vehicle registration options will default to the ones saved on your account under the

If you want to add or remove a vehicle associated with your account you will need to update your information in 'Members & Vehicles' tab on the left hand menu.



Select the resident parking zone you wish to use your virtual permit in.

Vehicle: •	ABC123	•	
Location: •	{Select A Location}	•	Search
When: •	Select A Location) 801400 - Collier Row - CR1 RPZ (Domestic Carer) 801400 - Elm Park - EP1 RPZ (Domestic Carer) 801402 - Elm Park - EP2 RPZ (Domestic Carer)	_	Î.
Duration: •	801403 - Gidea Park - GP1 RPZ (Domestic Carer) 801404 - Gidea Park - GP2 RPZ (Domestic Carer)		
Ending:	801405 - Gidea Park - GP3 RPZ (Domestic Carer) 801406 - Gidea Park - GP4 RPZ (Domestic Carer) 901407 - Gidea Park - GP5 RPZ (Domestic Carer)		
nience Fee:	801407 - Gidea Faix - Gi SKP2 (Domestic Carer) 801408 - Harold Hill - HH1 RPZ (Domestic Carer) 801409 - Harold Hill - HH2 RPZ (Domestic Carer) 801410 - Harold Wood - HW1 RPZ (Domestic Carer)		

Choose when you want to activate your stay.



Select the duration of your stay. This will always default to 2 hours as per the terms and conditions of the domestic carer virtual permit.



Select a free reminder text to ensure you don't overstay.

Ending:	Tomorrow a	Tomorrow at 14:15		
Convenience Fee:	£0.00			
Reminder Text:	£0.00	Yes	No	
Price:	£0.00			

There is no fee to pay for any of your stays because your virtual permit is already paid for.

Click create stay and add any notes for your own records.



Once you have confirmed your stay it will be displayed at the top of the current screen.

Current	t & Recent Stays		
Click a stay	to view more details, toggle reminders, extend or c	ancel the stay.	
Vehicle	Location	Starts	Remaining
ABC123	Gidea Park - GP4 RPZ (Domestic Carer)	08/09/2021 12:15	2 hours

To amend or cancel a stay, left click on the one you want to amend to open a dialogue box.

Stay Details	×
vehicle:	ABC123
Location:	Gidea Park - GP4 RPZ (Domestic Carer) [80'
Start:	Wednesday 08 Sep 2021 @ 12:15
End:	Wednesday 08 Sep 2021 @ 14:15
Cost:	£0.00
Reminder:	NO (£0.00 charge) Add Reminder
Extend Stay	
Extend To: •	(There Are No Available Tariffs)
	Close Cancel Stay Extend Stay

Carer school street access permit

Carer school Street access virtual permits allow carers responsible for resident care living within a zone to enter a school street during the restricted times of operation.

Application proof required for unregistered carers:

- Proof of disability for the person you are caring for, e.g. a Doctor's letter and;
- Proof of your vehicle V5C / lease agreement / company car showing your name and the vehicle registration number

Application proof required for registered carers:

- Proof you are a registered carer for a resident within a school street zone, e.g. a carers allowance award letter and;
- Proof of your vehicle V5C / lease agreement / company car showing your name and the vehicle registration number

Help for carers applying for a school street access permit

To apply for a school street access permit choose the school street scheme from the drop down list.

Purchase Schoo	Street Access Virtual Permit
To make your required purch options to complete your pu	nase, please select a permit type. When chosen, you will be presented with further rchase.
Permit Type: 🔹	Resident Access Virtual Permit - School Street S1 🔹
Vehicle Proofs	Resident Access Virtual Permit - School Street S1 Resident Access Virtual Permit - School Street S2 Bedident Access Virtual Permit - School Street S2
Please use the 'Browse' butt successfully you will receive	nesident Access virtual remit - school Street S3 ons to upload the required number of proofs. When the proof has uploaded a confirmation message below.

Upload the evidence required to support your application and enter your vehicle registration.

Carer Proofs

Please use the 'Browse' buttons to upload the required number of proofs. When the proof has uploaded successfully you will receive a confirmation message below.

Unregistered carers, please upload the following:

- A covering letter from the person you care for that is a resident within a school street zone
- Proof of disability for the person you are caring for, e.g. a Doctor's letter
 Proof of your vehicle V5C / lease agreement / company car showing your name and the vehicle
- Proof of your vehicle V5C / lease agreement / comp registration number

Registered carers, please upload the following:

- Proof you are a registered carer for a resident within a school street zone, e.g. a carers allowance award letter
- Proof of your vehicle V5C / lease agreement / company car showing your name and the vehicle registration number

Formats allowed are jpg , png and pdf .	
✓ Upload Complete! mipermit_logo_light.png	Remove
Upload Proof Number 2 (Required)	Browse
Upload Proof Number 3 (Optional)	Browse
Permit Vehicles	
Your permit requires you to enter your vehicle registration number. This can be changed at any 'Manage Virtual Permits' section after purchase has been completed.	/ time via the
Vehicle Registration: • ABC123	

Pick the date you want your virtual permit to start from. This can be a maximum of 30 days in advance.

Date and Duration

Please select a duration and enter a start date if different from the one already displayed.

Start Date: 鱼	12/09/2021							
		<		Septe	ember	2021		>
Duration:	12 months	Su	Мо	Tu	We	Th	Fr	Sa
		29	30	31	1	2	3	4
End Date:	11/09/2022	5	6	7	8	9	10	11
		12	13	14	15	16	17	18
Price:	£0.00	19	20	21	22	23	24	25
		26	27	20	20	20	1	2

Select you as the logged in account holder to be the virtual permit holder.

•

Click the terms and conditions to open them in a new window and check the box to agree.

Terms	& Conditions				
You are required to read and agree to the following Terms & Conditions before purchasing. This documen may contain details of how to use the permit, restrictions that apply, and information on refunds (where applicable). It is important that you read and/or print these conditions for future reference.					
Please click the terms.	the PDF below to open the Terms & Conditions document in a new window before agreeing to				
PDF	Terms & Conditions				
	Click here to open this document in a new window				
If you agree	to the Terms & Conditions, please tick the box below to continue with your purchase.				
Agree to	Terms & Conditions: 🔽				
L					
	Add to Basket or Finish				

Basket Details			
Basket Item	Vehicles	Item Price	
Carer Access Virtual Permit - School Street S1 Valid: 01/09/2021 - 31/08/2022 Owner: Steve Rogers (CaptainAmerica@gmail.com)	ABC123	£0.00	Remove
	Total:	£0.00	Empty
	Buy More Permits	or Complete	Purchase

Personal assistant virtual permit

The personal assistant virtual permit is only for self-employed health care professionals working in partnership with Adult Social Care for the London Borough of Havering.

A personal assistant virtual permit allows for parking in the restricted areas listed below:

- Residents permit bays
- On-street pay and display bays
- Single yellow lines

Help applying for a personal assistant virtual permit

Upload an email from your line manager conforming your employment with Adult Social Care for the London Borough of Havering.



Enter the registration you want the virtual permit for and the date you want it to start from. This cannot be more than 30 days in the future.



Select you as the logged in account holder to be the virtual permit holder.

lect from your current ov mer.	vners or enter at least one piece of information about	them below to crea
Owner:	Steve Rogers	•
First Name:	Steve	
Last Name:	Rogers	
Email:	CaptainAmerica@gmail.com	
Telephone:		

Click the terms and conditions to open them in a new window and check the box to agree.

Terms & Conditions

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Please click the PDF below to open the Terms & Conditions document in a new window before agreeing to the terms.



Basket Item	Vehicles	Item Price	
Personal Assistant Permit - Borough Wide Valid: 12/09/2021 - 11/09/2022 Owner: Steve Rogers (CaptainAmerica@gmail.com)	ABC123	£0.00	Remove
	Total:	£0.00	Empty

School street access virtual permits for residents

A school street closes a designated area outside of a school entrance to motorised traffic at school drop off and pick up times in the morning and afternoon during school term time. The times of operation for each school street is signposted on entry and exit.

A school street zone is accessible only to pedestrians and non-motorised transport during the times of prohibition, with few exceptions.

There is no charge for a school street access virtual permit.

Residents living within a zone

Residents living in a school street within a resident parking zone will automatically qualify for the virtual permit when they apply for, or renew their virtual resident parking permit.

Residents living in a school street zone not in an existing resident parking zone will be required to apply for a school street virtual parking permit through MiPermit.

Eligibility for residents will be confirmed through their council tax reference number on application.

Application proof required:

- Your council tax reference number
- Proof of your vehicle V5C / lease agreement / company car showing your name, the vehicle registration number and the address it is registered at

Help for residents applying for a school street access permit

To apply for a school street access permit choose the school street scheme from the drop down list.



Upload evidence of your vehicle and enter your registration number. For the vehicle to qualify for a virtual access permit, it must be registered at your home address.



Pick the date you want your virtual permit to start from. This can be a maximum of 30 days in advance.

Date and Duration

Please select a duration and enter a start date if different from the one already displayed.

Start Date: 🔸	12/09/2021							
		<		Septe	ember	2021		>
Duration:	12 months	Su	Mo	Tu	We	Th	Fr	Sa
		29	30	31	1	2	3	4
End Date:	11/09/2022	5	6	7	8	9	10	11
		12	13	14	15	16	17	18
Price:	£0.00	19	20	21	22	23	24	25
		26	27	20	20	20	1	2

Select you as the logged in account holder to be the virtual permit holder, or add a different user if you are applying for someone else with a vehicle registered to your household. As the account holder you are responsible for managing all permits registered to your account.

Select from your current ov owner.	ners or enter at least one piece of information abo	ut them below to create a
Owner:	Steve Rogers	•
First Name:	Steve	
Last Name:	Rogers	
Email:	CaptainAmerica@gmail.com	
Telephone:		

Click the terms and conditions to open them in a new window and check the box to agree.

Terms &	& Conditions
You are requi may contain applicable). I	ired to read and agree to the following Terms & Conditions before purchasing. This document details of how to use the permit, restrictions that apply, and information on refunds (where t is important that you read and/or print these conditions for future reference.
Please click t the terms.	the PDF below to open the Terms & Conditions document in a new window before agreeing to
PDF	Terms & Conditions Click here to open this document in a new window
If you agree t	o the Terms & Conditions, please tick the box below to continue with your purchase.
Agree to	Terms & Conditions: 🕢
	Add to Basket or Finish



School street access virtual permits for businesses

A school street closes a designated area outside of a school entrance to motorised traffic at school drop off and pick up times in the morning and afternoon during school term time. The times of operation for each school street is signposted on entry and exit.

A school street zone is accessible only to pedestrians and non-motorised transport during the times of prohibition, with few exceptions.

There is no charge for a school street access virtual permit.

Businesses within a zone

Application proof required:

- · Proof of the business name trading at the specified address
- Proof of your vehicle V5C / lease agreement / company car showing your name / business
- Proof your business has private parking accessed through a restricted school street, e.g. a property plan
- Proof of any vehicle owned by your employees requiring access to your private parking should meet one or more of the following conditions;
 - Proof of employment, e.g. wage slip or contract with sensitive information redacted and;
 - Proof of the vehicle V5C / lease agreement / company car showing your employees name and the vehicle registration number or;
 - Proof of insurance showing your employee is a named driver

Help for businesses applying for a school street access permit

To apply for a school street access permit choose the school street scheme from the drop down list.



Upload the evidence required to support your application.

Please upload the following:

- · Proof of the business name trading at the specified address
- Proof of your vehicle registration document (V5C) / lease agreement / company car showing your name / business
- Proof your business has private parking accessed through a restricted school street, e.g. a property plan
- Proof of any vehicle owned by your employees requiring access to your private parking should meet one
 or more of the following conditions;
 - Proof of employment, e.g. wage slip or contract with sensitive information redacted and;
 Proof of the vehicle V5C / lease agreement / company car showing your employees name and the
 - vehicle registration number or;
 Proof of insurance showing your employee is a named driver
- Formats allowed are jpg, png and pdf.

✓ Upload Complete! mipermit_logo_light.png	Remove
✓ Upload Complete! mipermit_logo_light.png	Remove
Upload Proof Number 3 (Required)	Browse
Upload Proof Number 4 (Optional)	Browse
Upload Proof Number 5 (Optional)	Browse
Permit Vehicles	
Your permit requires you to enter your vehicle registration number. This can be changed Manage Virtual Permits' section after purchase has been completed.	d at any time via the
Vehicle Registration: • ABC123	

Pick the date you want your virtual permit to start from. This can be a maximum of 30 days in advance.



Select you as the logged in account holder to be the virtual permit holder, or add a different user if you are applying for a member of staff. As the account holder you are responsible for managing all permits registered to your account.

Owner:	Steve Rogers	•
First Name:	Steve	
Last Name:	Rogers	
Email:	CaptainAmerica@gmail.com	

Click the terms and conditions to open them in a new window and check the box to agree.

Terms & Conditions

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Please click the PDF below to open the Terms & Conditions document in a new window before agreeing to the terms.



Basket Details			
Basket Item	Vehicles	Item Price	
Businesses Access Virtual Permit - School Street S1 Valid: 01/09/2021 - 31/08/2022 Owner: Steve Rogers (CaptainAmerica@gmail.com)	ABC123	£0.00	Remove
	Total:	£0.00	Empty
	Buy More Permits	or Complete	Purchase

School street access virtual permits for disabled badge holders

A school street closes a designated area outside of a school entrance to motorised traffic at school drop off and pick up times in the morning and afternoon during school term time. The times of operation for each school street is signposted on entry and exit.

A school street zone is accessible only to pedestrians and non-motorised transport during the times of prohibition, with few exceptions.

There is no charge for a school street access virtual permit.

Disabled badge holders

Application proof required:

- Proof of the child's school attendance at a school within a school street zone and;
- A copy of the child's or an immediate family members blue badge and;
- Proof of the vehicle V5C / lease agreement / company car showing the name and the vehicle registration number for the holders of the blue badge(s)

Help for disabled badge holders applying for a school street access permit

To apply for a school street access permit choose the school street scheme from the drop down list.



Upload the evidence required to support your application.

Please upload the following:

- Proof of your child's school attendance at a school within a school street zone
- A copy of the child's or an immediate family members blue badge
- Proof of the vehicle V5C / lease agreement / company car showing the name and the vehicle registration number for the holders of the blue badge(s)

Formats	allowed	are jpg,	png	and	pdf.

Upload Proof Number 1 (Required)	Browse
Upload Proof Number 2 (Required)	Browse
Upload Proof Number 3 (Required)	Browse
Permit Vehicles	
Your permit requires you to enter your vehicle registration number. This can be changed at any 'Manage Virtual Permits' section after purchase has been completed.	time via the
Vehicle Registration: • ABC123	

Pick the date you want your virtual permit to start from. This can be a maximum of 30 days in advance.

Date and Duration

Please select a duration and enter a start date if different from the one already displayed.

Start Date: 鱼	12/09/2021							
		<		Septe	ember	2021		>
Duration:	12 months	Su	Mo	Tu	We	Th	Fr	Sa
		29	30	31	1	2	3	4
End Date:	11/09/2022	5	6	7	8	9	10	11
		12	13	14	15	16	17	18
Price:	£0.00	19	20	21	22	23	24	25
		20	07	20	20	20	1	2

Select you as the logged in account holder to be the virtual permit holder, or add a different user if you are applying for an immediate family member who is the disabled badge holder. As the account holder you are responsible for managing all permits registered to your account.

Steve Rogers	•
Steve	
Rogers	
CaptainAmerica@gmail.com	
	Steve Rogers Steve Rogers CaptainAmerica@gmail.com

Click the terms and conditions to open them in a new window and check the box to agree.

Terms &	& Conditions
You are requ may contain applicable).	ired to read and agree to the following Terms & Conditions before purchasing. This document details of how to use the permit, restrictions that apply, and information on refunds (where It is important that you read and/or print these conditions for future reference.
Please click the terms.	the PDF below to open the Terms & Conditions document in a new window before agreeing to
PDF	Terms & Conditions Click here to open this document in a new window
If you agree	to the Terms & Conditions, please tick the box below to continue with your purchase.
Agree to	Terms & Conditions: 🔽
·	Add to Basket or Finish



School street access virtual permits for private parking

A school street closes a designated area outside of a school entrance to motorised traffic at school drop off and pick up times in the morning and afternoon during school term time. The times of operation for each school street is signposted on entry and exit.

A school street zone is accessible only to pedestrians and non-motorised transport during the times of prohibition, with few exceptions.

There is no charge for a school street access virtual permit.

Access to private parking within a zone

Application proof required:

- Proof of your vehicle V5C / lease agreement / company car showing your name, the vehicle registration number and the address it is registered at
- Proof you have private parking accessed through a restricted school street, e.g. a property plan or garage rental agreement in your name

Help applying for a school street access permit for private parking

To apply for a school street access permit choose the school street scheme from the drop down list.



Upload the evidence required to support your application.

Please upload the following:

- Proof of your vehicle V5C / lease agreement / company car showing your name, the vehicle registration
- number and the address it is registered at

 Proof you have private parking accessed through a restricted school street, e.g. a property plan or



Pick the date you want your virtual permit to start from. This can be a maximum of 30 days in advance.

Date and Duration

Please select a duration and enter a start date if different from the one already displayed.

Start Date: 鱼	12/09/2021							
		<		Septe	ember	2021		>
Duration:	12 months	Su	Mo	Tu	We	Th	Fr	Sa
		29	30	31	1	2	3	4
End Date:	11/09/2022	5	6	7	8	9	10	11
		12	13	14	15	16	17	18
Price:	£0.00	19	20	21	22	23	24	25
		26	27	20	20	20	1	2

Select you as the logged in account holder to be the virtual permit holder, or add a different user if you are applying for an immediate family member with a vehicle registered at your address. As the account holder you are responsible for managing all permits registered to your account.

Select from your current ov owner.	vners or enter at least one piece of information abo	ut them below to create a
Owner:	Steve Rogers	•
First Name:	Steve	
Last Name:	Rogers	
Email:	CaptainAmerica@gmail.com	
Telephone:		

Click the terms and conditions to open them in a new window and check the box to agree.

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PDF	Terms & Conditions Click here to open this document in a new window
lf you agree	to the Terms & Conditions, please tick the box below to continue with your purchase.
Agree to	Terms & Conditions: 🕢
·	Add to Basket or Finish



Update your vehicle registration

Select manage your virtual permits from the left hand menu.



Select the permit you want to make changes on.



Select edit registration.

Permit Type:

Valid:	17/09/2021 to 16/09/2022 (12 months)
Vehicle Registration:	ABC123
The earliest you can rene	ew this permit is 17/08/2022.

A dialogue box opens with your registration.

Residents - Collier Row - CR1 - 1st

Edit Permit Details	×	
Vehicle Registration: • ABC123		
	Close Save Details	
Authority: London Borough of Havering.		

Make the changes you require and press save.

 Owner Name
 Vehicles
 Valid
 Price

 Steve Rogers
 ABC456
 17/09/2021 to 16/09/2022
 Active
 £35.00

Your registration has now been updated. This will not affect the expiry date of your permit and can be done as many times as required.