

# Residents & Visitors

## Virtual Parking Permits

1

### Register for the service

Fill in a simple registration form to begin using the service.

2

### Purchase your permits

Buy your residents or visitors permits securely online any time day or night.

3

### Use your permits

Easy to manage and simple to use, online or by text from your mobile.

## How to register

To register to purchase and use your permits:

### Register online

To register for your virtual residents and visitors permits you should go to the BathNES portal:

<http://wanttopark.com/BathNES>

Select the option to register for virtual permits and enter your Council Tax reference number, and enter your postcode to select your property address. Follow the on screen instructions to complete the process.

When registration is complete you will be sent a PIN which you can use to login to the portal.

## Purchasing permits

Purchasing permits to use with the virtual permit system:

### Residents and visitors permits

Select from either the residents or visitors permits from the permit purchase screen. If there is more than one type of permit available to you, select the type of permit you would like to purchase. Complete the purchase form and payment details to complete your purchase.

A residents permit will ask for the vehicle registration number to be associated with the permit.

When a permit has been purchased it will appear in the manage permits section of the portal, ready for you to use.

## How to use your permits

Using your residents or visitors permits:

### Residents permits

Nothing needs to be displayed in the vehicle, you simply need to ensure your correct vehicle registration number is on the permit and you're covered. You can change the vehicle registration number on the permit via the portal, selecting the manage permits option.

### Visitor permits

You can use your visitor permits by SMS, online or by telephone and nothing needs to be displayed in the vehicle.

**By SMS** - send a text from your registered mobile number that is linked to your account to **60300** with the word **VISITOR** and the vehicle registration number plus a duration of 4 hours or greater:

**Example: VISITOR A123BCD 4hours**

**Online** - login to the portal and select the manage permits option and follow the on screen prompts to enter the vehicle registration and select a duration to allocate to the permit.

**By Telephone** - Call **0333 123 8008** and we'll set up the permit for you.

To extend a visitor permit that is due to expire you can text **EXTEND 1hour** to **60300** or login to the portal and extend the permit in the Manage Virtual Permits section.

Texts to 60300 will be charged at your network providers standard rate.  
Calls to 0333 numbers cost not more than a national rate call and are inclusive in your mobile minutes.