

# Southwark Council's Parking Permit solution

How to activate a virtual visitor permit.

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# Step-by-step guide on how to activate a virtual visitor permit

## Step 1: Access the new permit solution

Access the new permit system [here](#) and log in.

### Southwark Council Parking Permits

If you had valid permits in our previous permit system, to access your permits in your new account when you first login, please follow the forgot your password link to set up a new password.

Username (this may be your email address) \*

Do not have an account?  
[Register for an account](#)

Password \*

Show Password

[Forgot your password?](#)

[Log in](#)

## Step 2: Select 'View and book visitor parking permits'

You will be taken to our permit landing page. Please select 'View and book visitor parking permits'.

**Your permits**

[View your permits](#)

[See permits you can apply for](#)

**Visitor permits**

[View or change booked visitor permits](#)

[View and book visitor parking permits](#)

[Buy visitor permits](#)

[Previous vouchers](#)

**Your account**

[View or change your details](#)

[Delete your account](#)

## Step 3: Select your permit

You will be taken to a webpage providing all the types of visitor permits you have purchased. Find the one you need and select 'Book'.

### Book new visitor permits

<b>Description</b>
Residents On Street Visitor - All Day
<b>Visitor permit type</b>
1 Day
<b>Available</b>
11
<b>Actions</b>
<a href="#">Book</a>

## Step 3: Select your permit

The webpage updates and provides a box where you can enter the start date for your booking and vehicle registration mark of the vehicle. First select 'find vehicle' and then select 'Add vehicle'

Next select 'Book'

### Book new visitor permits

Enter the date and time you want your visitor permits to start and end. You can book more than 1 hour or 1 day at a time.

Visitor permit type	1 Day
Description	Residents On Street Visitor - All Day-- Remaining (11)

Location

HH - HERNE HILL ▼

#### Number of permits to use \*

You can activate vouchers up to your Available Quantity (11)

1

#### visitor permits start date

For example, 15-11-2024

The latest start date for this voucher is: 11-8-2027

Day \*   Month \*   Year \*

15   11   2024

Time

04:43:04 PM

#### visitor permits end date

15-11-2024 11:59:59 PM

#### Vehicle registration

Please add your vehicle(s) to this voucher by searching for a vehicle using the VRM lookup below.

AA00AAA   Find vehicle

Add vehicle

Maximum vehicles allowed: 1

#### Vehicle(s) added

Vehicle registration	Action

Book   Cancel

## Step 13: Booking complete

The webpage updates to inform you that the visitor booking is complete.

### Book new visitor permits

You have booked visitor permits.

Visitor permit type	1 Day
Description	Residents On Street Visitor - All Day
Location	HH - HERNE HILL
Vehicle registration	da57www
visitor permits start date	15 11 2024 16:43:04
visitor permits end date	15 11 2024 23:59:59

[Go to Book new visitor permits](#)

## Need help?

The new permit web pages are designed to be simple to use.

We want to do everything we can to ensure the transition is as easy as possible for all residents.

For general information about parking permits, see our [parking](#) and [permits pages](#).

You can also email:

- the on-street parking team at [parking@southwark.gov.uk](mailto:parking@southwark.gov.uk)
- the estates parking team at [estatesparking@southwark.gov.uk](mailto:estatesparking@southwark.gov.uk)