

# Thurrock Council Parking Permits online


## How to apply for a new permit

To apply for a new parking permit, first go to [www.thurrock.gov.uk/parking-permits](http://www.thurrock.gov.uk/parking-permits) and follow the link for the type of permit you need.

After reading the information provided, use the '**My Account – parking permits**' button either to '**Sign in**' using your email address and Thurrock Council 'My Account' password, or '**Register**' to use our parking permits service for the first time.

You should then follow the steps below to apply for a permit.

1. After you sign-in to our parking permits service using your Thurrock Council 'My Account', you will be redirected to the '**Permits**' summary screen.

 [thurrock.gov.uk](http://thurrock.gov.uk)

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### Welcome

#### Permits

Welcome to your Account Summary, below is a list of your permits and their current status showing which are active, awaiting authorisation or are ready to be renewed.

Status	Reference	Permit Type	Registration	Starts	Valid Until	Actions
No items to display.						

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No items to display

#### Permit Applications Available

Below is a list of the permits that you can apply for.

Permit Type	Description	Actions
Annual Off Street pay and display Car Park Pass	If you are a visiting the borough regularly and park in council owned off street car parks you may benefit from an annual pay and display car park pass. This enables holders unlimited parking in any of the 7 Council owned off street pay and display car parks namely: Darnley Road, Argent Street, Cromwell Road, Crown Road, Station Road, Grays Beach and Canterbury Parade.	<a href="#">Apply</a>
Business Parking Permit	A borough wide business permit allows those who operate a business or carry out work within the borough to park in a residential or shared use parking bay throughout Thurrock.	<a href="#">Apply</a>
Contractor Parking Permit	Contractors who need to park within controlled parking zones or permit parking areas while working on contracts with Thurrock Council, may be eligible for a contractor parking permit. This permit allows contractors to park their vehicle for up to 3 hours in a permit holders or shared-use parking bay within the zone or area.	<a href="#">Apply</a>
NHS Parking Permit	Healthcare specialists working for the NHS who need to park within controlled parking zones or permit parking areas while carrying out their duties, may be eligible for a NHS parking permit. This permit allows healthcare specialists to park their vehicle for up to 3 hours in a permit holders or shared use bay within the zone or area.	<a href="#">Apply</a>

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- Under the heading '**Permit Applications Available**', find the type of permit for which you'd like to apply, then select the '**Apply**' button next to it on the right.

### Permit Applications Available

Below is a list of the permits that you can apply for.

Permit Type	Description	Actions
Annual Off Street pay and display Car Park Pass	If you are a visiting the borough regularly and park in council owned off street car parks you may benefit from an annual pay and display car park pass. This enables holders unlimited parking in any of the 7 Council owned off street pay and display car parks namely: Darnley Road, Argent Street, Cramwell Road, Crown Road, Station Road, Grays Beach and Canterbury Parade.	<a href="#">Apply</a>
Business Parking Permit	A borough wide business permit allows those who operate a business or carry out work within the borough to park in a residential or shared use parking bay throughout Thurrock.	<a href="#">Apply</a>
Carers Parking Permit	If you live in a resident parking zone and need home visits from a carer, or more than one carer, you can apply for a carers parking permit. <b>PLEASE NOTE: If you don't currently know the VRM please just enter "CARER" as the VRM which can later be changed as &amp; when needed.</b>	<a href="#">Apply</a>
Contractor Parking Permit	Contractors who need to park within controlled parking zones or permit parking areas while working on contracts with Thurrock Council, may be eligible for a contractor parking permit. This permit allows contractors to park their vehicle for up to 3 hours in a permit holders or shared-use parking bay within the zone or area.	<a href="#">Apply</a>
NHS Parking Permit	Healthcare specialists working for the NHS who need to park within controlled parking zones or permit parking areas while carrying out their duties, may be eligible for a NHS parking permit. This permit allows healthcare specialists to park their vehicle for up to 3 hours in a permit holders or shared use bay within the zone or area.	<a href="#">Apply</a>
Residents Permit	Resident parking permits enable permit holders to park in any parking spaces that are reserved for resident permit holders in the specified Controlled Parking Zone (CPZ)	<a href="#">Apply</a>
Residents Permit (Multi Business/Fleet Vehicles)	<b>If you are a resident but use multiple fleet/business vehicles please apply for this option.</b> Resident parking permits enable permit holders to park in any parking spaces that are reserved for resident permit holders in the specified Controlled Parking Zone (CPZ)	<a href="#">Apply</a>
Temporary Resident Permit	Resident parking permits enable permit holders to park in any parking spaces that are reserved for resident permit holders in the specified Controlled Parking Zone (CPZ)	<a href="#">Apply</a>

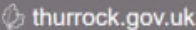


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3. You will next be shown a '**Terms and Conditions**' page. You must scroll down this page and at the end put a tick in the box next to where it says: "I agree that I have read, understood and will adhere to the conditions above".

If you'd like to print these terms and conditions, use the 'Print friendly' button first. Otherwise select the '**Next**' button to continue.

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**Permit Type: Residents Permit**

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### Terms and Conditions

These terms and conditions apply to Resident Parking Permits issued by Thurrock Borough Council.

**Before you begin your application, you will need to:**

- Ensure the vehicle you are applying for is registered in your name and at the address where you will be using the permit
- You must be able to provide a copy of your UK Vehicle Registration document (V5C or log book) clearly showing that you are the registered keeper so please ensure it states your name and address.
- Non-registered keepers - a lease or hire agreement. Hand written documents will not be accepted
- Company vehicles - UK Vehicle Registration Document (V5C or logbook) or lease/hire agreement; and a letter from your employer on headed paper dated within the last three months that confirms your employment, name, address and vehicle registration. Hand written documents will not be accepted
- Proof of address in the name as shown on proof of ownership.

**Eligibility for Permit Applications**

- To qualify your permanent or primary residence must be at an address within a CPZ (Controlled Parking Zone) or PPA(Permit Parking Area) in Thurrock. Some properties within the Permit Parking Areas may not be eligible for resident parking permits.
- You can check lists of roads within each area by visiting <https://www.thurrock.gov.uk/parking-zones-and-parking-bays/parking-permits-and-controlled-parking>
- The vehicle must be registered with the DVLA in the UK. The vehicle for which a resident parking permit is applied for must be registered to the same address as the applicant, except where the vehicle is on long term hire/lease or belongs to the applicant's employer.
- The vehicle must not exceed 2.3 metres in height and/or 5.3 metres in length. Any vehicle parked with a permit which exceeds this height and/or length will invalidate any permit

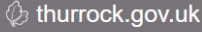
☐ I agree that I have read, understood and will adhere to the conditions above

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4. On the following screen you must enter your vehicle registration details. You'll be asked to enter the registration twice to make sure no mistakes are made.



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**Number of permits you can apply for:**  
1

**Number of vehicles it can be used for:**  
Max. 1 Vehicle(s)

**Application for Location TILBURY2A**

You must add a vehicle to this permit.

(Required)

(Required)

Save

Cancel

Permitted Vehicle(s)  
No vehicles added.


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5. When your vehicle registration details have been entered correctly, select the **'Save'** button. The details will then be redisplayed under **'Permitted Vehicles(s)'**.

To continue, select the **'Next'** button.

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**Number of permits you can apply for:**  
1

**Number of vehicles it can be used for:**  
Max. 1 Vehicle(s)

**Application for Location TILBURY2A**

You must add a vehicle to this permit.

(Required)

(Required)

**Permitted Vehicle(s)**

V133EGO

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6. On the next page you can set the '**Start Date**' and '**Duration**' of the permit for which you're applying. 'Duration' is how long the permit will be valid – for example, 1 year.



The start date is automatically filled-in for you as today's date, but you can change it if you'd like the permit to start from a date in the future.

The expiry date will be calculated automatically for you and shown on the screen.

After setting the start date and duration, select the '**Next**' button.

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Number of permits you can apply for:


1

Number of vehicles it can be used for:

Max. 1 Vehicle(s)

Start Date

07/09/2022



(Required)

Duration

1 Year (£0.00)

▼

(Required)

Expiry Date

06/09/2023


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7. The next screen will ask you to provide proof that you are eligible for the type of permit you're requesting. You can do this by using the '**Choose Files**' buttons on the screen to upload files from your computer or smartphone.

Information on the screen will tell you maximum size of each file you can upload. It will also tell the file types you can upload – for example, photos can be files that end '.jpg' or '.png', and documents can be '.pdf' or '.doc' or '.docx'.

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**Max Upload Size (20MB)**  
You may only upload the following file types: JPG,BMP,PNG,TIF,DOC,DOCX,PDF

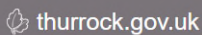
**Resident**  
Proof of your residence  
**Insufficient proof submitted, please supply more documentation.**  

Bank Statement A copy of your bank statement, this must be recent (last 3 months)	<a href="#">Choose Files</a> No file chosen
Utility Bill A copy of your latest bill e.g. water, gas, electricity	<a href="#">Choose Files</a> No file chosen
Council Tax Bill A copy of your latest council tax bill	<a href="#">Choose Files</a> No file chosen
Rent Card A copy of your rent card	<a href="#">Choose Files</a> No file chosen
Tenancy Agreement A copy of your tenancy agreement	<a href="#">Choose Files</a> No file chosen
Solicitor's Letter A copy of your solicitor's letter	<a href="#">Choose Files</a> No file chosen

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8. When the system shows that you've uploaded all the evidence it needs, select the 'Next' button at the bottom of the screen.



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Max Upload Size (20MB)

You may only upload the following file types: JPG,BMP,PNG,TIF,DOC,DOCX,PDF

**Resident**

Proof of your residence

You have submitted enough documentation.

Bank Statement

A copy of your bank statement, this must be recent (last 3 months)

Choose Files

Blank Proof.pdf

Delete Files

Utility Bill

A copy of your latest bill e.g. water, gas, electricity

Choose Files

No file chosen

Council Tax Bill

A copy of your latest council tax bill

Choose Files

No file chosen

Rent Card

A copy of your rent card

Choose Files

No file chosen

Tenancy Agreement

A copy of your tenancy agreement

Choose Files

No file chosen

Solicitor's Letter

A copy of your solicitor's letter

Choose Files

No file chosen

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9. Lastly, you'll be asked to upload files that confirm your vehicle details. For example, this could be your UK V5 Vehicle Registration document, or a lease agreement.

To upload these files, the steps are the same as those you followed when uploading proof of eligibility, above.

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Max Upload Size (20MB)

You may only upload the following file types: JPG,BMP,PNG,TIF,DOC,DOCX,PDF

**Vehicle**

Proof you own or use this vehicle

Insufficient proof submitted, please supply more documentation.

V5 Vehicle Registration Document

A copy of your V5 Vehicle registration document

Choose Files

No file chosen

Lease Agreement

A copy of your lease agreement

Choose Files

No file chosen

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10. When the system shows that you've uploaded all the documents it needs, select the 'Next' button at the bottom of the screen.

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Max Upload Size (20MB)

You may only upload the following file types: .JPG,BMP,PNG,TIF,DOC,DOCX,PDF

Vehicle

Proof you own or use this vehicle

You have submitted enough documentation.

V5 Vehicle Registration Document

Choose Files

Blank Proof.pdf

Delete

Files

A copy of your V5 Vehicle registration document

Lease Agreement

Choose Files

No file chosen

A copy of your lease agreement

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11. Your permit application is now ready for you to send.

If you think you might need to change any of the details use the '**Previous**' button to go back, otherwise select '**Apply**'.

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### Permit Application

This permit is now ready to apply for (free of charge)  
To proceed with the application, please click on the 'Apply' button below...

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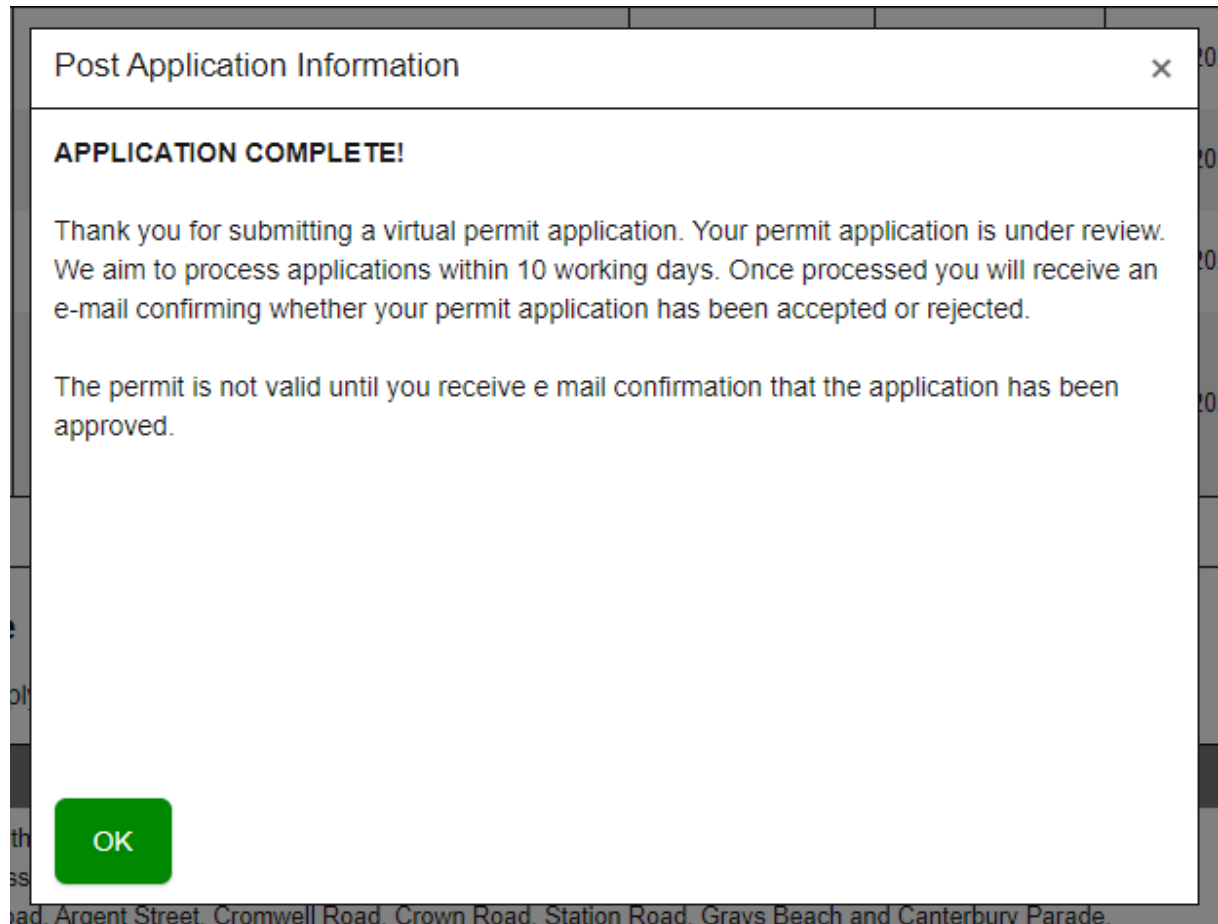
Apply

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12. When you select 'Apply' your application will be sent to our parking permits team for them to check the details and documents you've provided.

If you've applied for a type of permit that requires a fee to be paid, you'll be directed to a secure online payment service where you can enter your debit card or credit card details.

Once your application is made, and any fee paid, you'll be shown a confirmation screen that says '**APPLICATION COMPLETE!**'



You will also receive an email confirming your application.

Our parking permits team will let you know when your application is approved, or not approved, or if more information is needed.

You can manage your parking permits online at any time by signing-in again using your '**My Account – parking permits**' email address and password.

[www.thurrock.gov.uk/parking-permits](http://www.thurrock.gov.uk/parking-permits)