

# Applying for a Dittisham Parking Permit Online

## **Firstly you will need to register an account with SHDC**

Go to their website at <https://www.southhams.gov.uk/permits>

Click on 'Register'

## **Once you have registered you can apply for a permit**

To continue you will need to scan your current year's SHDC council tax form and V5C Vehicle Registration Document (pages 1&2).

If you cannot scan your documents you will need to post your documents to SHDC.

If you have a company, lease or hire car you will need a letter from them or a copy of the lease or hire document.

Help or advice can be provided for anyone having difficulties. See maildrop.

1. Go to the Login/Sign In and tap in chosen username and then password
2. You will see a list of car parks.  
For 1st permit scroll down to 'Dittisham Resident' and click 'Apply' (this is free in both CP's)

Dittisham T&C's will appear. This is short but important and you should read and then click agree.

3. Enter the vehicle registration and the confirmation in box below
  - i. Then enter the make of vehicle in box below and enter.
  - ii. Then the model in the next box
  - iii. Then the colour
  - iv. Press Next

Then select 'start date' and press Next

You will need to upload your current Council Tax Bill and then your V5C (pages 1&2) or other proof of ownership required then jump to step 5.

## **If you want a 2nd permit choose either step 4 or 5**

4. If you require a 2nd permit free for the Ham only click 'Apply' after 'Dittisham the Ham' and repeat stage 3. for a different vehicle.

**NB. You will need to remember which car's permit is NOT valid in the Level CP or you are liable to get a Parking Enforcement Order.**

5. If you wish the 2nd permit to be valid in the Level CP as well as the Ham CP click 'Apply' after 'Dittisham the Ham and the Level' and repeat stage 3. for a different vehicle then make payment.
6. Provided your application is accepted your permit should be active in two working days. If you post documents it will take longer.