

Welcome to the permit platform for The University of Surrey.

If you're here to make a new permit application, please register below.

To view existing permits, simply login to get started.

New application

Register

Login

Login

Step 1: Register for a new account .

Hello and thanks for visiting the permit platform for University of Surrey.

Here, you'll be able to apply for a permit.

Account Registration

Full name

Title

First name

Last name

Email Address

Email Address
Confirmation

(required)

(required)

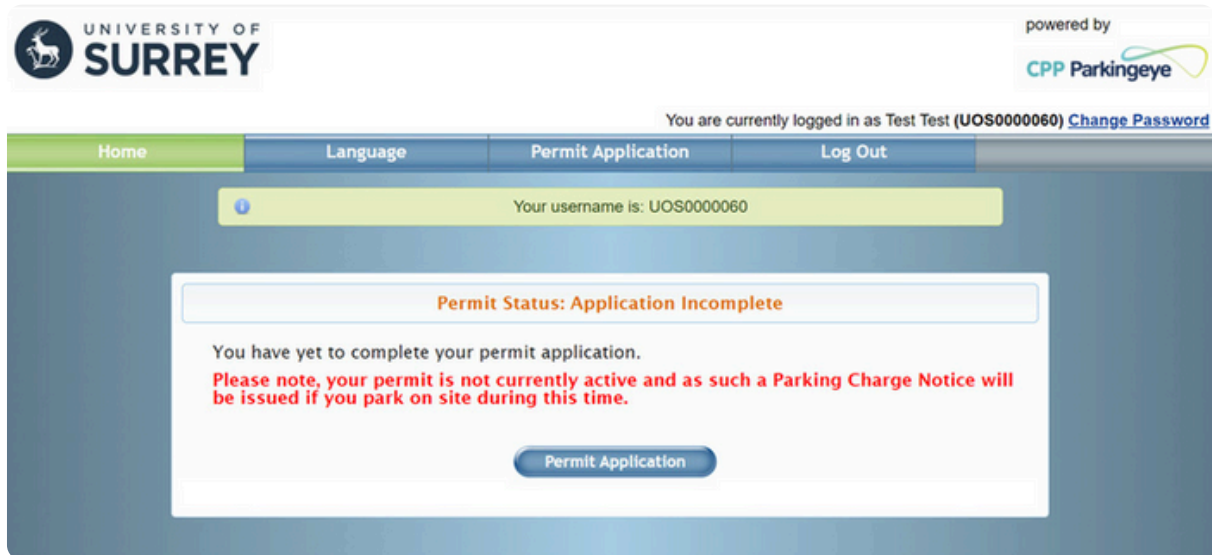
(required)

(required)

Submit

Step 2: Complete your registration: using your @surrey email address once you press submit your account will be created and be linked to your Microsoft single sign on.

Your parking account will now be connected to Microsoft Single Sign-On (SSO). This means you only need one username and password to access your parking account and all your other Microsoft apps. The password will be the same as your university computer login. No need to remember different logins or reuse passwords—just one set of credentials for everything!



Step 3: Start a new application by clicking on “Permit Application”.



Step 4: Choose Permit Type: Select the type of permit you wish to apply for.

Payment Option: Decide how you would like to pay for the permit. Please note, if you wish to change your payment method at a later stage, you will need to cancel your current permit and reapply.

Payment Options: Option : Pay Monthly

- **Cost:** £29 per month
- **Benefits:** Ideal for those on site more than 4 days per week. This option reduces the daily charge for frequent visitors.

Personal Details

Full Name

Title

First name

Last name

Home Address

Line 1

Line 2

Town/City

Postcode

Email

Are you Staff or Student?

Staff Number

Student Number (URN)

[Next »](#)

Step 5: Complete all fields, click Next

Vehicle Details

Please ensure that you input your full and correct registration.

Registration

Registration Confirmation

(Non uk plates)

Make

Model

V5 Document **Uploaded file: UOS0000060/BLANK_V5.pdf**

BLANK V5.pdf - Completed

[Next »](#)

- ▶ [Vehicle Details 2](#)
- ▶ [Vehicle Details 3](#)
- ▶ [Vehicle Details 4](#)

Step 6: Enter Vehicle details and Upload V5 Evidence: Ensure your V5 document is in an acceptable format (GIF, JPG, JPEG, PNG, PDF) and upload.

Select Next

A screenshot of a web form section titled "Terms and Conditions". It contains two rows of text, each with a link to "T&C.html" and a checkbox. The first row has the link with "(opens in a new window)" below it. The second row has the checkbox checked. A green "Submit" button is located at the bottom right of the section.

Step 7: Review Terms and Conditions: Carefully read the terms and conditions provided within the form.

Tick the Agreement Box: Ensure you tick the box indicating your agreement to the terms and conditions to proceed with your application.

A screenshot of a confirmation page. At the top, a green banner with a checkmark icon says "Permit application saved.". Below this, a white box with a grey border contains the text "Permit Status: Active". Underneath, it states "Your permit is valid until 30-09-2025." and provides two links: "Edit Account Details" and "Edit Vehicle Details".

Next Steps After Permit Approval:

- 1. Receive Instructions:** Check your email for detailed instructions on registering for payments and setting up your account through the Evology Parking Eyes App.
- 2. Complete Payment Setup:** Follow the instructions to set up your payment and account. This step is crucial to ensure your parking permit remains valid.

Important Notice:

Please be aware that if you do not complete the payment setup, valid PCNs (Penalty Charge Notices) may be issued for any parking infractions.

If you have any questions or need assistance with the payment setup process, please do not hesitate to contact us at info@carparkingpartnership.co.uk

Pre-book - Pay Monthly

1 Download or open the Evology parking app to get started. [CLICK HERE](#).



2 Choose 'find and pre-book parking' or 'pre-book' from the home screen.

3 Search for your location.

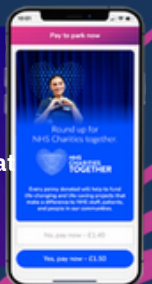
4 Select the duration you want to park.

5 Pick the relevant car park pin from the the search results.

6 Enter your vehicle registration and select **confirm**.

7 You'll be taken to the payment screen. Account users can pay now. If you're a guest you will need to create an account.

Once you hit the payment button all users are directed to our charity round-up screen, for NHS Charities Together. Every penny donated will help to fund life-changing and life-saving projects that make a difference to NHS staff, patients and people in our communities.



✓ You'll now see a confirmation screen, you're all set, and we'll send you the details of your stay by email.



Want to receive text reminders?

Don't forget to switch these on in your account settings section of the app.