

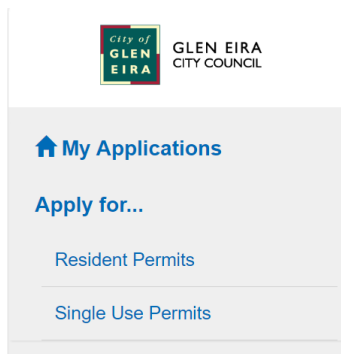
If you have applied for a Residential Parking Permit, you will automatically be issued 110 Single-use digital (paperless) Permits for use within a 12-month period for visitors or tradespersons when your permit is approved. **YOU DO NOT NEED TO APPLY SEPARATELY.**

This only applies if you need Single-use Permits at your property but you do not have any Residential Permits.

To understand how to allocate Single-use Permits, go to the next page.

Applying for Single-use Permits

1. On the left-hand side of the screen, select 'Single-Use Permits'.



2. Select 'Single-Use Coupon Book' in the Permit type dropdown field.

Permit type*

3. Attach at least one document proving your residency at the nominated address by clicking the 'Add' button in the Proof of Residency section.

1. Proof of Residency*

Proof of residency can be a Victorian driver's licence (with your current address), a lease agreement or a gas/electricity bill in your name showing the supply address. Council rates notices, contracts of sale and water utility bills will NOT be accepted.

4. Tick the box to declare you accept the terms and conditions and click the 'Submit' button to finalise your application.

You will receive a confirmation email confirming that Council has received your application.

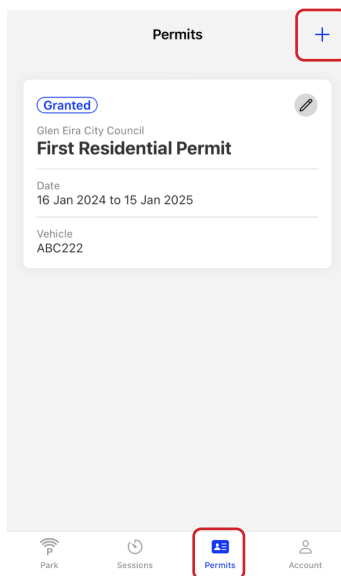
Using your Single-use Permits

To use the Single-use Permits, you will need to either use your PayStay app or log into the ePermit system and provide the vehicle registration number of each vehicle that will need coverage and the date that the Single-use Permit(s) will be required.

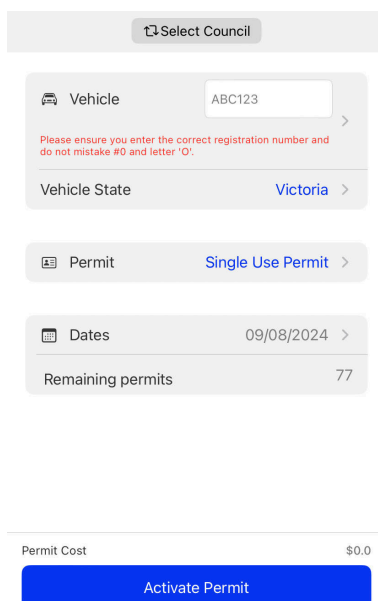
You must have approved Single-use digital (paperless) Permits before you can start using them.

Allocating Single-use Permits via the PayStay app

1. Open your PayStay app. Click on the 'Permits' tab at the base to see any existing permits. Then click the '+' symbol in the top right.

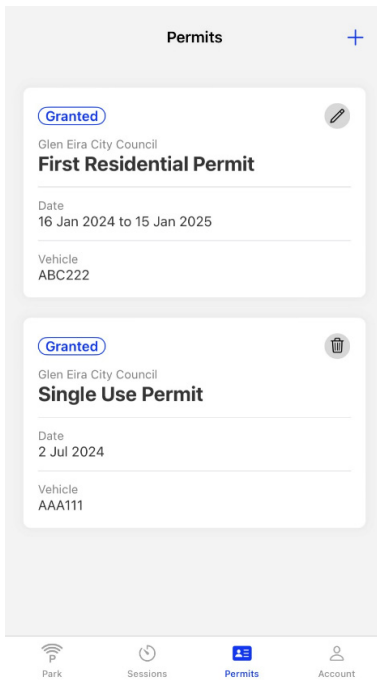


2. Complete the vehicle details, then click 'Activate Permit'.



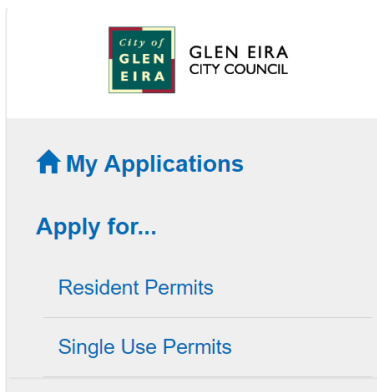
The screenshot shows the 'Activate Permit' screen in the PayStay app. At the top, there is a 'Select Council' dropdown menu. Below it, there are several input fields: 'Vehicle' (with value ABC123), 'Vehicle State' (with value Victoria), 'Permit' (with value Single Use Permit), and 'Dates' (with value 09/08/2024). Below these fields, there is a 'Remaining permits' field with the value 77. At the bottom of the screen, there is a 'Permit Cost' field with the value \$0.0 and a blue 'Activate Permit' button.

3. The allocated Single-use Permit will now show under existing permits.



Allocating Single-use Permits via the ePermit system (portal)

1. Log into ePermits using your username/email and password.
2. Select 'Single-Use Permits' on the left-hand side menu.



3. Select 'Single-Use Permit' in the permit type drop down field.

- Enter the vehicle registration of the car you need the permit for and select when you want the permit for by clicking on the calendar until the date turns blue.

Permit type*

Coupon book*

Vehicle registration* Vehicle state*

From To

Coupon dates

December 2023						
Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Selected coupon

- Click 'Submit' to finalise the coupon. Repeat this as many times as necessary (if you require multiple coupons for multiple cars for the same day). Coupons are automatically approved once they are submitted.