



# Residential Parking

**A guide to our online Schools Resident  
Permit application.**

## INTRODUCTION:

The information and photos included within this document are for demonstration purposes only.

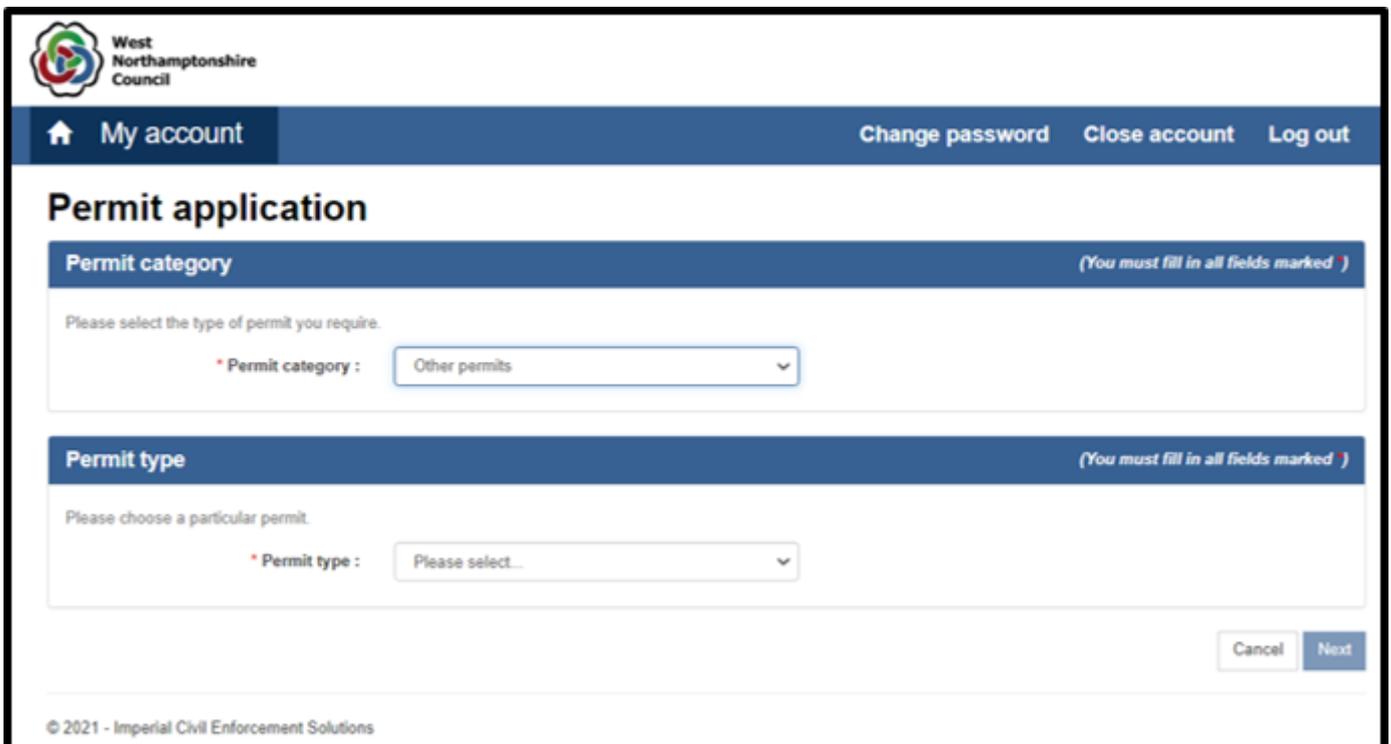
Please note that the permit application screen is configured in line with the information required for each permit type, so the fields seen in this guide may differ depending on the permit category or permit type chosen.

Customers will first need to register a permit account online before they are able to complete the process detailed below.

To be directed to our permit sign in / register page please [click here](#).

## HOW TO SUBMIT AN APPLICATION:

- Once signed in click on **“Permit application”**
- Select the Permit Category, the relevant permit categories will display for the account type.
- In this case we have selected Permit Category **“Other permits”**



The screenshot shows the 'Permit application' page for West Northamptonshire Council. At the top left is the council's logo. A navigation bar includes 'My account' with a home icon, and links for 'Change password', 'Close account', and 'Log out'. The main heading is 'Permit application'. Below this are two sections: 'Permit category' and 'Permit type', both marked as required fields. The 'Permit category' dropdown is set to 'Other permits'. The 'Permit type' dropdown is currently empty, showing 'Please select...'. At the bottom right of the form are 'Cancel' and 'Next' buttons. A footer at the bottom left reads '© 2021 - Imperial Civil Enforcement Solutions'.

- A new page will load where you will need to select the Permit Type, only those applicable to the account address will be shown.
- Residents will be given the option between a “Virtual” electronic permit and a “Physical” displayable permit.
- Select the Permit Type you wish to apply for, in this case we have selected **“Schools Resident Permit – Virtual”**.

Please note that parents / guardians are only eligible for one school permit.

## Permit application

### Permit category

(You must fill in all fields marked \*)

Please select the type of permit you require.

\* Permit category : Other permits

### Permit type

(You must fill in all fields marked \*)

Please choose a particular permit.

\* Permit type :  
Please select...  
Please select...  
Health Worker Permit - Virtual  
Schools Resident Permit - Physical  
Schools Resident Permit - Virtual

Cancel Next

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If you are unable to swap a physical permit between vehicles with **ease**, then you are to apply for the virtual permit. You will be required to sign into your account to set which vehicle is active, meaning the permit will be linked to that vehicle alone.

- Click **“Next”**
- Complete all the fields on the form, remembering that your form may ask for different information to the given example

Some permit applications may allow you to change the start date, select the permit length, allow multiple VRMS, and have answerable questions.

Please ensure the vehicle registration(s) entered are correct, if entered incorrectly you may be issued a Penalty Charge Notice.

## Permit application

### Permit category

(You must fill in all fields marked \*)

Please select the type of permit you require.

\* Permit category : Other permits

### Permit type

(You must fill in all fields marked \*)

Please choose a particular permit.

\* Permit type : Schools Resident Permit - Virtual

\* Zone : Please select...

\* Issue period : 12 months

[View price scheme](#)

\* Start date :

Expiry date : 31/07/2022

### Applicant details

Title : Mr

Forename : Test

Surname : User

Email address :

Daytime phone :

### Address details

Address :  BOWLING GREEN ROAD  
KETTERING  
NN15 7QW

### Vehicles

(You must fill in all fields marked \*)

How many vehicles do you wish to register for this permit. You may have up to 2 vehicles.

\* Number of vehicles :  Only 1 vehicle may use the permit at a time. You can change which vehicle is active at any time through this website

### Vehicle details

(You must fill in all fields marked \*)

\* Vehicle registration : TESTVRM

Colour : Black

Make : Ford

Model :

- Once you have entered all the details click **“Next”**
- An information confirmation page will load where you will be able to check the details entered.
- Please ensure you have read and agreed to the **“Terms and Conditions”**, the hyperlink will navigate you to a static internet page which contains all Terms and Conditions.
- Click **“Proceed”**
- The **“Permit application confirmation”** page will load and once a member of the parking team has reviewed your application you will be instructed to provide supporting documents.

West Northamptonshire Council

My account Change password Close account Log out

### Permit application confirmation

Application number : 1054202

Application date : 29/12/2021

Permit type : Schools Resident Permit - Virtual

Start date : 01/01/2022

Period : 12 months

Price : £15.00

Thank you for your application. Your application will be reviewed and you will be contacted shortly.

Finish

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- For a School Residents Permit **both proof of vehicle ownership and proof of entitlement** will need to be provided.

## SUPPORTING DOCUMENTS EXAMPLES:

The only **Entitlement evidence** we accept is our school form, which is available from the associated schools. Our form is made up of two parts, both of which are required to support your application:

- Parent/Guardian declaration
- Declaration of Entitlement (Including schools stamp)

**Vehicle evidence** can include a copy of one of the following (which must state your name, the address the permit application is for and the vehicle registration):

- Vehicle registration document (V5)
- Or the vehicle insurance schedule

Or **Vehicle evidence** for a company vehicle can include a copy of one of the following (which must state your name, address, confirmation of employment, vehicle registration mark, model, and vehicle colour):

- a dated company headed letter.

- At this stage of the application, customers can either send supporting documents by emailing [parkingpermits.kbc@northnorthants.gov.uk](mailto:parkingpermits.kbc@northnorthants.gov.uk) or await an emailing with further instructions.

Once you have received our email with further instructions, you will then be able to upload supporting documents by viewing the **“My permit applications”** tab and viewing the application details

West Northamptonshire Council

My account Account settings Change password Close account Log out

### My permit applications

[+ New permit application](#)

Permit type	Vehicles	Application number	Application date	
Schools Resident Permit - Virtual	TESTVRM	1054202	29/12/2021	More info requested on 29/12/2021 <span>⋮</span>

Total items : 1

Page size : 10

Back

- To upload this evidence please click **“Upload supporting documents”** and the following page will appear

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My account Change password Close account Log out

### Upload supporting documentation

Application number : 1054202  
 Application date : 29/12/2021  
 Permit type : Schools Resident Permit - Virtual  
 Start date : 01/01/2022  
 Period : 12 months  
 Price : £15.00

You may upload up to 5 documents.  
 Each document must not be greater than 5MB in size and must be one of the following types:

- Scanned document or photo in JPEG format (jpg, jpeg)
- Microsoft Word document (doc, docx)
- Rich Text document (rtf)
- Microsoft PowerPoint document (ppt, pptx)
- Scanned document or photo in TIFF format (tif, tiff)
- Bitmap Image (bmp)
- Portable Document Format (pdf)
- Scanned document or photo in PNG format (png)

New proof documents : [+ Add document](#)

Cancel Upload documents

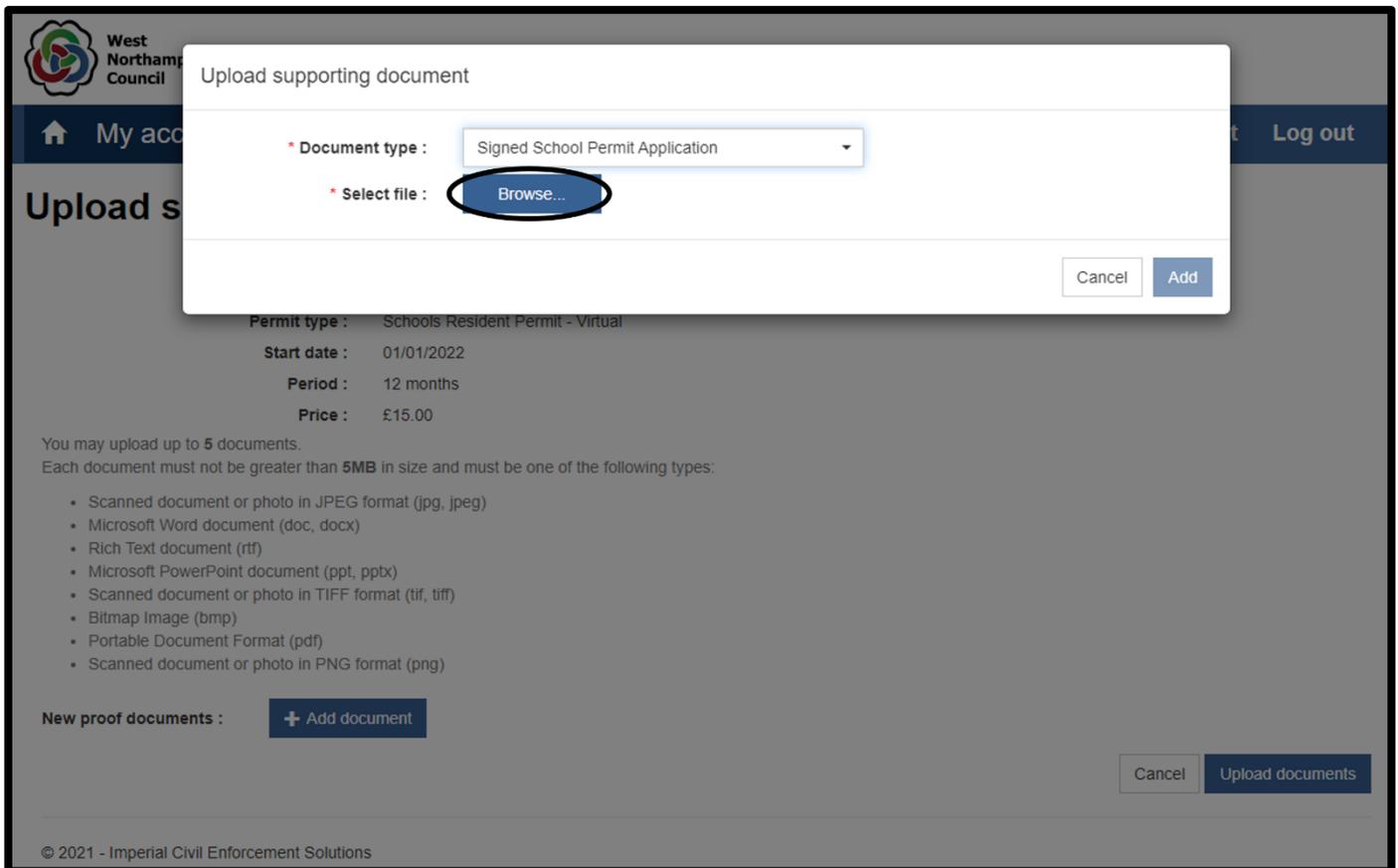
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- Guidance is given on the accepted document types and sizes.

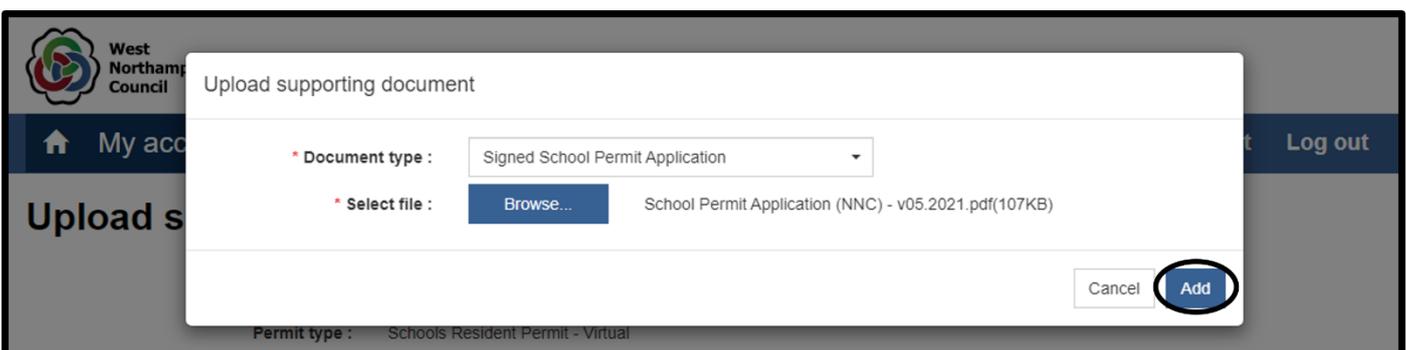
Customers using mobile device or tablet also have the functionality to take photos instead of uploading documents.

- Click on **“Add document”**

You will then need to select the **“Document type”** you wish to upload, we selected **“Signed School Permit Application”** in this example.



- Click **“Browse”**



- This will then prompt you to locate the document on your device or computer.
- Once you have located your document from your computer or device, click **“Add”**
- You will have to load the correct number of documents to the appropriate document category before you can continue, otherwise the system will not let you proceed.

- If you require to upload another form of evidence, repeat the process until all necessary documents have been added.
- Then click **“Upload documents”**

**West Northamptonshire Council**

My account Change password Close account Log out

### Upload supporting documentation

Application number : 1054202  
 Application date : 29/12/2021  
 Permit type : Schools Resident Permit - Virtual  
 Start date : 01/01/2022  
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- Scanned document or photo in TIFF format (tif, tiff)
- Bitmap Image (bmp)
- Portable Document Format (pdf)
- Scanned document or photo in PNG format (png)

New proof documents : [+ Add document](#)

Document type	Category	File name	
Signed School Permit Application	Identity	School Permit Application (NNC) - v05.2021.pd...	
Log book (V5 Registration Document)	Business, Vehicle	V5 (Example).jpg	

Cancel [Upload documents](#)

- Depending on the permit you will either receive a message stating that the permit team are going to review the application, or you will be prompted to pay now (direct issue permits only).

**West Northamptonshire Council**

My account Change password Close account Log out

### Permit application confirmation

Application number : 1054202  
 Application date : 29/12/2021  
 Permit type : Schools Resident Permit - Virtual  
 Start date : 01/01/2022  
 Period : 12 months  
 Price : £15.00

Your supporting documents have been saved together with your application. Your application will be reviewed and you will be contacted shortly.

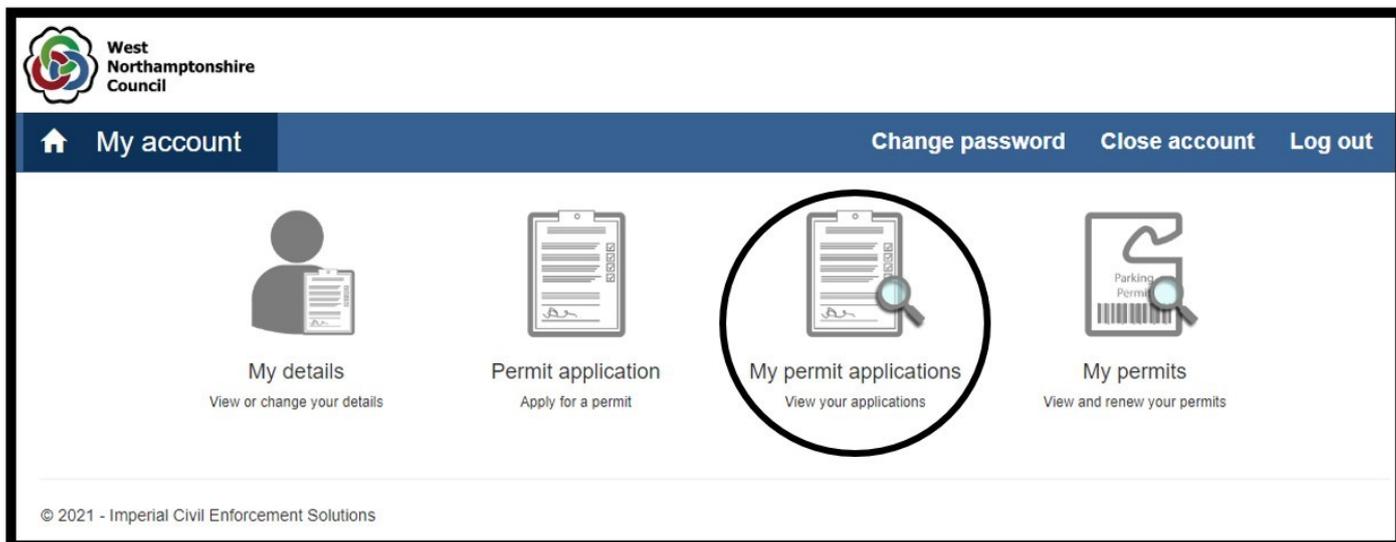
[Finish](#)

- Click ***“Finish”***
- For a School Residents Permit, the application will be reviewed by the Kettering Parking Team and ***“Offered”*** if all evidence provided is sufficient.
- An email will be sent to notify you whether the permit has been ***“Offered”*** or if ***“More information is required”*** (further instructions will be provided within the email)

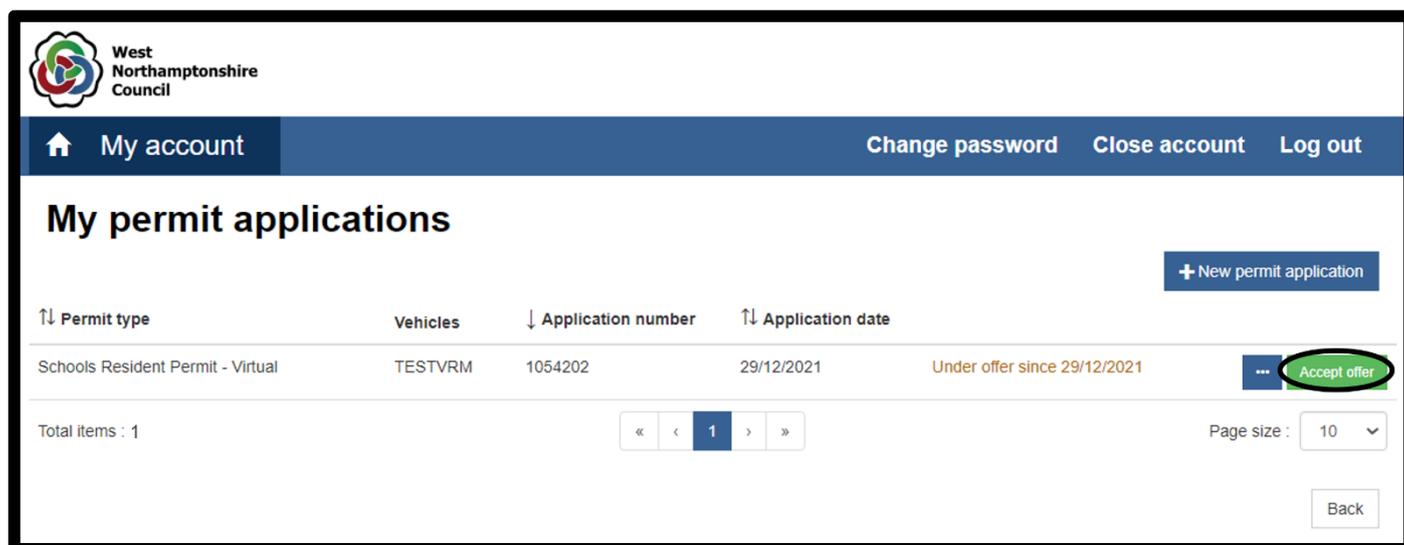


## HOW TO ACCEPT THE PERMIT OFFER AND MAKE PAYMENT:

- Once the permit has been offered, please sign into your account.
- Click on **“My permit applications”**



- This will show a list of all the applications you have made.



- Click on **“Accept offer”**  
This will take you to the following page.

West Northamptonshire Council

My account Change password Close account Log out

## Accept offer

Application number : 1054202

Permit type : Schools Resident Permit - Virtual

Start date : 01/01/2022

Expiry date : 31/07/2022

Price : £15.00

Further to your permit application you have been offered a permit.  
Please accept or decline this offer.

Cancel Decline **Accept**

- If you are happy with the permit that was offered, click **“Accept”**  
This will take you to the following page.

West Northamptonshire Council

My account Change password Close account Log out

## Offer accepted

Application number : 1054202

Permit type : Schools Resident Permit - Virtual

Start date : 01/01/2022

Expiry date : 31/07/2022

Price : £15.00

Your permit will be issued once your payment has been taken. Please use the payment button.

Cancel **Make payment**

- Click **“Make payment”**  
You will be directed to the payment webpage, where you will need to enter your card details.

**Payment details**

Payment reference: APP\_22109\_1584624547  
Amount: 15.00 GBP

Card number:

Expiry date:  /

Card Security Code:

- Once you have entered your payment details, click **“Continue”**
- Confirmation will then be given on screen

**West Northamptonshire Council**

[My account](#) [Account settings](#) [Change password](#) [Close account](#) [Log out](#)

**Payment Successful and permit issued**

Application number : 1054202  
Permit number : NGKSP300  
Start Date : 01/09/2021  
Period : 12 months  
Price : 15.00

Thank you for your payment.  
Your new permit has been issued.  
Please keep a note of your permit number.

- Click **“Finish”** to complete the process.

Virtual permits will become valid from the start date entered on your application

A physical permit **requires** to be printed (by the Kettering Parking Team) and will either be posted to your registered address or sent for collection at our Bowling Green Road Offices

*(Please note you will need to contact us on 01536 535801 or email [parkingpermits.kbc@northnorthants.gov.uk](mailto:parkingpermits.kbc@northnorthants.gov.uk) to arrange collection, otherwise your permit will be posted royal mail 2<sup>nd</sup> class which can take up to 10 working days)*

For “School Residents Permit – Physical” holders they are **not** to park within the residential zone unless they are displaying a valid permit. Failing to do so may result in a Penalty Charge Notice being issued against your vehicle.

**This permit is only valid in the morning between the hours of 8AM to 9AM and in the afternoon between the hours of 3PM to 4PM. If you park outside of those hours, you risk being issued a Penalty Charge Notice, as your permit will be invalid.**