

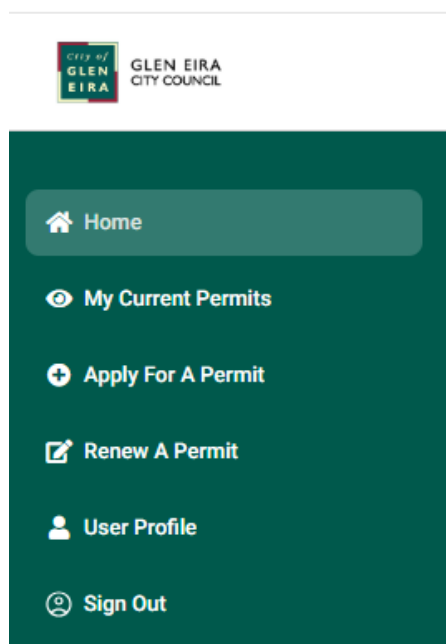
If you have applied for a Residential Parking Permit, you will automatically be issued 110 Single-use digital (paperless) Permits for use within a 12-month period for visitors or tradespersons when your permit is approved. **YOU DO NOT NEED TO APPLY SEPARATELY.**

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

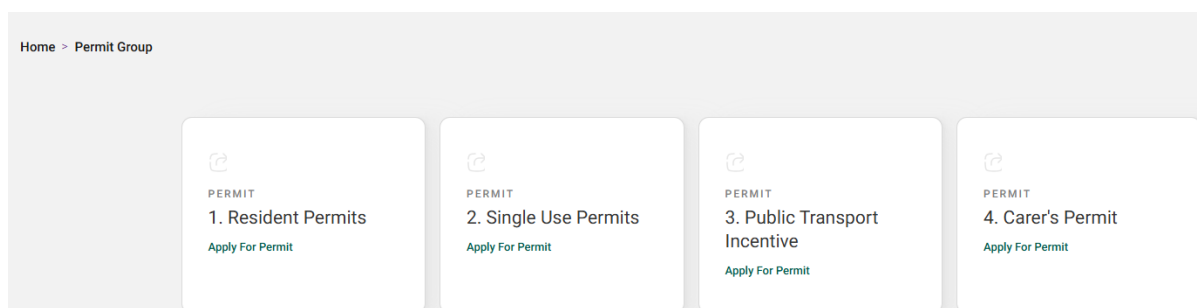
To understand how to allocate Single-use Permits, go to the next page.

Applying for Single-use Permits

1. On the left-hand side of the screen, select 'Apply For A Permit'.



2. Select the 'Single Use Permits' tile



ePermits: Applying for and allocating single-use permits

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

Permit type* Single Use Coupon Book ▼

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

Documents

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.

Add ▼

Delete

2. Proof of Residency

(Additional if required)

Add ▼

Delete

5. Select the 'Terms and Conditions' link to view the terms and conditions. Once happy use the checkbox to confirm and then click the 'Submit' button to finalise your application and make payment (if applicable).

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

Using your Single-use Permits

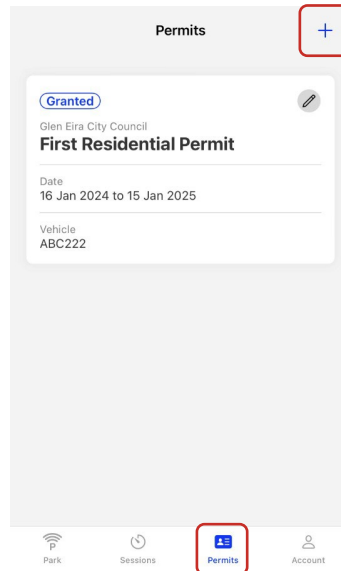
To use the Single-use Permits, you will need to either use your PayStay app or log into the ePermit system and provide the vehicle registration number of each vehicle that will need coverage and the date that the Single-use Permit(s) will be required.

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

ePermits: Applying for and allocating single-use permits

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'.

Select Council

Vehicle
ABC123

Please ensure you enter the correct registration number and do not mistake #Q and letter 'Q'.

Vehicle State
Victoria

Permit
Single Use Permit

Dates
09/08/2024

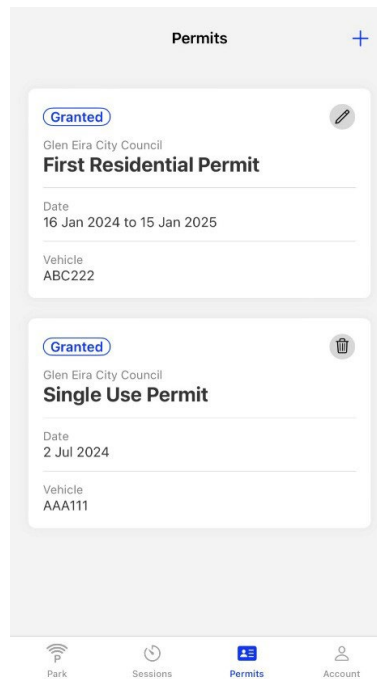
Remaining permits
77

Permit Cost
\$0.0

Activate Permit

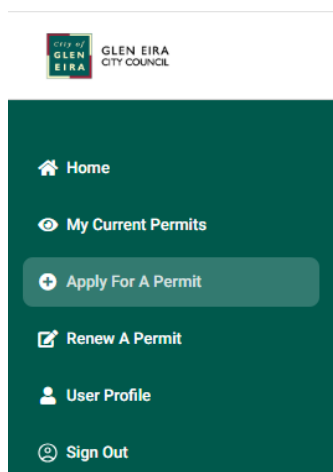
ePermits: Applying for and allocating single-use permits

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



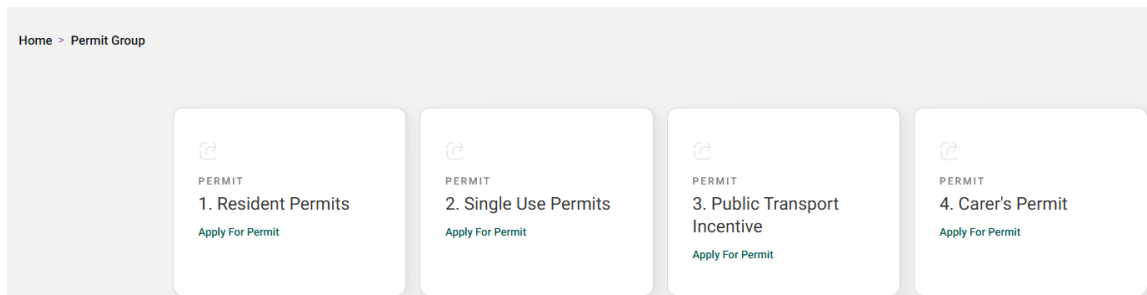
Allocating Single-use Permits via the ePermit system (portal)

1. On the left-hand side of the screen, select 'Apply for A Permit'



ePermits: Applying for and allocating single-use permits

2. Select the 'Single-Use Permits' tile.



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

4. Enter the vehicle registration and state 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.

Coupon Details

Vehicle Registration *
test123

Vehicle State *
QLD

From
05/08/2026

To
04/08/2027

Coupon Dates

SEPT 2026 < >

S	M	T	W	T	F	S
SEPT						
		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			

Select Today

■ Selected coupon
■ Pre-booked

Coupons Remaining
109

5. 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.