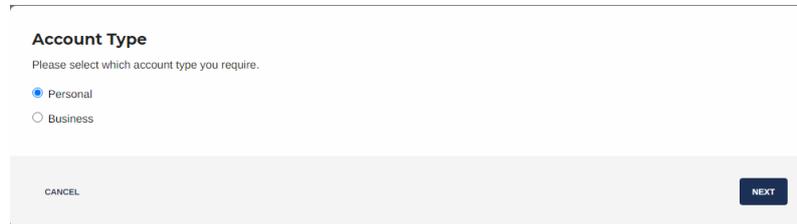
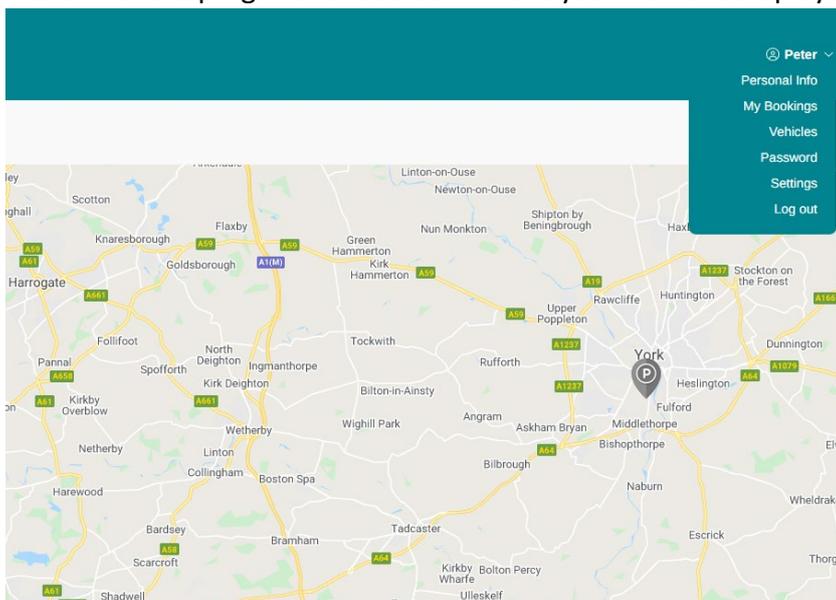


Applying for a permit through the BaySentry Permit Portal

- 1) Create an account at <https://baysentry-app.zatpermit.com/applicant>
 - a. Select Personal under account type



- b. Complete the account creation form, creating a password to enable you to login at a later date.
 - c. Remember to select your vehicle type. Once selected you will be asked to enter your vehicle registration (don't worry you can add additional vehicles later).
- 2) Once you have created your account and are logged in, you can change details such as addresses and manage vehicles This can be done once logged in through the menu in the top right of the screen where your name is displayed.



From here you can view bookings (permits) or add a new booking.

The system will not allow you to remove a registration that is added to an existing booking. You will need to add a new registration, change it on the booking and then go back to My Vehicles and remove the old registration.

- 3) You can apply for a permit by either selecting the “apply for permit” in the My Bookings area or from the main portal screen on the left of the map you will see a selection of sites.
 - a. Select which site you would like to apply for a permit at.
 - b. Select “View Tariffs” you will now see the Tariffs available at the chosen site.

- c. Select which Tariff you are applying for, this may vary depending on the sites terms and conditions and parking setup.
- 4) After selecting the tariff you would like to apply for you will see a “Purchase Permit” form.
 - a. Please assign a vehicle to the permit, some sites allow for more than one vehicle to be added to a permit. If this is applicable please select all vehicles you wish to be attached to the permit.
 - b. Please choose a start date, start dates MUST be in the future.
 - c. We recommend you set an expiry email to remind you when your permit is due for renewal.
 - d. Accept the terms and conditions and select next.

Assign Vehicle

ABC999 (BMW) ▼

Start Date **Start Time**

23/02/2022 00:00

Valid To

22/02/2023 23:59:59

Would you like to set an expiry reminder? Optional

Email

Schedule reminder

Send before expiry.

Cost: Free

I have read and accept the [Terms & Conditions](#).

NEXT

- e. *Some sites require you to provide proof of eligibility, this is often residential sites providing residents parking, if this is the case, you can now upload proof of eligibility and select next.*
- f. Please review the summary of your application and select apply.
- g. Once you have submitted your application, this will now be forwarded to the administration team who will review the application and any evidence provided.
 - i. If your permit is approved you will be notified and if any payment is due then you will now be able to process the payment.
 - 1. If the site you are applying for has bay allocation, you will be allocated a bay on approval of your permit.
 - ii. If your permit is declined you will be notified via email with a reason for the decline.
- 5) Once your booking is live, you can view it in the My Bookings area of your account, from here you can change vehicles and cancel permit if necessary.