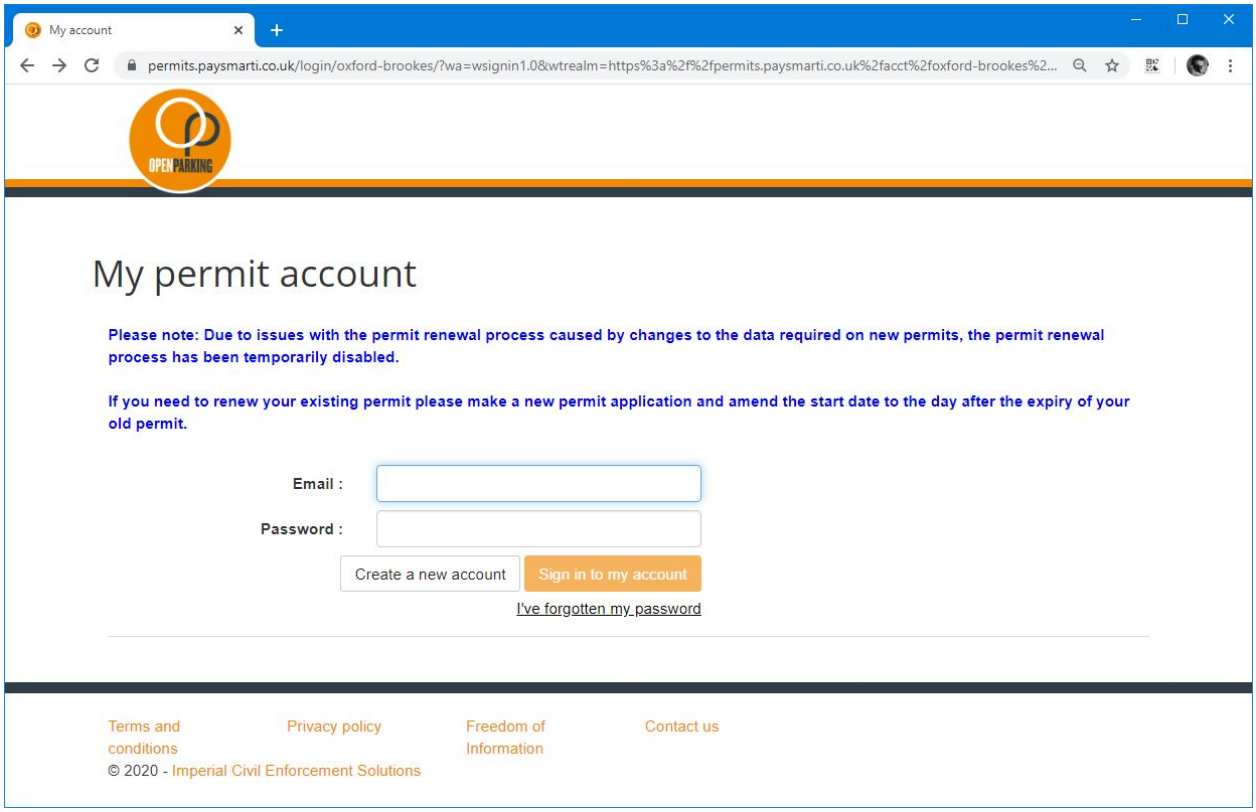
Applying for a Parking Permit

Before you can apply for a Parking Permit you must first create an account. If you do not yet have an account, you must first create a new account.

Once you have an account you can apply for a permit.

1. To access your account go to the Oxford Brookes Permit website (https://permits.paysmarti.co.uk/acct/oxford-brookes)



2. Enter your email address associated with your account and the password in the fields displayed. Click on the “Sign in to my account” button.

If you have forgotten your password, click on the “I've forgotten my password” link at the bottom of the page.

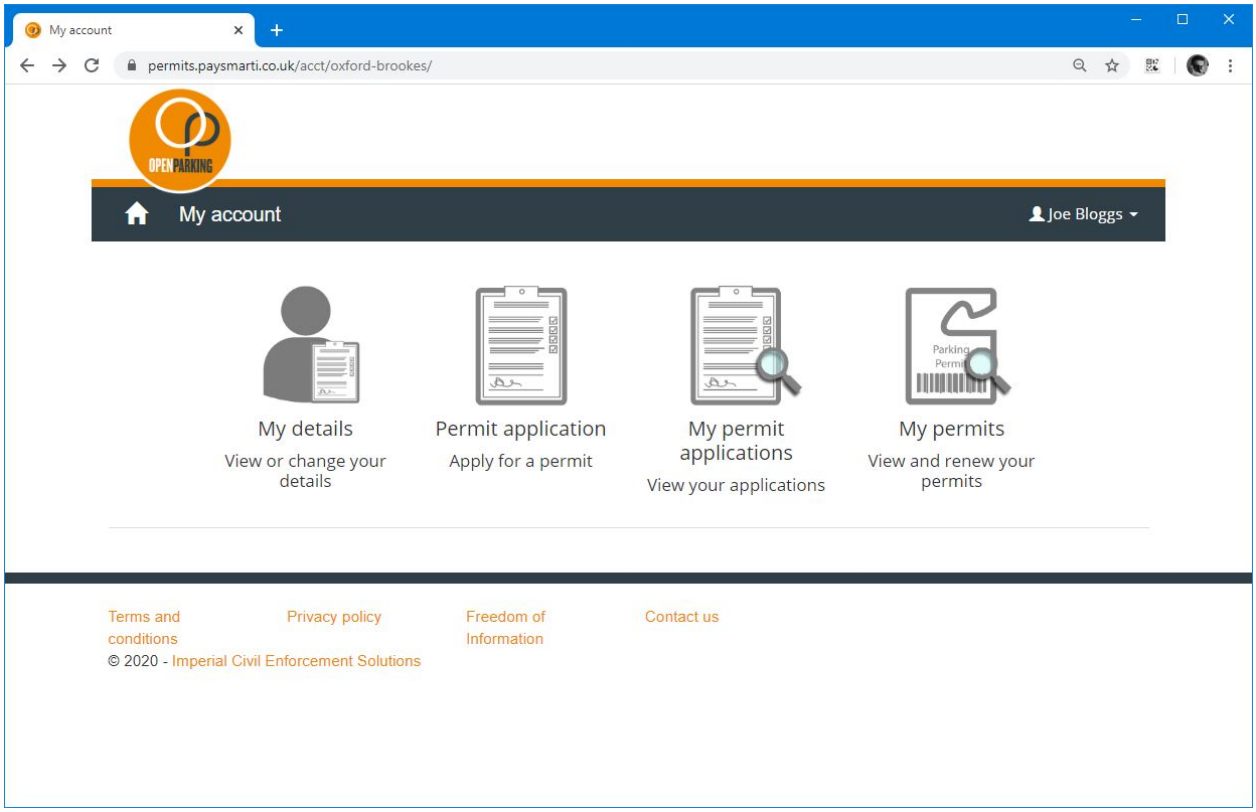
You will be required to supply the following details that are associated with the account;

a. Email address
b. Surname
c. Postcode

Then click on the “Request password reset” button.

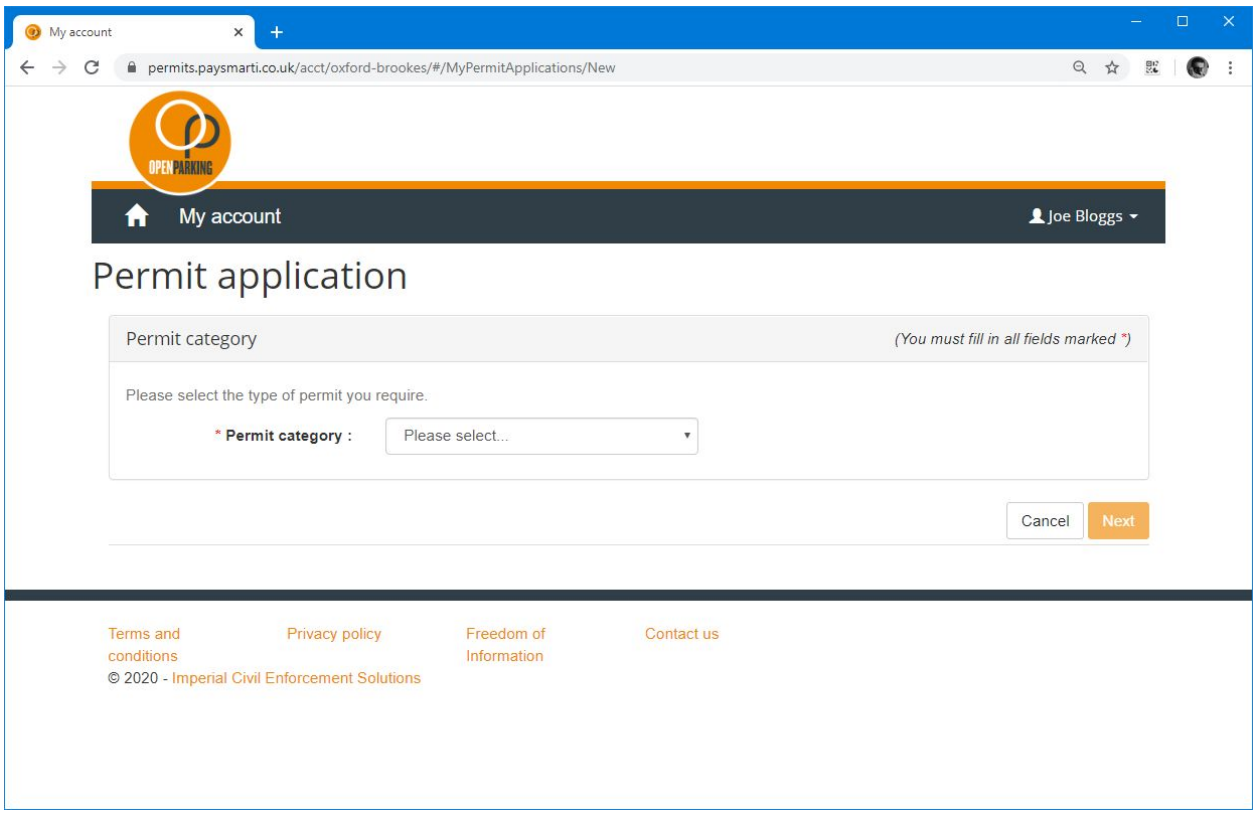
An email has been sent to you with instructions on how to reset your password. If you do not receive this email, then please check your junk/spam mail folder before contacting us.

3. Once you have entered your correct details and signed into your account the “My account” web page will be displayed.



4. To apply for a permit, click on the “Permit application” icon.

5. The “Permit application” screen is displayed.


My account
permits.paysmarti.co.uk/acct/oxford-brookes/#/MyPermitApplications/New
OPEN PARKING
My account
Joe Bloggs
Permit application
Permit category
(You must fill in all fields marked *)
Please select the type of permit you require.
* Permit category :
Please select...
Cancel
Next
Terms and conditions
Privacy policy
Freedom of Information
Contact us
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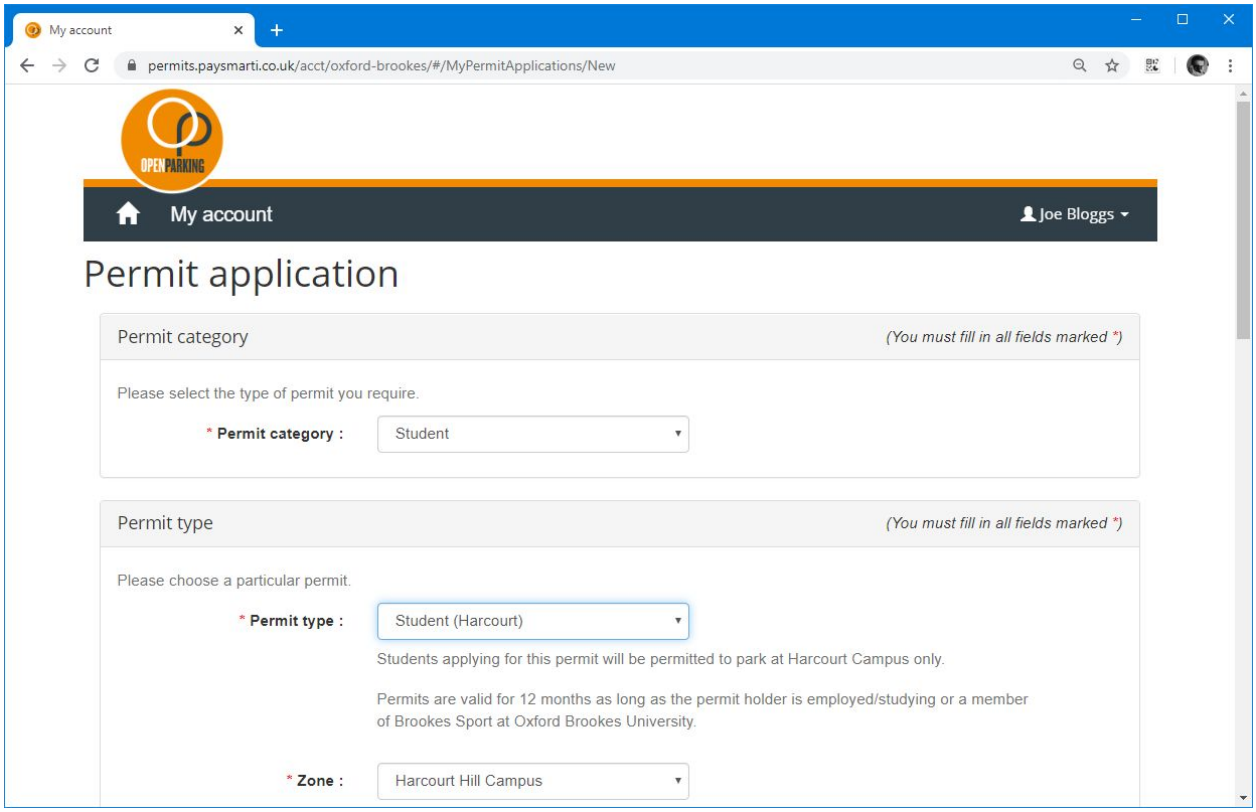
6. Select the required “Permit Category” and then “Permit Type”. Once these have been selected further prompts will appear that are specific to the Permit Type selected.



7. Complete the form filling in <u>all</u> the required fields (marked with a red asterisk) and any additional fields where applicable.

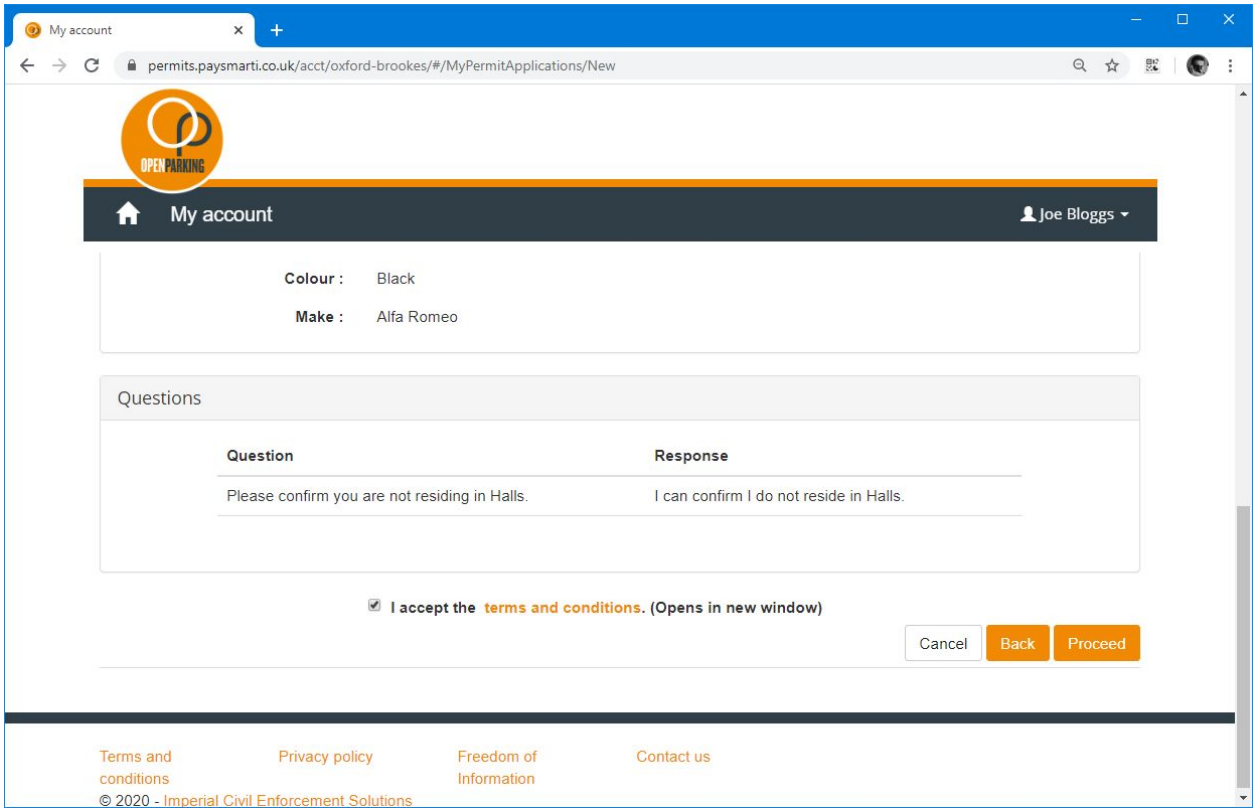
8. Once the form is complete click the “Next” button. (This button will not be available until all required (mandatory) fields have been completed).

9. A screen will be displayed confirming all the details that have been supplied.

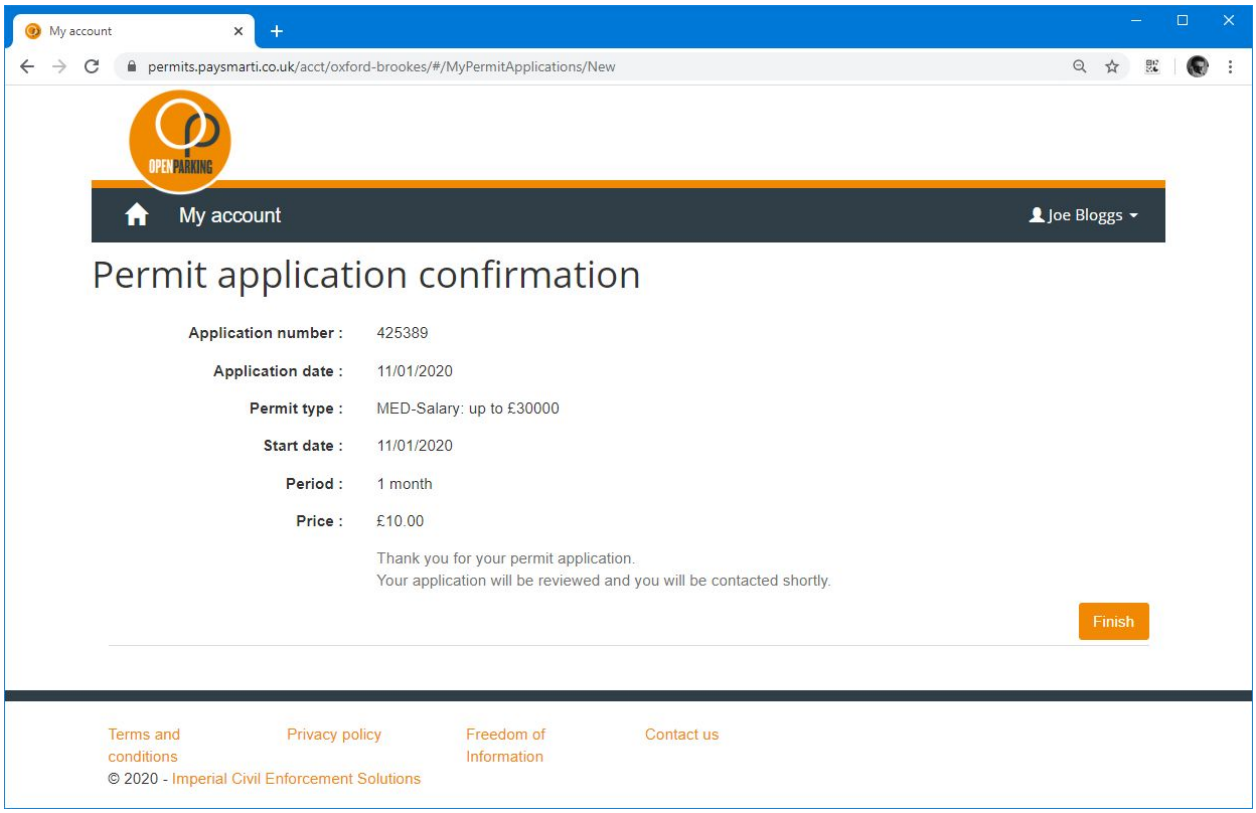
10. If there are any errors, click on the “Back” button at the bottom of the screen to return to the previous screen where any necessary changes can be made.

11. If all details are correct, then tick the terms and conditions checkbox at the bottom of the form once you have read the Terms and conditions which can be accessed by clicking on the orange “terms and conditions” text.

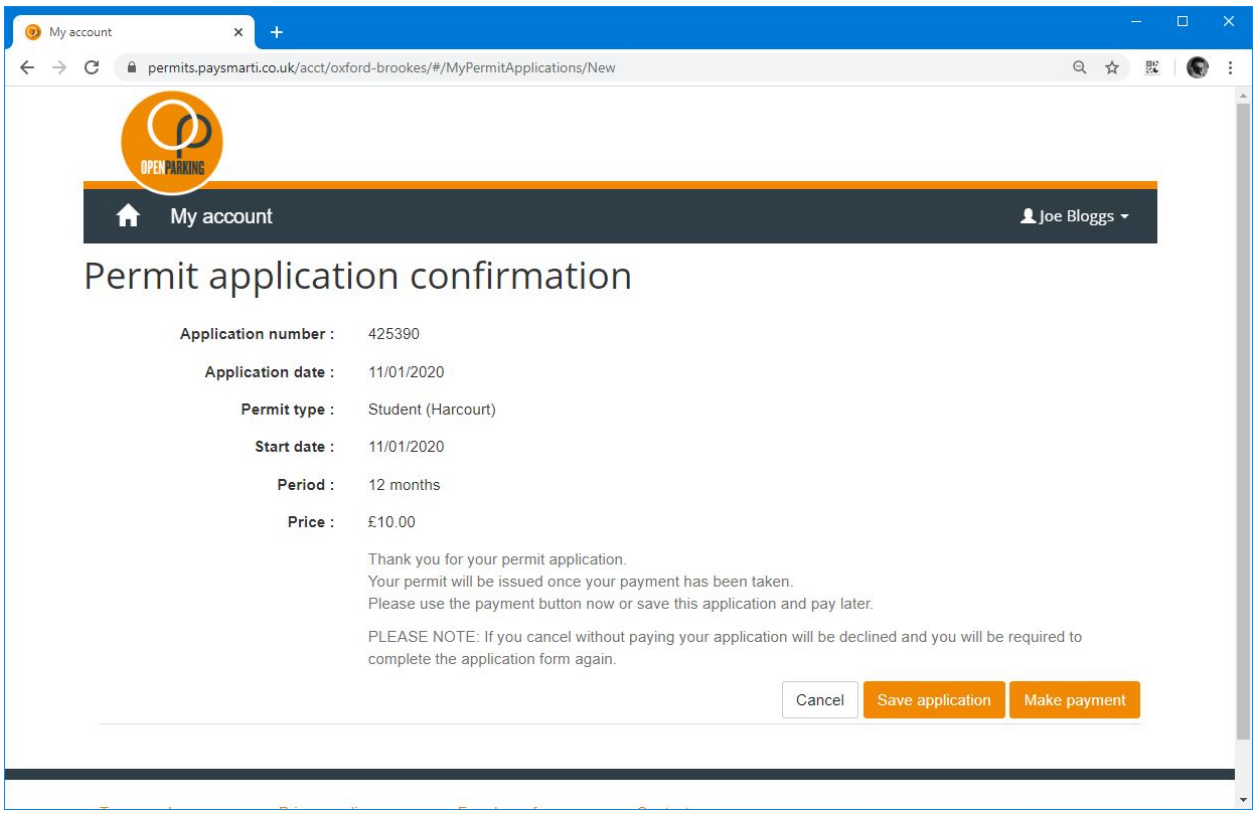
Then click on the “Proceed” button at the bottom of the form. (This button will not be available until the terms and conditions have been accepted).



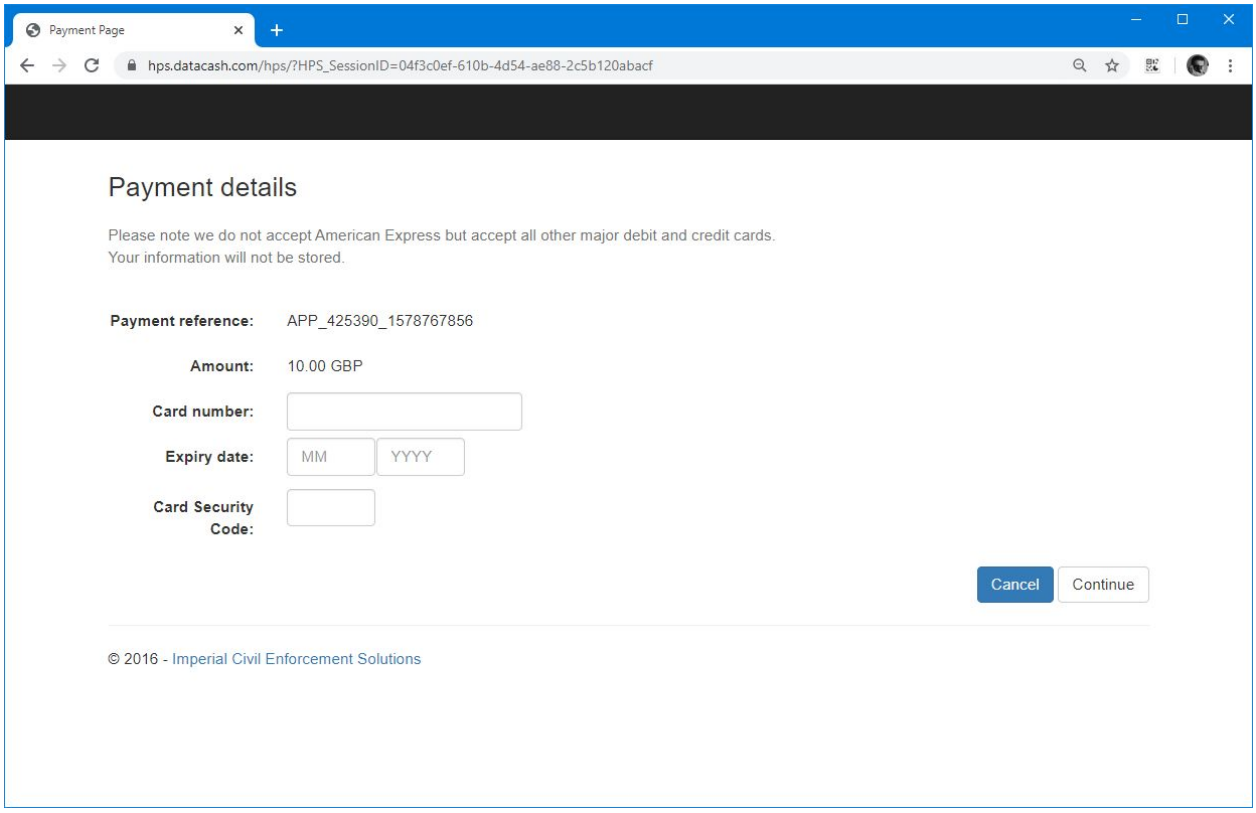
12. Depending on the Permit Type applied for you will now either be presented with
    a. A page letting you know that your application has been received and will be reviewed in due course. Once this has been reviewed you will receive an email providing you with either further details of how to pay for your permit if the application is successful. Or, if the application is not successful, an email informing you of this.



b. Or you will be presented with a page that will allow you to pay for your permit by clicking on the “Make Payment” button.



13. To make a payment complete the “Payment details” form.



14. Once your payment has been processed your permit will be available to use. You do not have to wait for a physical permit.