

Permit Signup

- 1) Create a new account by visiting our permit portal. Under account type, select “Resident”.



My permit account registration - step one

Chose "Resident" as your account type

(You must fill in all fields marked *)

* Account type : ☒ Resident
☐ Non-Residents
☐ Business
☐ Staff
☐ Freedom Leisure
☐ Partners & Tenants
☐ A Better Choice Staff

This account type is for Residents of Ashford who need access to permits for Zones A, B, D, E, F and G. If you live in one of these zones you will be able to access Residents Parking Permits and/or Visitor Vouchers.

[For further information click here \(Opens in new window\)](#)

Enter your email

Please register with an email address and password. You will be sent a confirmation email. Your account will not be active until you have clicked on the link in this email.

* Email : You must fill in your email

* Password : [show](#)

* Confirm password : [show](#)

Create a password

Password must contain at least 8 characters including one lower case, one upper case and one numeric character.

[Cancel](#) [Next](#)

- 2) Once you have registered, check your email inbox and confirm your account by pressing the link. Login to your account and press “Permit Application”.



[Home](#) [My account](#) [Log out](#)



My details
View or change your details



Permit application
Apply for a permit



My permit applications
View your applications



My permits
View and renew your permits

3) Under permit category, choose “Resident Permits”

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 My account

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Permit application

Permit category

(You must fill in all fields marked *)

Please select the type of permit you require.

* Permit category :

Residents Permits

Please select...

Residents Permits

Car Park Season Tickets

Partner Permits

Residents Permits meets all requirements of the scheme.
Car Park Season Tickets at the council's discretion.
Partner Permits Please have your proof of residence and car ownership ready.

[For further information click here \(Opens in new window\)](#)

Address details

(You must fill in all fields marked *)

Address :

Ashford
TN24 8FD

Cancel

Next

4) Ensure you choose the correct zone (Zone X- Z). Some properties are eligible to park in existing on-street residential scheme (Zones A-G)

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 My account

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Permit application

Permit type

(You must fill in all fields marked *)

Please choose a particular permit.

* Permit type :

Residents Parking Permit - Zone Z (Max 1)

* Zone :

Zone Z

* Issue period :

12 months

View price scheme

* Start date :

20/10/2025

Expiry date :

19/10/2026

Applicant details

Title :

Forename :

Surname :

Email address :

Daytime phone :

- 5) **Select how many vehicles you want attached to your permit.** Please note; only one vehicle can be “active” (parked) at any one time. A second permit (where applicable) will be required to park two vehicles at the same time.

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 :

* Make :

* Model :

Cancel

Back

Next

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- 6) **Check the details on your application and proceed if you are happy it is all correct**

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Permit application

Please review the information below before proceeding.

Permit type

Permit type : Residents Parking Permit - Zone Z (Max 1)

Zone : Zone Z

Issue period : 12 months

Estimated price : £0.00

Estimated issue date : 20/10/2025

Start date : 20/10/2025

Expiry date : 19/10/2026

Applicant details

Title : Mr

Forename :

Surname :

Email address :

Daytime phone :

Address details

Address :

Vehicle details

Vehicle registration : TEST

Make : Tesla

Model : Model 3

7) You will now be required to upload your supporting documents.

For a parking permit, we require....

Proof of residency (one of):

- Your latest council tax bill
- A utility bill within the past three months (excluding mobile phone contracts)
- A tenancy agreement
- Property ownership documents (such as completion letter)

Proof of vehicle ownership (one of):

- A copy of your V5C, showing the correct address your application relates to
- A copy of your insurance documents, showing both vehicle registration and the correct address your application relates to

For a visitor parking permit, we require....

Proof of residency (one of):

- Your latest council tax bill
- A utility bill within the past three months (excluding mobile phone contracts)
- A tenancy agreement
- Property ownership documents (such as completion letter)

Once your documents have been uploaded, submit your application and await further email instructions.

Please note: We will reject all applications where the minimum evidence is not supplied. Reapplication with the correct documents will be necessary to obtain your permit.

 **Ashford**
Borough Council

 **My account**

Log out

Permit application confirmation

Application number :

3063700

Application date :

20/10/2025

Permit type :

Residents Parking Permit - Zone Z (Max 1)

Start date :

20/10/2025

Period :

12 months

Price :

£0.00

Thank you for your application.

To move on to the next stage of the application you will now need to upload your proof documentation by clicking the "Upload Supporting Documents" button.

PLEASE NOTE that If you press the "cancel" button without providing proof documents your application will be declined and you will be required to complete the application again.

Cancel

Save application

Upload supporting documents

Upload supporting documentation

Application number : 3063700
Application date : 20/10/2025
Permit type : Residents Parking Permit - Zone Z (Max 1)
Start date : 20/10/2025
Period : 12 months
Price : £0.00

You can add up to Two Vehicles to this permit application.
You will be required to provide proof of ownership for all vehicles you add to your permit.

You may upload up to 3 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)

Your documents are stored securely and cannot be opened and viewed from this web site.

Click on a 'use this document' button if you want us to refer to a document that you have uploaded before.

	Date uploaded	Document type	Category	File name	
Previously uploaded :	 15/10/2025	Tenancy agreement document	Resident	2025-10-15_114021.jpg	Use this document
Add documents here	 15/10/2025	V5C Log Book	Vehicle	2025-10-15_113934.jpg	Use this document
	New proof documents : + Add document				
					Cancel Upload documents

Confirm upload

Permit application confirmation

Application number : 3063700
Application date : 20/10/2025
Permit type : Residents Parking Permit - Zone Z (Max 1)
Start date : 20/10/2025
Period : 12 months
Price : £0.00

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

Finish

Once you have completed this, please keep an eye on your emails whilst we manually review your application. You will get a confirmation upon acceptance/rejection. This may take up to five working days.