

How to Apply for a Town Centre Worker Permit.

From the link on our website you will need to follow the following steps.

ADUR & WORTHING COUNCILS Login Sign up

Ticketless parking

Ticketless Parking enables you to choose to pay for parking with either prepaid permits or via our Autobill service, where you are automatically billed for the number of times you use a car park, without having to use a ticket machine.

Ticketless Parking is available to drivers using the Buckingham Road, Grafton and High Street multi-storey car parks in Worthing

[Find out more >](#)

Create an account
Sign up for an account to purchase parking permits, enable Autobill or apply for a town centre worker permit.
[Create account](#)

Login to your Ticketless Parking account
Already have an account? You can log in here.
[Login to your account](#)

Autobill (for occasional users & visitors)
Autobill automatically charges your payment card every week for all your parking sessions. Enable Autobill here.
[Set up Autobill](#)

Season tickets and town centre workers permits
If you park in Worthing frequently, take advantage of one of our permits or town centre workers permit
[Find out more](#)

Click on Create an account

You will then be asked to enter your personal details

Register with ticketless parking

Personal details

Title

First name*

Surname*

Once you have entered your details click next at the bottom of your screen.

Address line 2

Town*

Postcode*

County

Country*

* Mandatory field

[Next](#)



Click on next

On the next screen you will be asked to enter your vehicle details

Register with ticketless parking

Vehicle details

Country*

Vehicle registration number*

Description

[+ Add another vehicle](#)

* Mandatory field



Once you have entered your details click next at the bottom of your screen.

vehicle registration number

Description

[+ Add another vehicle](#)

* Mandatory field

Next Back I will do this later

Click on next

You will then be asked to enter your Card details.

Enter your details. Once you have entered your details click next at the bottom of your screen.

Register with ticketless parking

Please note that we only accept Visa, MasterCard and Maestro cards.

Card details

Cardholder's name*

Card number*

Expiry month* Expiry year*

CVV*

On Mastercard and Visa, the CVV number is the 3 digit number found on the back of your card just after your card number. On your American Express® branded credit or debit card it is a 4 digit numeric code.

* Mandatory field

We will perform a £1 reservation to confirm your card details - You will not pay anything now.

Next Back I will do this later

Click on next

Next you will be asked to set up Security details

Register with ticketless parking

Security details

You password must be at least 6 characters long and include at least one capital letter, one small case letter and a number

Password*

Repeat password*

* Mandatory field

I have read and accept the [terms and conditions](#)

Complete Registration

Back

Once you have entered a password you will need to read and accept the terms and conditions, then you can click Complete Registration at the bottom of your screen.

Register with ticketless parking

Security details

You password must be at least 6 characters long and include at least one capital letter, one small case letter and a number

Password*

Repeat password*

* Mandatory field

I have read and accept the [terms and conditions](#)

Complete Registration

Back

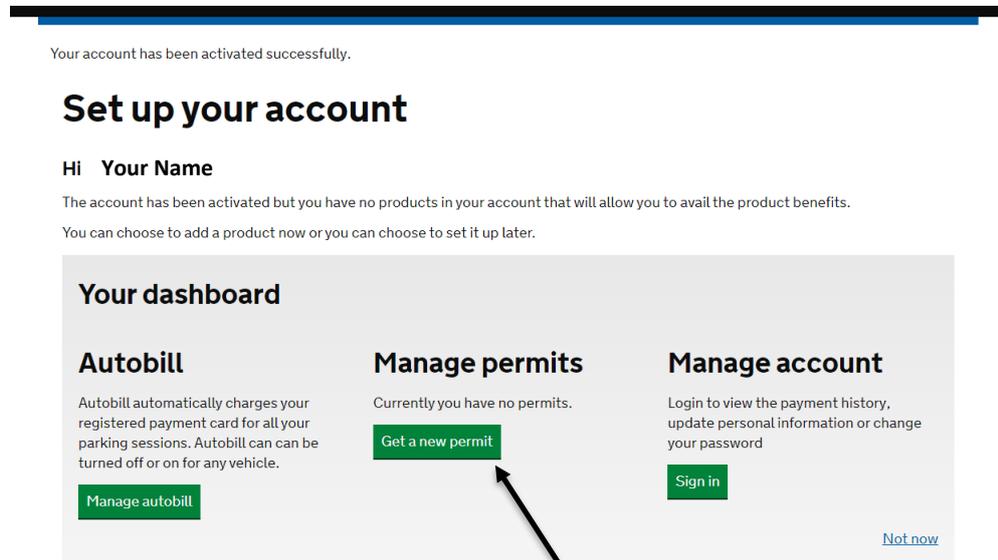
Click on Complete Registration

You will then be asked to activate your account.

You should then receive an email to activate your account

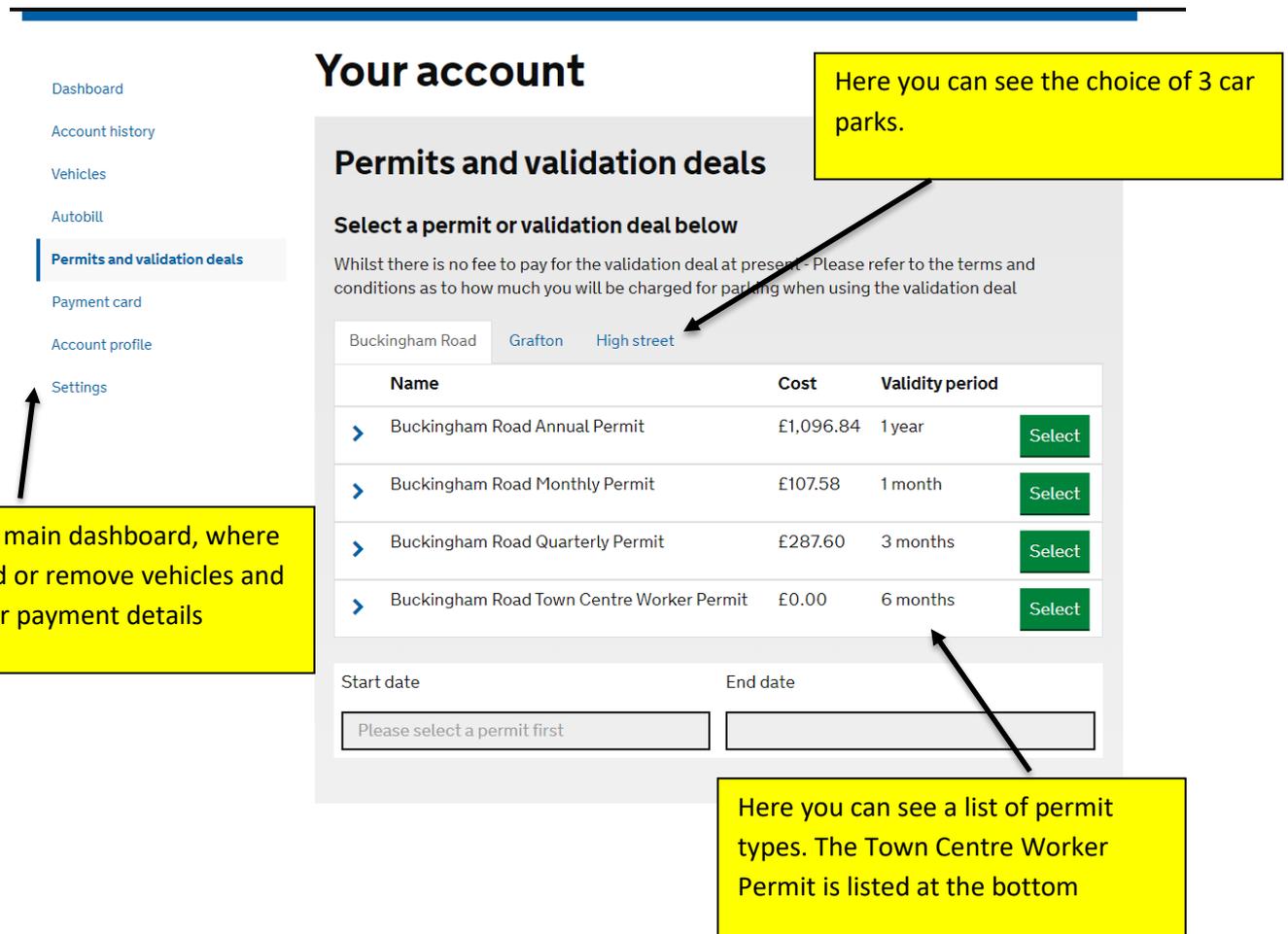
Click on the "activate my account" link in the email to activate your account.

You will then get taken to the following screen



You will then need to click on Manage Permits

You will then see the following screen



First choose the car park you would like to use. You can set up a Town Centre Permit for all 3 of our car parks, but you will need to complete the process for each car park.

Permits and validation deals

Select a permit or validation deal below

Whilst there is no fee to pay for the validation deal at present - Please refer to the terms and conditions as to how much you will be charged for parking when using the validation deal

Buckingham Road

Grafton

High street

To choose the High Street (Guildbourne) car park, select High Street

Name	Cost	Validity period	
> Guildbourne Residents High Street Annual Permit	£359.00	1 year	Select
> High Street Annual Permit	£1,096.84	1 year	Select
> High Street Monthly Permit	£107.58	1 month	Select
> High Street Quarterly Permit	£287.60	3 months	Select
> High Street Town Centre Worker Permit	£0.00	6 months	Select

Select the Town Centre Worker Permit option

Enter your start date

Start date

End date

11-05-2021



10-11-2021 23:59

Your permit will expire after 6 months. You will be able to apply for a new permit 7 days prior to your permit running out. We will send you an email reminder that your permit is due to expire.

Select the vehicle from the Designate vehicle list that you wish to use. Select that you have read and accepted the terms and conditions, once you have read them.

Designated vehicle

Select the vehicle to be associated with the permit

TE11EST Black Ford

I have read and accept the [terms and conditions](#).

Next Cancel

Then click on next

You will then be asked to upload documents to verify that you work in the Town Centre. You can use a copy of your ID badge, payslip or letter from a Manger on Headed paper confirming your employment.

Your account

- Dashboard
- Account history
- Vehicles
- Autobill
- Permits and validation deals**
- Payment card
- Account profile
- Settings

Upload verification documents

Product	High Street Town Centre Worker Permit @ £0.00
Car park	High street MSCP
Vehicle	TE11EST
Validity period	11 May 2021 - 10 Nov 2021
Valid for use	All days (Mon-Sun) - Anytime

Please upload a document to evidence your eligibility for the product your application is for. For validation deals, please provide a wage slip or headed letter confirming where you work. For residents permits, please provide a recent utility bill or similar showing your home address.

BROWSE

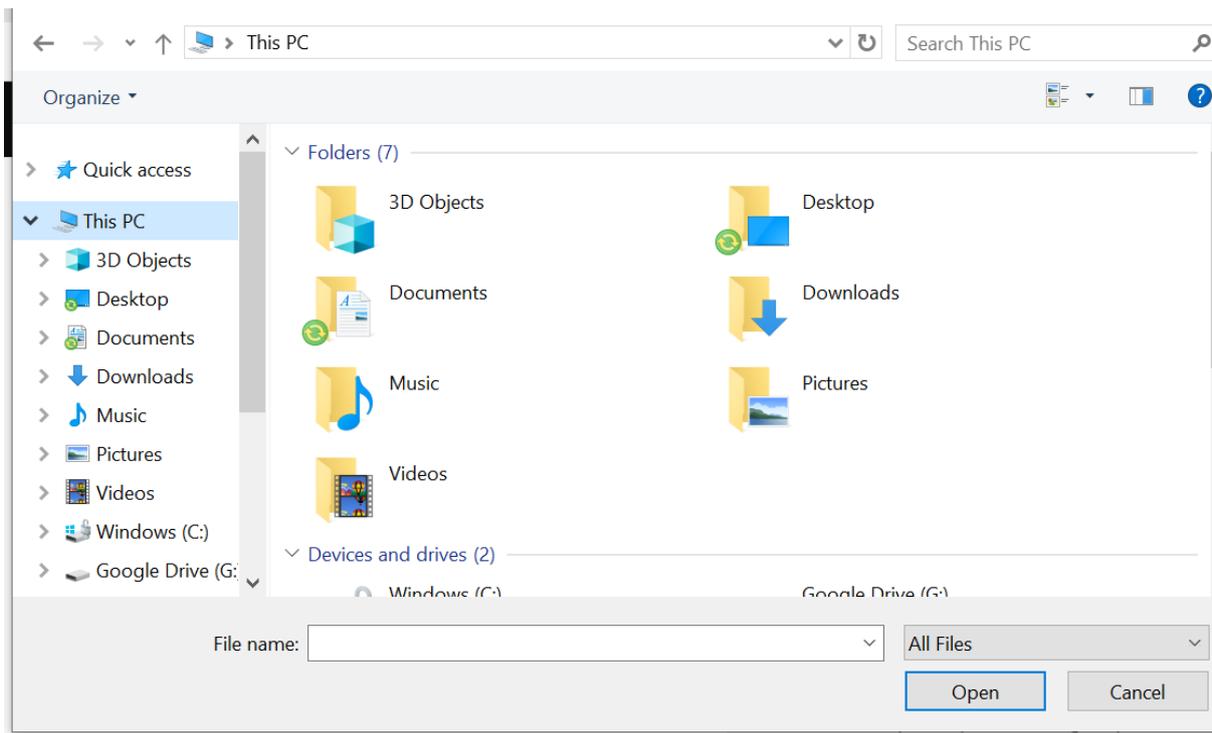
*Maximum 3 files of 5MB each can be uploaded

At least one document is required

Next Back Cancel

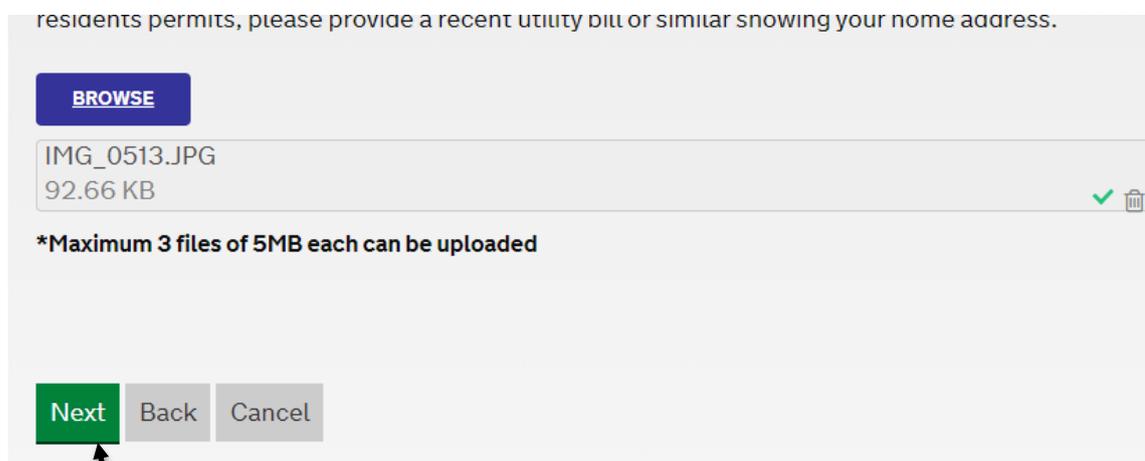
Click on the BROWSE button

You will get taken to your computers drives, where you will be able to select the file you wish to use.



*If you do not already have the item saved on your computer you will need to take a photograph or scan the document to your computer for you to use.

Once you have selected the document



Click on Next

You will then see a summary of your account

Dashboard

Account history

Vehicles

Autobill

Permits and validation deals

Payment card

Account profile

Settings

Your account

Parking session payments

Product	High Street Town Centre Worker Permit @ £0.00
Car park	High street MSCP
Vehicle	TE11EST
Validity period	11 May 2021 - 10 Nov 2021
Valid for use	All days (Mon-Sun) - Anytime

Autobill will be enabled

This validation deal product will charge your following payment card automatically for parking sessions you have made using Autobill.

Stored card [REDACTED]

I acknowledge that Autobill will be enabled

[Apply now](#) [Back](#) [Cancel](#)

You will need to check that you acknowledge that Autobill will be enabled, then click on Apply now

You will then see confirmation of your permit.

You will see this if you have selected to start your permit at a future date.

Dashboard

Account history

Vehicles

Autobill

Permits and validation deals

Payment card

Account profile

Settings

Your account

Permits and validation deals

Your permits and validation deals are shown below.

	Name	Vehicle	Valid from	Valid to	Autobill	Status
>	High Street Town Centre Worker Permit	TE11EST	11 May 2021 00:00	10 Nov 2021 23:59	✘	Not yet started ✎ ✘

[Get a new season ticket or town centre workers permit](#)

You will see this if you have selected to start your permit immediately.

[Dashboard](#)

[Account history](#)

[Vehicles](#)

[Autobill](#)

[Permits and validation deals](#)

[Payment card](#)

[Account profile](#)

[Settings](#)

Your account

Permits and validation deals

Your permits and validation deals are shown below.

	Name	Vehicle	Valid from	Valid to	Autobill	Status		
>	High Street Town Centre Worker Permit	TE11EST	11 May 2021 00:00	10 Nov 2021 23:59	✓	Valid		

[Get a new season ticket or town centre workers permit](#)

If you have more than one vehicle or want to use more than one car park, you will need to complete this above process for each vehicle and location.

You will also need to complete this process if you change your vehicle within the next 6 months. Simply adding it to your account is not sufficient you will need to apply for a new Town Centre Worker Permit for your new vehicle.