

How to Apply for a hotel parking concession.

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

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 or hotel parking concession

[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, town centre workers permits and hotel parking concessions

If you park in Worthing frequently, take advantage of one of our permits, town centre workers permit or hotel parking concession

[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

Select a title

First name*

Your first name

Surname*

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

Address line 2

Portland House, 44 Richmond Road

Town*

Worthing

Postcode*

BN11 1HS

County

West Sussex

Country*

United Kingdom

* 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*

United Kingdom

Vehicle registration number*

Your vehicle registration

Description

Your vehicle description (e.g. Black Ford)

[+ Add another vehicle](#)

* Mandatory field

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

Vehicle registration number

TE11 EST

Description

Black Ford

[+ 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

Your account has been activated successfully.

Set up your account

H Your Name

The account has been activated but you have no products in your account that will allow you to avail the product benefits.

You can choose to add a product now or you can choose to set it up later.

Your dashboard

Autobill

Autobill automatically charges your registered payment card for all your parking sessions. Autobill can be turned off or on for any vehicle.

[Manage autobill](#)

Manage permits

Currently you have no permits.

[Get a new permit](#)

Manage account

Login to view the payment history, update personal information or change your password

[Sign in](#)

[Not now](#)

You will then need to click on Manage Permits

You will then see the following screen

Your account

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

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

Grafton High street

Name	Cost	Validity period	
> Guildbourne Residents High Street Annual Permit	£359.00	1 year	Select
> High Street Annual Permit	£1096.84	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 / Hotel Parking Concession	£0.00	6 months	Select

Start date: End date:

Here you can see the choice of car parks.

This is your main dashboard, where you can add or remove vehicles and change your payment details

Here you can see a list of permit types. The hotel parking concession is listed at the bottom

First choose the car park you would like to use. You can set up a hotel parking concession for a number 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**

Name	Cost	Validity period
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To choose the High Street (Guildbourne) car park, select High Street

Grafton **High street**

Name	Cost	Validity period	
> Guildbourne Residents High Street Annual Permit	£359.00	1 year	Select
> High Street Annual Permit	£1096.84	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 / Hotel Parking Concession	£0.00	6 months	Select

Select the hotel parking concession 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 are staying at a hotel or travelodge, premier inn or B&B. You can upload a copy of your booking confirmation.

Upload verification documents

Product	Grafton Town Centre Worker Permit / Hotel Parking Concession @ £0.00
Car park	Grafton MSCP
Vehicle	GV18TYX
Validity period	25 Nov 2022 - 24 May 2023
Valid for use	All days (Mon-Sun) - Anytime

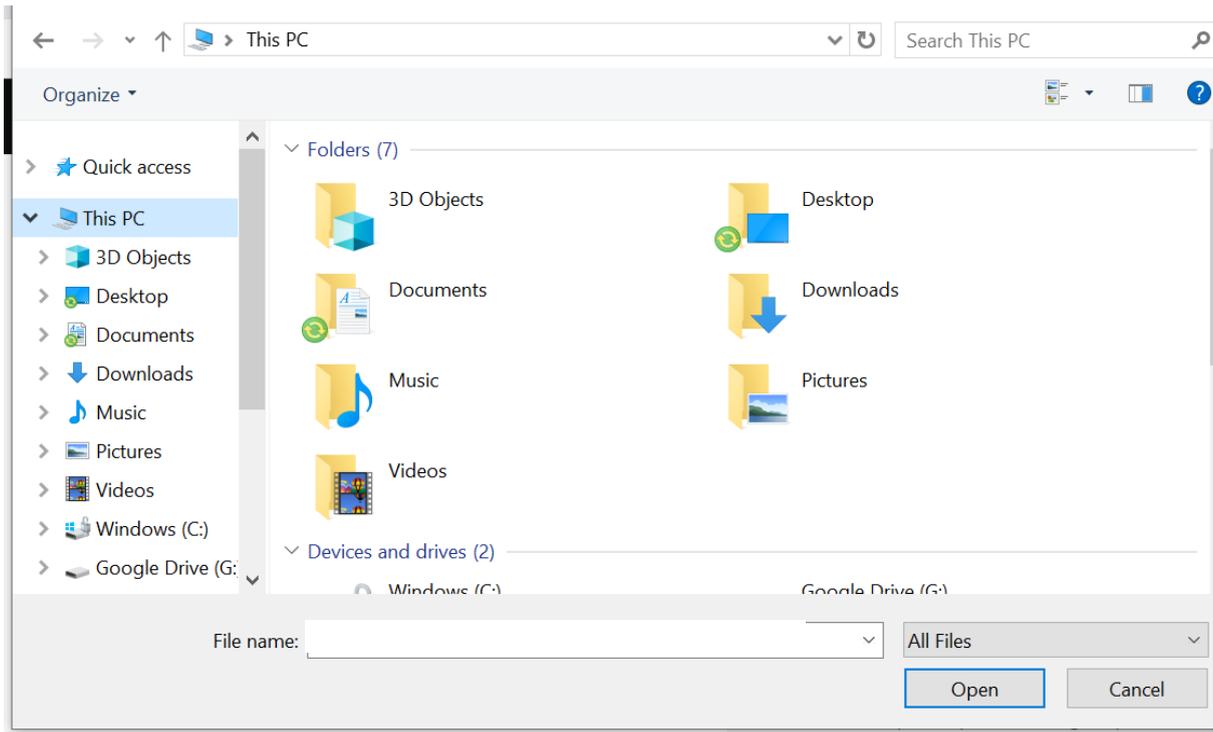
Please upload a document to evidence your eligibility for the product your application is for. For validation deals, please provide a wage slip or headed letter confirming where you work. For residents permits, please provide a recent utility bill or similar showing your home address.

BROWSE

***Maximum 3 files of 5MB each can be uploaded**

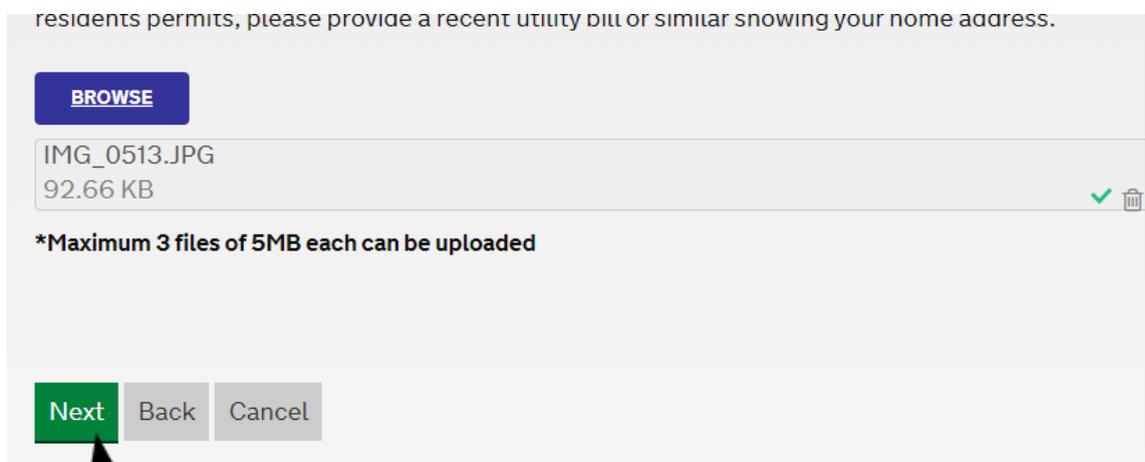
Click on the BROWSE button

You will get taken to your computer's 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

Parking session payments

Product	Grafton Town Centre Worker Permit / Hotel Parking Concession @ £0.00
Car park	Grafton MSCP
Vehicle	GV18TYX
Validity period	25 Nov 2022 - 24 May 2023
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 492915****7008 (expires 12/21)

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 the permit not yet started if you have selected it to start at a future date.

Your account

[Dashboard](#)

[Account history](#)

[Vehicles](#)

[Autobill](#)

[Permits and validation deals](#)

[Payment card](#)

[Account profile](#)

[Settings](#)

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 / Hotel Parking Concession	████████	28 Jun 2022 00:00	27 Dec 2022 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 hotel parking concession for your new vehicle.