#### 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	Login Sign up
Ticketless parking	
Ticketless Parking enables you to choose to pay for park service, where you are automatically billed for the numb ticket machine.	ing with either prepaid permits or via our Autobill er of times you use a car park, without having to use a
Ticketless Parking is available to drivers using the Bucki parks in Worthing	ngham Road, Grafton and High Street multi-storey car
Find out more >	
Create an account	Login to your Ticketless Parking
Sign up for an account to purchase parking permits, enable Autobill or apply for a town centre worker permit.	account
Create account	Already have an account? You can log in here.
Autobill (for occasional users &	Season tickets and town centre
visitors)	workers permits
Autobill automatical charges your payment card every week for all your parking session . Enable Autobill here.	If you park in Worthing frequently, take advantage of one of our permits or town centre workers permit
Set up Autobill	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*	
BN111HS	
County	
West Sussex	
Country*	
United Kingdom	`
* Mandatory field	
Next	
lick 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.

TE11 EST		
Description		
Black Ford		
Add another vehicle		
* Mandatory field		
Next Back I will do this later		
1		

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.

Name printed on the card	
Card number*	
Your payment card number	
Expiry month*	Expiry year*
Expiry month (MM)	Expiry year (YY)
CVV* On Mastercard and Visa, the CVV numl after your card number. On your Ameri- numeric code.	ber is the 3 digit number found on the back of your card jus can Express® branded credit or debit card it is a 4 digit
CVV* On Mastercard and Visa, the CVV numl after your card number. On your Americ numeric code. Cvv	ber is the 3 digit number found on the back of your card jus can Express® branded credit or debit card it is a 4 digit
CVV* On Mastercard and Visa, the CVV numl after your card number. On your Americ numeric code. cvv * Mandatory field We will perform a £1 reservation to co your card details - You will not pay an now.	ber is the 3 digit number found on the back of your card just can Express® branded credit or debit card it is a 4 digit onfirm ything

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*
Your choice of password
Repeat password*
Repeat your password
* Mandatory field
□ I have read and accept the <u>terms and conditions</u>
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**

You pa	ssword must be at least 6 characters long and include at least one capital letter, one sm ther and a number
Passwo	ord*
•••••	
Repeat	password*
•••••	
* Mano	latory field
🗹 l hav	e read and accept the <u>terms and conditions</u>
Comp	ete Registration Back

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 see the following screen

Dashboard	Your account		Here you can see the choice of 3 of parks.				
Account history Vehicles	Permits and validation deals	;					
Autobill	Select a permit or validation deal below						
Permits and validation deals Payment card Account profile	Whilst there is no fee to pay for the validation deal at pre conditions as to how much you will be charged for part Buckingham Road Grafton High street	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					
Settings	Name	Cost	Validity period				
Ĩ	> Buckingham Road Annual Permit	£1,096	.84 1 year	Select			
<u> </u>	> Buckingham Road Monthly Permit	£107.58	3 1 month	Select			
his is your main dashboard, where	> Buckingham Road Quarterly Permit		0 3 months	Select			
hange your payment details	> Buckingham Road Town Centre Worker Permit	£0.00	6 months	Select			
	Start date End d	date	$\setminus$				
	Please select a permit first						
	He tyj Pe	ere you pes. Th ermit is	u can see a list he Town Centre s listed at the b	of permit e Worker ottom			

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.

Pe	Permits and validation deals						
Sele	ct a permit (	or validation deal	below	,			
Whils condi	t there is no fee tions as to how	to pay for the validatio much you will be charg	n deal ai Jed for pa	t presen arking w	t - Please refe hen using the	er to the terms and e validation deal	1
Buc	kingham Road	Grafton High street	t 🔨				
Ta aha	Nama				the Channel of	alidity pariod	
I o cho	oose the High St	reet (Guildbourne) car	<sup>r</sup> parк, se	elect Hig	h Street		
	Name				Cost	Validity period	
>	Guildbourne F	Residents High Street	Annual	Permit	£359.00	1 year	Select
>	High Street Ar	nnual Permit			£1,096.84	1 year	Select
>	High Street M	onthly Permit			£107.58	1 month	Select
>	High Street Q	uarterly Permit			£287.60	3 months	Select
>	High Street To	own Centre Worker Pe	rmit		£0.00	6 months	Select
Select the Town Centre Worker Permit option							
Enter	your start date						
Sta	rt date			End dat	e		
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 TENEST Black Ford

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.

count history				
count history	Linload ver	Unload verification documents		
hicles	optoad vernication documents			
ıtobill	Product	High Street Town Centre Worker Permit @ £0.00		
ermits and validation deals	Carpark	High street MSCP		
ayment card	Vehicle	TE11EST		
ccount profile	Validity period	11 May 2021 - 10 Nov 2021		
ettings	Valid for use	All days (Mon-Sun) - Anytime		
	*Maximum 3 files of 5 At least one documen Next Back Can	AB each can be uploaded ht is required cel		

$\leftarrow$ $\rightarrow$ $\checkmark$ $\uparrow$ 🔈 This PC	2	✓ Ŭ Search This PC
Organize 👻		
> 🖈 Quick access	Folders (7)	Deskton
S This PC     J D Objects	35 Objects	
> 👼 Desktop > 👸 Documents	Documents	Downloads
<ul> <li>Downloads</li> <li>Music</li> </ul>	Music	Pictures
<ul> <li>Pictures</li> <li>Videos</li> <li>Thut I are (C)</li> </ul>	Videos	
Google Drive (G:	Devices and drives (2)	Goode Drive (G1)
File name:		<ul> <li>✓ All Files ✓</li> </ul>
		Open Cancel

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

residents permit	s, please provide a recent utility bill or similar snowing your nome addr	ess.
BROWSE		
IMG_0513.JPG		
92.66 KB		
*Maximum 3 files	of 5MB each can be uploaded	
Next Back	Cancel	
1		
on Next		

You will then see a summary of your account

hboard	Your acco	ount
nt history		
les	Parking see	ssion payments
əill	Product	High Street Town Centre Worker Permit @ £0.00
and validation deals	Car park	High street MSCP
card	Vehicle	TE11EST
ccount profile	Validity period	11 May 2021 - 10 Nov 2021
	Valid for use	All days (Mon-Sun) - Anytime
. <del></del>	Valid for use Autobill will be e This validation deal p	All days (Mon-Sun) - Anytime enabled roduct will charge your following payment card automatically for parking idea using Autobill
	Valid for use Autobill will be e This validation deal p sessions you have ma Stored card	All days (Mon-Sun) - Anytime enabled roduct will charge your following payment card automatically for parking ide using Autobill.
	Valid for use Autobill will be e This validation deal pi sessions you have ma Stored card I acknowledge that	All days (Mon-Sun) - Anytime  enabled roduct will charge your following payment card automatically for parking ide using Autobill.  Autobill will be enabled

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.

		Tour account						
Account history								
Vehicles	Pei	rmits and <b>v</b>	validat	tion d	eals			
Autobill	Your	permits and va	lidation	deals ar	e shown b	elow.		
Permits and validation deals		Name	Vehicle	Valid	Valid to	Autobill	Status	
Payment card				from				
Account profile	>	High Street Town	TE11EST	11 May	10 Nov	×	Not yet started	<b>X</b>
Account prome		Centre Worker		2021	2021			
Cattlease		Permit		00:00	23:59			

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

Account history	Pe	rmits and val	idatio	n deals	s			
Vehicles			laatio	in acat	•			
Autobill	Your	permits and valida	tion dea	ls are sho	wn below	•		
Permits and validation deals		Name	Vehicle	Valid from	Valid to	Autobill	Status	
Payment card	>	High Street Town	TE11EST	11 May	10 Nov	~	Valid	×
0 file		Centre Worker Permit		2021	2021			
Account profile				00:00	23:59			
Settings								

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.