Important - If you haven’t yet passed your test for a year, and are unable to use college/public transport, you will need to appeal **before** you apply. Please collect an appeal form from GF072.

Student Parking Application Guide – Please read carefully

* Creating an Account

Note: - If you already have an account from last year there is **no need** to create another account. Log into your account and you can select the required tariff from there. See ‘applying for your permit’ below…

If you **don’t** already have an account from last year: -

1. Select **‘CREATE AN ACCOUNT’**
2. Select **‘PERSONAL’**
3. Complete all the account creation details.
4. Select **‘VEHICLE TYPE’** it will ask you for your **‘VRM’** –your car registration. Please ensure you enter the correct registration number. You will receive a parking ticket for all errors, even small ones such as if, for example, you enter a ‘zero’ when it should be the letter ‘O’.
5. Once you have submitted the details, you will be re-directed to **‘PERMITS’.**
6. Click on **‘YORK COLLEGE’** on the top left of your screen. This will take you to the ‘**HOMEPAGE’.**
7. **To apply for your permit – select Student/Locations/York College.**

**Note-motor vehicle students taking their vehicle into the workshop must notify their tutor so their car can be registered. Failure to do so may result in a parking ticket.**

* Applying for your permit

**Tariff Options - Please see the 3 tariff options available below:-**

* **STUDENT ANNUAL CAR** - £72 upfront for the year. Once your application is complete it needs to be authorised, therefore, you don’t pay straight away. Once it is authorised by the Estates team a payment link will be sent, the link is valid for 2 days. If you do not make payment within the **two days** your application will be automatically cancelled, you won’t be covered for parking and you will be required to apply again.
* **STUDENT ANNUAL MOTORBIKE –** £50 upfront for the year. Once your application is complete it needs to be authorised , therefore, you don’t need to pay straight away. Once it is authorised by the estates team a payment link will be sent, the link is valid for **two days**. If you do not make payment within the two days your application will be automatically cancelled, you will not be covered for parking and you will need to apply again.
* **STUDENT OCCASIONAL USER –** no additional upfront cost, £10 for 10 sessions. Select the ‘scratchcards’ option under ‘bookings’ when applying for your permit. Choose how many sessions you wish to purchase (packs of 10). Once approved you have **two** **days** to pay for the book of 10 sessions. You will need to log into the portal to apply your sessions. **Motorbike occasional users need to ‘use’ a credit at the time of parking as motorbikes are monitored by a manual patrol.**

**To apply an ‘occasional pass’ session please follow the instructions below:-**

1. Log in to your account- <https://yorkcollege.zatpermit.com/applicant>
2. Go in to 'bookings' top right of the screen
3. ​Go in to 'actions'
4. Select 'use credit/s'
5. Here you can select the desired start date for the token
6. Select the vehicle you require for this date from the drop down box
7. select 'confirm'
8. If you wish to view the redeemed credit 'view scratchcard details'
9. In the 'associated permits' section at the bottom, you can select 'view permit' on the relevant session
10. This will then display the 'valid from' and 'valid to' date of the token.
11. You can opt to receive an alert sent via email when you only have one left as a prompt to top up. You can top up by going into ‘my bookings’ ‘view permit detail’ – please note that once you use your last credit you will be unable to top up this way and will need to apply again.

**PLEASE NOTE: - STUDENTS ARE ONLY PERMITTED TO PARK IN THE MULTI STOREY CAR PARK**

Once you have chosen the required tariff…

* **Enter your student reference number (top number on your ID card),**
* **Enter the name of the course you are enrolled in.**
* **Attach an image of the front and rear of your driving license or CBT (bikes/scooters) where applicable.**

**SUMMARY PAGE – this page summarises your application. Please ensure you have selected the correct tariff and entered all the information required correctly, including the correct registration number. Click ‘APPLY’ and your application will be sent for approval.**

**Once completed you will be re-directed to the ‘Order Confirmation’ page. Your application will be checked and either authorised or declined. It will be declined if there is something missing or you haven’t yet passed your test for a year/ received approval from your appeal. Note: -Once you have been approved, if you do not pay within 2 days, the system will time out and you will need to apply again.**

**How to change a vehicle on the system –**

• Log onto the account you created.

• Go into ‘vehicles’ under name top right.

• Click add vehicle, add new vehicle registration.

• Click on ‘bookings’ and the 3 dots.

• Click ‘change vehicle’.

• Select new vehicle registration.

• The new vehicle registration should now have a permit number next to it, **if it doesn't, it has not been registered correctly.**

Please note:- if you do not assign your car correctly on Zatpermit you are likely to receive a parking ticket.

To avoid a parking ticket, please do not park on site until your application is applied for, approved and paid.

If you require assistance with any part of this process, please call into GF072, or email estates@yorkcollege.ac.uk and we will be happy to help.

Zatpermit link - to apply for your permit: - <https://yorkcollege.zatpermit.com/applicant>