

Welcome to the permit platform for The University of Surrey.

If you're here to make a new permit application, please register below.

To view existing permits, simply login to get started.

New application

Register

Login

Login

Step 1: Register for a new account .

Hello and thanks for visiting the permit platform for University of Surrey.

Here, you'll be able to apply for a permit.

Account Registration

Full name

Title

First name (required)

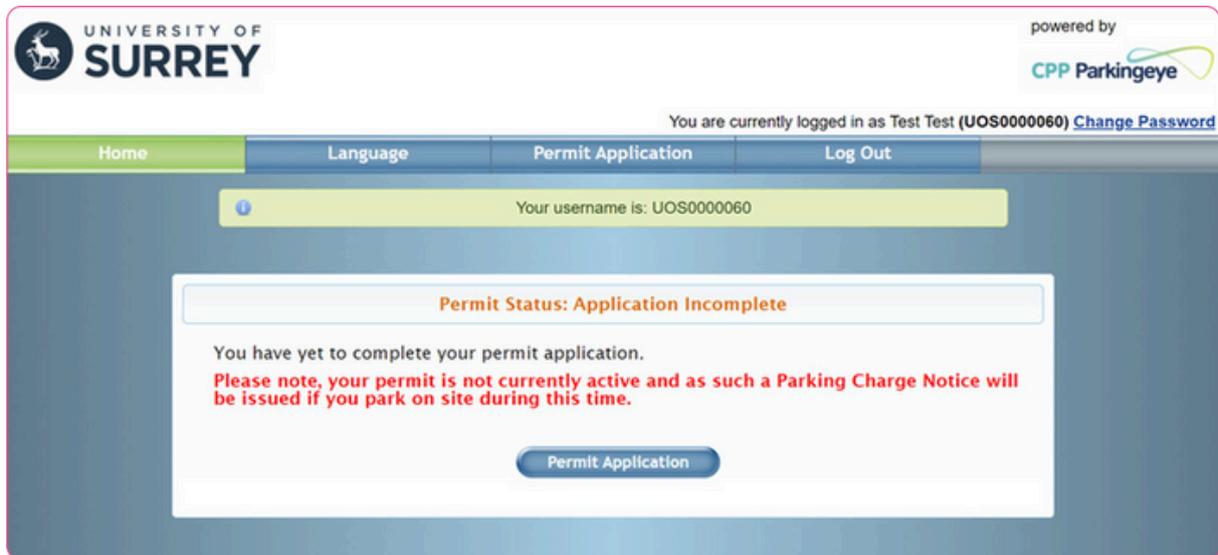
Last name (required)

Email Address (required)

Email Address Confirmation (required)

Submit

Step 2: Complete your registration using your @surrey email address once you press submit your account will be created and be linked to your Microsoft single sign on. Your parking account will now be connected to Microsoft Single Sign-On (SSO). This means you only need one username and password to access your parking account and all your other Microsoft apps. The password will be the same as your university computer login. No need to remember different logins or reuse passwords—just one set of credentials for everything.



Step 3: Start a new application by clicking on “Permit Application”.



Step 4: Choose Permit Type: Select the type of permit you wish to apply for.

Payment Option: Decide how you would like to pay for the permit. Please note, if you wish to change your payment method at a later stage, you will need to cancel your current permit and reapply.

Payment Options:

Option 1: PAYG (Pay As You Go)

- **Cost:** £2 per visit
- **Payment Method:** Deducted from a wallet that you can top up. The payment will be deducted after each visit, similar to the current system.

▾ **Personal Details**

Full Name
 Title
 First name
 Last name

Home Address
 Line 1
 Line 2
 Town/City
 Postcode

Email

Are you Staff or Student? ▾

Staff Number

Student Number (URN)

Step 5: Complete all fields, click Next

▾ **Vehicle Details**

Please ensure that you input your full and correct registration.

Registration
 Registration Confirmation
 (Non uk plates)

Make
 Model

V5 Document
 Uploaded file: UOS0000060/BLANK_V5.pdf

✕

▶ Vehicle Details 2
 ▶ Vehicle Details 3
 ▶ Vehicle Details 4

Step 6: Enter Vehicle details and Upload V5 Evidence: Ensure your V5 document is in an acceptable format (GIF, JPG, JPEG, PNG, PDF) and upload.

Select Next

▼ **Terms and Conditions**

Terms and Conditions	T&C.html (opens in a new window)
Terms and Conditions	<input checked="" type="checkbox"/>

Submit

Step 7: Review Terms and Conditions: Carefully read the terms and conditions provided within the form.

Tick the Agreement Box: Ensure you tick the box indicating your agreement to the terms and conditions to proceed with your application.

✔ Permit application saved.

Permit Status: Active

Your permit is valid until 30-09-2025.

To update your registered details go to [Edit Account Details](#)

To update your vehicle details go to [Edit Vehicle Details](#)

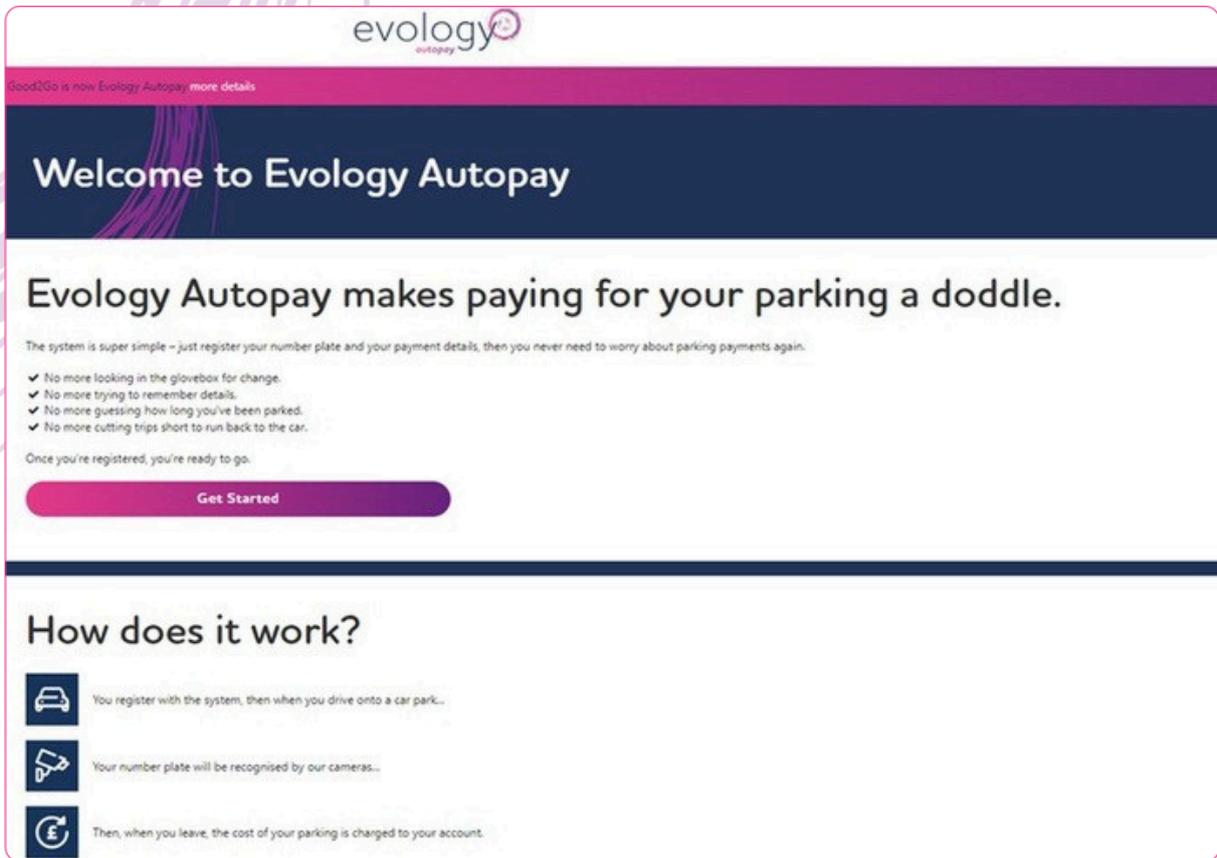
Next Steps After Permit Approval:

- 1. Receive Instructions:** Check your email for detailed instructions on registering for payments and setting up your account through the Evology Parking Eyes payment portal.
- 2. Complete Payment Setup:** Follow the instructions to set up your payment and account. This step is crucial to ensure your parking permit remains valid.

Important Notice:

Please be aware that if you do not complete the payment setup, valid PCNs (Penalty Charge Notices) may be issued for any parking infractions.

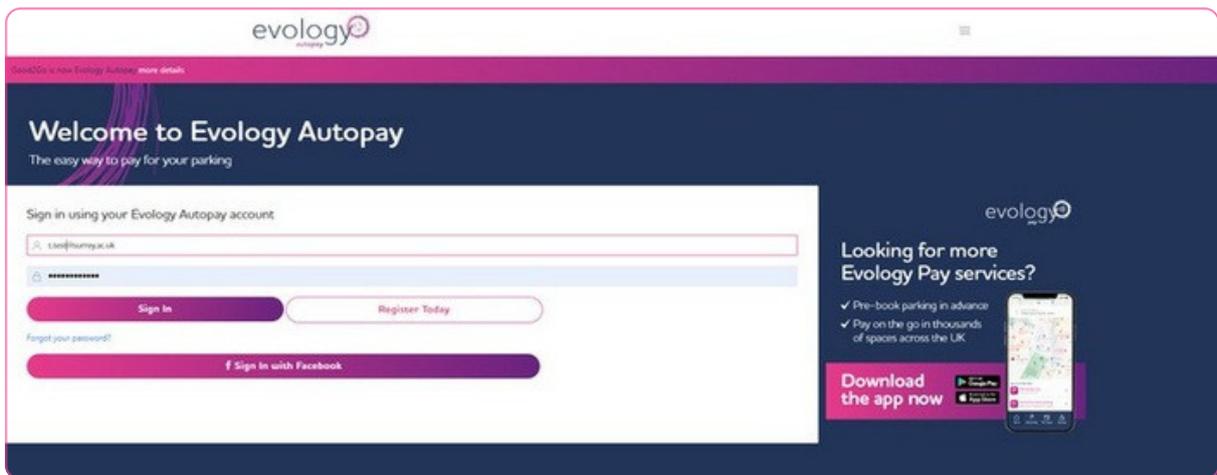
If you have any questions or need assistance with the payment setup process, please do not hesitate to contact us at info@carparkingpartnership.co.uk



Step 1: Setting up payment method

Once your permit has been approved, you will need to register on the Evology payment site using the same details provided in your permit application. This will enable you to complete your payment setup and manage your parking account.

Please Note: Ensure that you use the same information as provided in your permit application to avoid any issues with registration.



Step 2: Register Today

Complete registration

Personal Details

Vehicle Details

VREGID

Lookup

VOUR

VCAO

Year

I have obtained consent of the main driver of this vehicle

Back Next

Preferences

Payment Methods

Step 3: Complete Vehicle Details

Please ensure that you accurately complete your vehicle details on the Evology payment site, ensuring they match the information provided in your approved permit. This will help prevent any discrepancies and ensure your parking setup is correctly processed.

evology

Complete registration

Personal Details

185 11

185 11

100 Test Road

Address Line 2

Address Line 3

Farnborough

Hampshire

GU12 3HL

0777723494

Next

Vehicle Details

Preferences

Payment Methods

Step 4: Complete All Contact Details

Please ensure you provide all required contact details on the Evology payment site, including a valid telephone number. Accurate contact information is essential for effective communication and any necessary follow-up regarding your parking permit.

evology

No data for vehicle look up. Please enter details manually.

Complete registration

Personal Details

Vehicle Details

Preferences

Check this box if you want to receive SMS alerts about your account.
If ticked a charge of 20p per SMS alert may be applicable.

I'm happy to receive marketing and offers from Evology Autopay and their selected partners.

Back Next

Payment Methods

Step 5: Complete your registration

Complete registration

Personal Details

Vehicle Details

Preferences

Payment Methods

Card

Pre-pay

The Pre-Pay option allows you to use your credit or debit card to top up and maintain a balance on your Evology Autopay account which will then be used to pay for parking.

Your balance can either be automatically topped up or manually topped up. If you choose automatic topups, this can be by a pre-agreed amount or by the amount required to maintain a specified balance.

You will be able to view the individual parking transactions by reviewing your Evology Autopay account statements.

Back

Select

Pay to park

The Pay to park option will enable you to register the credit or debit card details that you want your parking transactions to be charged to.

Each individual parking transaction will be debited to your credit or debit card shortly after concluding your parking session. If charged to a credit card then the parking charges will be settled as and when you pay the credit card bill.

Remember, you will still be able to view the individual parking transactions by reviewing your Evology Autopay account statements.

Select

Step 5: Choose Your Payment Option

Please select one of the following payment options on the Evology payment site:

- 1. Pre-pay:** This option allows you to top up a virtual wallet, similar to the current system. Your wallet will be charged each time you enter the university sites. When your balance starts to run low, Evology will send you a reminder to top up your account.
- 2. Pay to Park:** This option will store your credit or debit card details, and your card will be charged for each entry to the university sites.

Important: Please read and consider both options carefully. Once you have selected a payment method, any changes will require you to contact ParkingEye directly.

Final Step: Payment Method Activation

Once you have completed your setup and the system is live, your chosen payment method will begin to be charged according to the selected option.

Please ensure that you have finalised all details and that your account is fully set up to avoid any disruptions. If you have any questions or need further assistance, please do not hesitate to contact us.