APPLICANT INSTRUCTIONS FOR CAR PARKING PERMIT

Your unique event parking permit code:

SEPTEMBER24

1. Create a registration on: www.permitmanagement.co.uk/twickenham
2. Once registered, you will receive a verification email, before you can proceed further you will need to verify via a link in your email.
   - *If you have not received this straight away, please check your junk or spam folders!*
3. Once logged in with your new details, select **'New Permit Application'**
4. Once selected, please find your unique event parking permit code from the list of active permits and click 'apply'
   Your unique parking permit code can be found at the top of this document.
5. Please enter your postcode and select your address (your other details will be pre-populated from your registration). Please click 'Next'
6. Please enter your vehicle registration and click 'find vehicle' then click 'Next'
7. As your parking is complimentary, you will not need to complete any 'billing details' therefore please tick 'Accept Terms & Conditions' box and click 'submit'
8. You should then receive a notification on the next page, which states that your application has been successful.

<u>On arrival for your event, please note:</u>

- West Car Park: please ensure you are parking in a marked bay area, failure to do so will result in a penalty charge.

- North Car Park: Please ensure your vehicle is correctly parked and not obstructing any roadways, failure to do so will result in a penalty charge.

For a site map and detail of how to access our car parks please visit here.

<u>If you have any questions please contact your organiser.</u>