

Bank Permit New User / Renewal / Expiration

New Users:

If you haven't applied for a permit before, you'll need to register as a new user and complete all the required fields in the application form.

Permit Validity:

Bank and agency permits are valid for 3 months. Around 5 to 7 days before your permit expires, you will receive an email reminder.

- *If you still require the permit, follow the renewal process outlined below.*
- *If you no longer need the permit, you can allow it to expire, charges will stop automatically.*

Renewing Your Permit:

If you need to extend your permit beyond the initial 3 months:

- *Log into the portal and select "My Permits" to view your active permit.*
- *If your permit has not yet expired, a Renew button will be available for you to select.*
- *Click Renew to extend your permit for another 3 months using the existing application details.*

Changing Vehicle Registration:

If you want to update your vehicle registration after renewing:

- *Click on your active permit.*
- *Select the Edit button.*
- *Scroll down to the Vehicle Registration section.*

- *Clear the current vehicle registration and enter the new one.*
- *Click Confirm, then scroll to the top and click Update Permit to save the changes.*
- *After updating, contact the Facilities Car Parking Team – iownt-facilities-car-parking@nhs.net to arrange a reprint of the permit.*

If Your Permit Has Expired:

If you have missed the renewal window and your permit has expired, you will need to complete a new application by re-entering all the required information.