

ePermits

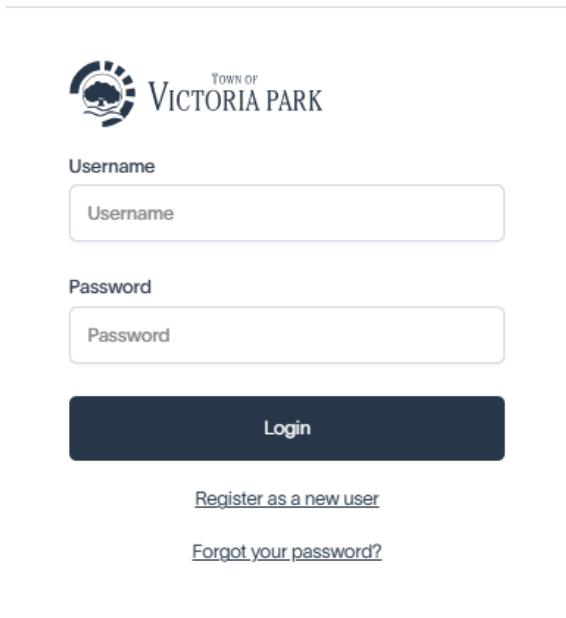
How to apply for a parking permit




TOWN OF
VICTORIA PARK

Section 01 – Set up your permit account

01. Go to <https://victoriapark-epermits.orian.tech/ssp/>. Select 'Register as a new user'.



 TOWN OF
VICTORIA PARK

Username

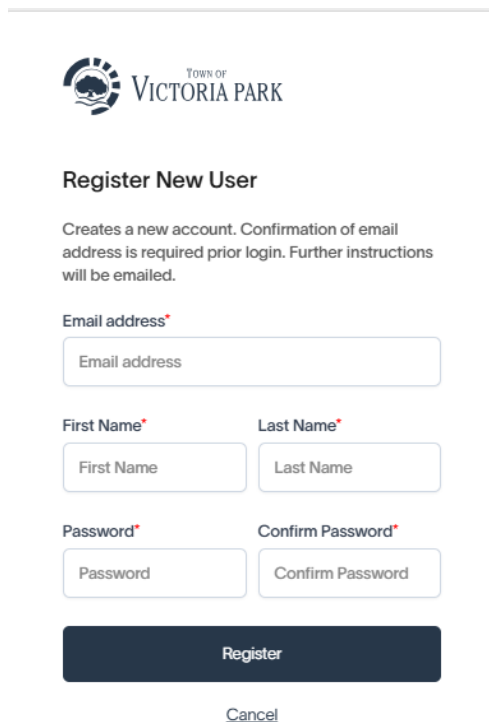
Password


Login

[Register as a new user](#)

[Forgot your password?](#)

02. Enter your email address, first name, last name, and choose a password. Then select 'Register'.



 TOWN OF
VICTORIA PARK

Register New User

Creates a new account. Confirmation of email address is required prior login. Further instructions will be emailed.

Email address*

First Name* Last Name*

Password* Confirm Password*

Register

[Cancel](#)

03. You'll see a 'new user registration' confirmation message. Head to your email to activate your account.



New User Registration Confirmation

Please follow the instructions sent in email. If you don't receive the email, please check your spam/junk folder.

We have just sent you an email with a link to confirm your email.


Click here to return to the login page.

04. Open the ePermits email and select 'Activate'.



EPermits SSP Web Portal

Hi User,

Thank you for creating an account with us. Please activate your account  [.com](#) by clicking the below link.

Activate

05. A 'Confirm email' window will open. Select 'here' in the sentence 'Click here to return to the login page'.





Confirm Email

Please check below on, the status of the email confirmation.

Thank you for confirming your email address.

[Click here](#) to return to the login page.

06. Login to your account using your email and password you just created.



Username

Password

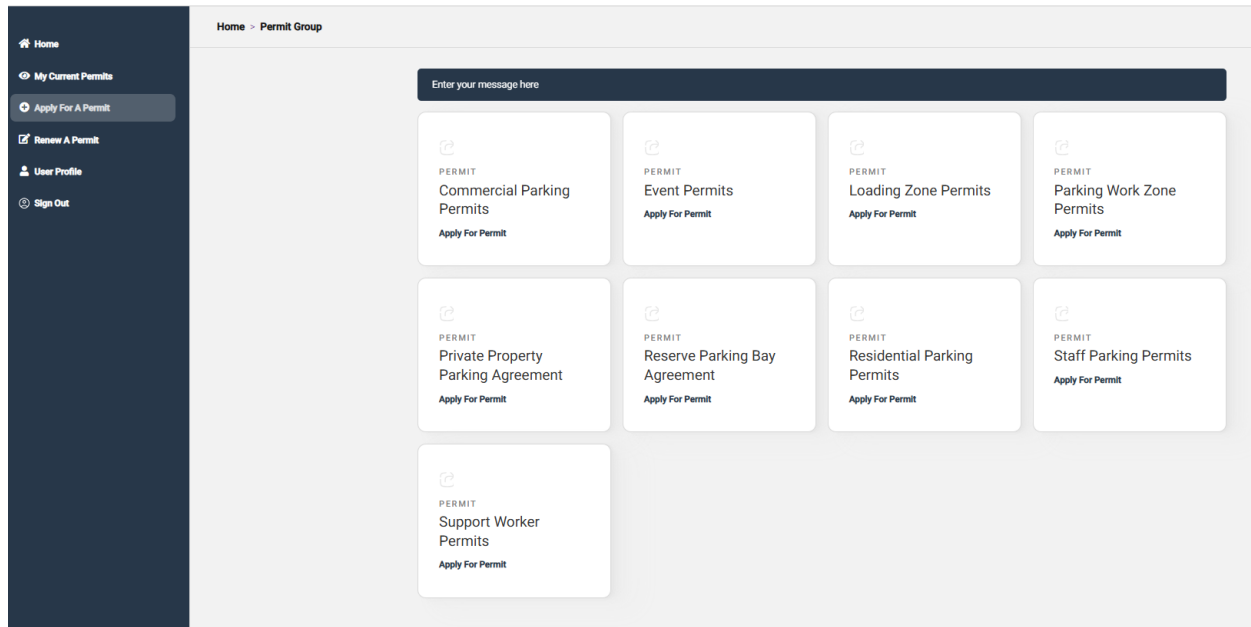
Login

[Register as a new user](#)

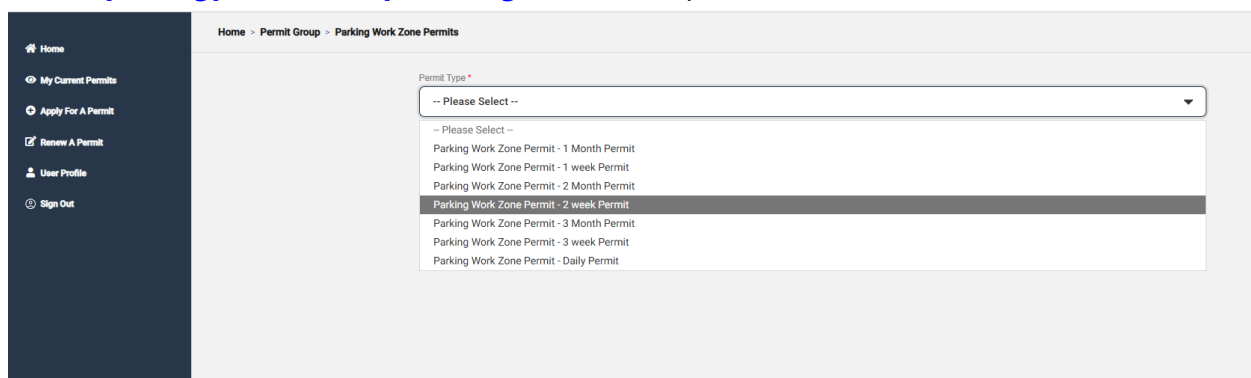
[Forgot your password?](#)

Section 02 – How to apply for a permit

01. From the home screen of the permit portal, select 'Apply for a permit' from the left-hand menu and choose the permit type you'd like to apply for.



02. Select the permit you want from the dropdown menu. You'll only see permits you're eligible for based on your details. If you don't qualify for a permit, that permit won't appear in the dropdown menu. If you believe a permit type is missing in error, please contact 08 9311 8111 or email parkingpermits@vicpark.wa.gov.au for help.



03. Important permit information will be displayed. Review this carefully, then select 'Proceed'.

Home > Permit Group > Parking Work Zone Permits

Permit Type *
Parking Work Zone Permit - 2 week Permit

Important Information Before You Apply
All permits issued through ePermits are digital.

Most permits are linked to nominated vehicle registration numbers. Some permit types (such as Private Property Parking Agreements) may not be linked to specific vehicle registrations and operate under separate enforcement conditions.

- You must nominate the correct vehicle(s) and keep your registration details up to date.
- Only the permitted number of vehicles may be parked at any one time.
- If more vehicles are parked than permitted under your permit type, infringements may be issued.
- A permit does not guarantee the availability of a parking space. Parking is first come, first served.
- Approval is subject to eligibility requirements and supporting documentation.
- Processing times may apply depending on permit type.
- Fees are non-refundable once paid (including auto-renewed permits not cancelled before renewal).
- The Town of Victoria Park reserves the right to approve, refuse, return or revoke an application.

Before You Apply - Parking Work Zone Permit Weekly

- A Parking Work Zone Permit is required before any works that obstruct a parking bay or any portion of a public road within the Town.
- You must provide supporting documentation, including:
 - ABN or business registration
 - Work details (scope, dates, and location)
 - Traffic Management Plan (if applicable)
- Fees apply and are calculated per bay and based on the duration selected Weekly.
- Applications are subject to Town review and approval before the permit is granted.
- Some Work Zone permits may be set to auto-renew - you are responsible for cancelling before renewal to avoid additional charges.
- Fees are non-refundable once paid.

Proceed

04. Review the cost of the permit and note that payment method will be pre-filled. Scroll down to 'Payment information' and select 'Enter Card Details' and enter your card details.

Home > Permit Group > Apply For A Permit > Parking Work Zone Permit - 2 Week Permit

Payment Details

Payment Method *
Credit Card

Payment Instructions
Enter Card Details below - will open a Secure Payment window. Payment will be deducted from this card on approval of permit. This may take 3-5 days.

Payment Information

Card Holder Name: _____ Card Number: _____
Expiry Month: _____ Expiry Year: _____

Enter Card Details

05. Scroll down to 'Vehicles', select 'Add vehicle', and add your vehicle details.

Home > Permit Group > Apply For A Permit > Parking Work Zone Permit - 2 Week Permit

Personal Details

First Name: Matthew Last Name: Runswick Mobile Phone: 0406541112
First Name Last Name Mobile Phone

Email Address: _____
Email

Address: 220 Rutland Avenue, CARLISLE WA 6101

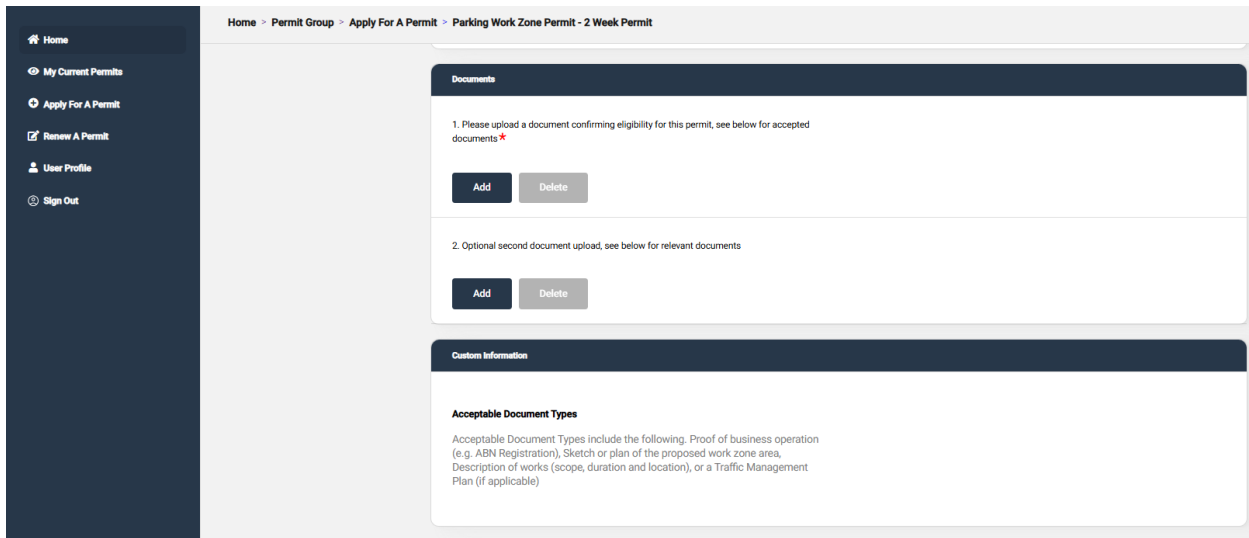
Vehicles

Vehicles Remaining: 20

Vehicle Rego	State	RegisteredAtAddress	Status	Manage
This permit does not have any vehicles.				

Add Vehicle

06. Some permit types require proof of eligibility. If so, scroll down to 'Documents', select 'Add' and upload the relevant file from your computer. Permit types that require complex additional information will list acceptable document types on this screen. Your document may take a moment to upload. You'll see the document name listed once the file has been added.



Home > Permit Group > Apply For A Permit > Parking Work Zone Permit - 2 Week Permit

Documents

1. Please upload a document confirming eligibility for this permit, see below for accepted documents *

Add Delete

2. Optional second document upload, see below for relevant documents

Add Delete

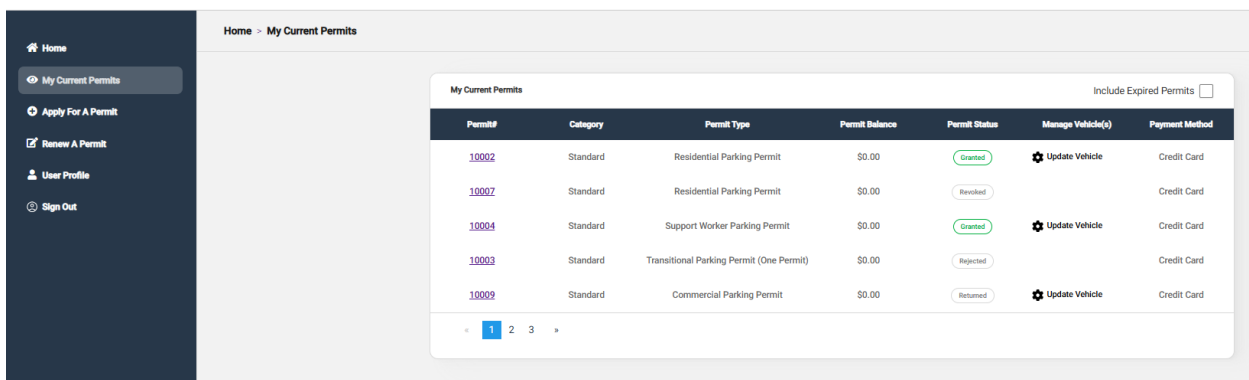
Custom Information

Acceptable Document Types

Acceptable Document Types include the following. Proof of business operation (e.g. ABN Registration), Sketch or plan of the proposed work zone area, Description of works (scope, duration and location), or a Traffic Management Plan (if applicable)

07. Once all the files have been added, review the Terms and Conditions, check the box to agree, and select 'Submit'. You can also select 'Resume Later' to save the application and return to it later.

08. You'll be redirected to 'My current permits'. You'll see a green notification confirming your permit application has been saved in the top right corner.



Home > My Current Permits

My Current Permits Include Expired Permits

Permit#	Category	Permit Type	Permit Balance	Permit Status	Manage Vehicle(s)	Payment Method
10002	Standard	Residential Parking Permit	\$0.00	Granted	Update Vehicle	Credit Card
10007	Standard	Residential Parking Permit	\$0.00	Revoked		Credit Card
10004	Standard	Support Worker Parking Permit	\$0.00	Granted	Update Vehicle	Credit Card
10003	Standard	Transitional Parking Permit (One Permit)	\$0.00	Rejected		Credit Card
10009	Standard	Commercial Parking Permit	\$0.00	Returned	Update Vehicle	Credit Card

< 1 2 3 >

09. If the permit status says 'Pending', it is being reviewed by Victoria Park Council. You'll receive an email once the application has been approved.

Section 3 – FAQs

What do I do if the permit type I want isn't available?

The permits you are eligible for will appear on screen. If you don't qualify for a permit, that permit won't appear in the dropdown menu. If you believe a permit type is missing in error, please contact 08 9311 8111 or email parkingpermits@vicpark.wa.gov.au for help..

What do I do if I have forgotten my password? How do I reset my password?

On the login screen, select 'Forgot your password'. You'll receive an email to set up a new password.

How do I pay for my ePermit?

Once your permit is approved, your card will be charged for the full cost of the permit. This may happen immediately when you submit your application, or a few days later if the permit requires manual council approval.

How can I tell when my ePermit expires?

- You'll receive an email reminder before your ePermit expires.
- You can also view the end date of all permits on the 'My Current Permits' screen of the ePermits portal.

What can I do if I have more than one car?

Some permit types will allow you to add more than one vehicle, however most permit types are restricted to one vehicle per permit. For permits with a single vehicle, you can edit the vehicle registration associated with the permit on the 'My Current Permits' screen of the ePermits portal. The change takes effect immediately, and you'll receive an email confirmation.

How do I change my vehicle registration details?

1. Login to ePermits
2. Click 'My Current Permits'
3. Under 'Manage Vehicle' click 'Update Vehicle'
4. Enter your new vehicle registration details.

How do I cancel my ePermit?

Go to 'My Current Permits' and select the permit you want to cancel. Once selected, choose the withdraw option at the top of the screen. Please note, no refund will be issued if you cancel your permit.