

Virtual House Holder Permit Renewal Guide

<https://secure.mipermit.com/tending/application/login.aspx>

When you follow the above link you will land here. If you have an account please log in:



Home
The MiPermit portal home page

Pay for Parking
Pay now, without logging in

Buy Virtual Permits
Purchase new permits

How it Works
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Details on how to contact us

Secure Login

Phone/Email/Username:

PIN:

[Not Registered?](#) [Forgotten PIN?](#)

[Login](#)

This site is regularly tested to reduce the risk of sensitive information being misused or stolen. All information sent on this web site is done so over a secure encrypted connection.

securityMETRICS credit card safe Norton SECURED

You will then come to this page – select the ‘Manage Virtual Permits’ tab circled in red:



Mrs Example (example@example.co.uk) [Log Off](#)

Pay for Parking
Register for Pay & Stay Parking

Members & Vehicles
Edit your PIN, members & vehicles

Billing Details
Change address & payment method

Payment History
View payments & download receipts

Buy Virtual Permits
Purchase new permits

[Manage Virtual Permits](#)
Manage your purchased permits

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Account Details

Your billing address is separate from your resident address which is used for residents and visitor permits. If you have permits which are restricted to your address you must contact your local authority or MiPermit to change your residents address.

Address 1:

Address 2:

Address 3:

Town/City:

County:

Postcode:

Email:

[Edit Billing Address](#)

Once you have selected this box you will come to this screen – from here you will need to click on the ‘House Holder Permits’ box circled in red:

The screenshot shows a web interface for managing virtual permits. On the left is a dark sidebar with menu items: Pay for Parking, Members & Vehicles, Billing Details, Payment History, Buy Virtual Permits, Manage Virtual Permits, How it Works, and Contact. The main content area is titled 'Manage Virtual Permits' and contains a prompt: 'Please select the type of permit you wish to manage.' Below this are three boxes: 'House Holder Permits' (circled in red), 'Residents Permits', and 'Resident Car Park Permits'. Each box contains a link to manage or purchase that type of permit.

Once you have clicked the above tab, it will bring you to the following page – from here, click on your name as circled in red:

The screenshot shows the 'Householder Permits' page. The sidebar is identical to the previous page. The main content area is titled 'Householder Permits' and includes the instruction: 'Select a permit to edit details or to renew a permit which is about to expire.' Below this is a table with the following data:

Owner Name	Vehicles	Valid		Price
Mrs Example	3X4M9L3	01/04/2016 to 31/09/2017	Active	£0.00
Mrs Example	3X4M9L3	01/04/2016 to 31/03/2017	Active	£20.00

MiPermit will now show you your permit details and allow you to renew your House Holder permit:

Owner Name	Vehicles	Valid		Price
Mrs Example	3X4M9L3	01/04/2016 to 31/03/2017	Active	£0.00

Edit Permit: House Holder Permit

Permit Number:

Permit Type:

Authority:

Owner:

Purchased:

Price:

Valid:

Vehicle Registration:

Once you have clicked renew you will be brought to the following page, where you will be able to update your details accordingly and after you have read the terms and conditions tick the box circled in red and **select the Green Pay Now button (No Payment required for Tendring Residents first permit):**

- Pay for Parking
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Edit your PIN, members & vehicles
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Purchase Householder Permit

To make your required purchase, please select a location and/or a permit type. When chosen, you will be presented with further options to complete your purchase.

Permit Type:

Comments and Availability

Purchasing this will allow you to park in the following locations.

Locations that are listed as Car Parks are for parking in off-street car parks. On-street locations are not listed as car parks.

- Agate Road Car Park, Clacton on Sea
- Alton Park Road Car Park, Clacton on Sea
- Brighton Road Car Park, Holland on Sea
- Church Road Car Park, Walton on the Naze
- Coronation Car Park, Walton on the Naze
- Dovercourt Pool Car Park, Harwich and Dovercourt
- Hastings Avenue Car Park, Clacton on Sea

RESTRICTED USAGE
These permits are only valid between 11:00am and midnight and on the following dates:
Between 1st April 2017 and 30th June 2017
Between 1st September 2017 and 31st March 2018
To change vehicle registrations after purchase please call 01255 686969. The change will cost £5.00.

Date and Duration

Start Date:

Duration:

End Date:

Price:

Permit Vehicles

Your permit requires you to enter at least one vehicle registration number.

Vehicle Registration:

Permit Owner Details

Select from your current owners or enter at least one piece of information about them below to create a new owner.

Owner:

First Name:

Last Name:

Email:


- or -

Telephone:

Terms & Conditions

You are required to read and agree to the following Terms & Conditions before purchasing. This document may contain details of how to use the permit, restrictions that apply, and information on refunds (where applicable). It is important that you read and/or print these conditions for future reference.

Please click the PDF below to open the Terms & Conditions document in a new window before agreeing to the terms.

 **Terms & Conditions**
Click here to open this document in a new window

If you agree to the Terms & Conditions, please tick the box below to continue with your purchase.

Agree to Terms & Conditions:

Add to Basket

Pay Now

You will then open an extra part of the screen – please click the Green Button circled in red below:

Billing Details

Address 1:

Address 2:

Address 3:

Town/City:


County:

Postcode:

Email:

[Edit Billing Address](#)

Secure Payment Details



To use our cashless parking services (for parking in Pay & Display parking areas) you will need to enter your payment card details. All other purchases are made by entering your payment details at the time of purchase.

No payment is required for this item purchase

[Pay Now](#)

If you experience any difficulties please call 01255 686969.

Congratulations you have renewed your permit!



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Thank you for your purchase

You will shortly receive a confirmation email with details of your purchase. If this is your first purchase with us, you will also receive additional information that will enable you to login to this portal and make changes to your purchase or renew your permit, if applicable.

Your reference number is: XXXXXXXXXX