**Visitor Parking – Help Guide**

**Please note**, this facility is only available to staff of the University of Leeds. You must be logged into the University’s network to access this system, and therefore if you are connecting from home or a docked laptop on campus then you will need to log into Remote/Windows Virtual Desktop.

Users must comply with the general Car Parking Terms & Conditions together with supplemental online day parking user terms and conditions found on the Car Parking website.

**Booking visitor parking**

* Go to the online permit application system, PermIT (<https://permit.leeds.ac.uk>), and log in using your University username followed by @leeds.ac.uk or @adm.leeds.ac.uk(whichever is applicable), and your University password.
* You must first register your details on the system (if you have not already done so). Click on the **register** button on the left of the main home screen. Confirm your personal details and vehicle registration information. Vehicle details can be left blank if you do not wish to register a car on your profile.
* Once you have registered your details, you can now book a visitor permit. Click on the **apply for visitor permit** button on the main home screen.
* Select the required start date and then total number of days required. Click **driver details.**
* On the next page you will need to register your visitor’s details.
* **Please Note:**
* **If you select the card payment method for your visitor:** Prior to leaving the Orange Zone car park, your visitor must enter the monthly code as provided in the booking confirmation email sent to yourself, into one of the pay stations. These are located in The Edge car park, on Level 1 of the multi storey car park, and outside the Ziff Building. This will ensure they are charged the flat day-rate of £7. Payment can be made by card or contactless. **The pay machines do not accept cash**.
* **If you select to pay by department code payment:** Your visitor can simply enter the Orange Zone car park on the booked date; they do not need to pay at a pay station. Payment will be taken from the account code provided (£7 per vehicle per day).
* Enter vehicle the registration details for your visitor and click **get vehicle** and then **confirmation**. This information is essential for the Automatic Number Plate Recognition (ANPR) system.
* Confirm your visitor booking by agreeing to the T&Cs and then selecting **submit**. You will receive an email with the booking confirmation details, including the monthly code if applicable.

**Cancelling a booked visitor space**

Once logged in to PermIT, on the main menu click on **permits** and then select the **visitor** permit. Here you will see all of your open permits. To cancel a visitor booking click **cancel permit** and confirm this on the pop-up window.