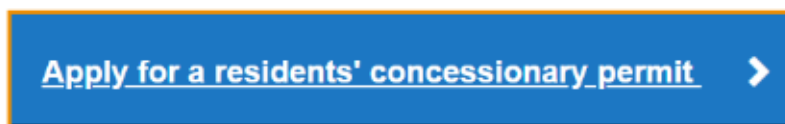


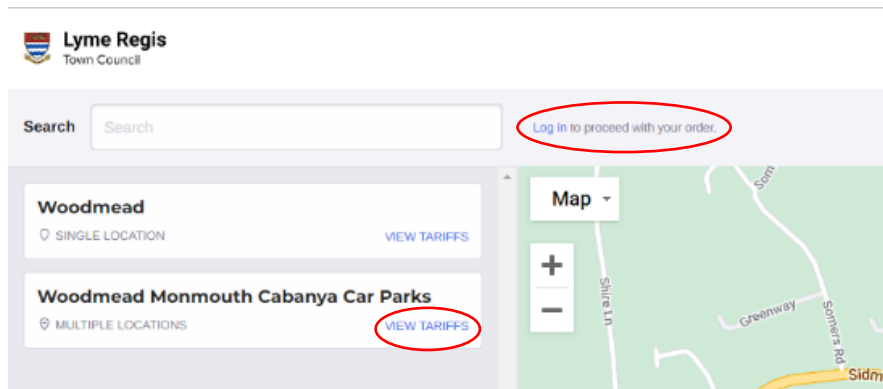
HOW TO RENEW YOUR RESIDENT'S CONCESSIONARY PERMIT – THESE PERMITS ARE DUE TO EXPIRE ON 31st OCTOBER 2026

Your resident's concessionary permit is due for renewal. These permits are valid for 2 years. To renew your permit, you will need a copy of your latest Council Tax bill that shows your Lyme Regis address, and that you pay Council Tax to Dorset Council. You will also need the V5 logbook for each vehicle that you wish to apply a permit to, which must show the same address as the Council Tax bill.

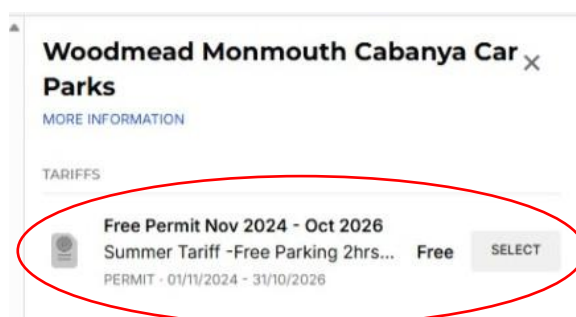
1. Head to our website and permits page:
www.lymeregistowncouncil.gov.uk/permits
2. Scroll down the page until you get to the blue button that reads: "Apply for a residents' concessionary permit" and looks like this:



3. If you have an account, please login. You will see the login button next to the search bar on the application page. It looks like this:



4. You then need to click on the multiple locations option: **Woodmead Monmouth Cabanya Car Parks**, click the blue "view tariffs" link, as pictured above.
5. You will then see the **Free Permit Nov 2026 – Oct 2028** option – please click the select button that looks like this:



6. Once you have selected the permit choice (please ensure you have selected the correct dates) the next screen allows you to **Assign Vehicle**. This is a drop-down menu, and you must ensure the vehicle registration is selected. If you want to assign two vehicles to the permit, you **MUST** upload a V5 logbook for each vehicle registration number.
7. You have the option to set an expiry reminder, so that when this permit is up for renewal you will receive an email or SMS to the details provided on your account.
8. Please read the **Terms & Conditions** and click the box to say you have read and accepted them.
9. Once you have done this, click the blue “Next” button that will take you to the next page.
10. You will be required to upload files as evidence; this page looks like this:

Purchase Permit - Questionnaire
Free Permit Nov 2024 - Oct 2026 Summer Tariff - Free Parking 2hrs daily + 6pm-9pm 1 Apr- 31 Oct. Win council office if you haven't already been issued one in previous years.

Please upload your DVLA V5C document showing vehicle registration and address

Drag and Drop or [Select File\(s\)](#)

Accepted formats: .pdf, .doc, .docx, .ppt, .pptx, .xls, .xlsx, .jpg, .jpeg, .png, .gif or .zip
Max filesize: 20.00 MB

Selected Files

Please upload your Dorset Council Tax document to prove Lyme Regis residency

Drag and Drop or [Select File\(s\)](#)

Accepted formats: .pdf, .doc, .docx, .ppt, .pptx, .xls, .xlsx, .jpg, .jpeg, .png, .gif or .zip
Max filesize: 20.00 MB

Selected Files

[CANCEL](#)

11. You can drag and drop files or select a file from your computer or smart phone. We require a **DVLA V5C** document, and a **Dorset Council Tax** document to prove **Lyme Regis residency**. Once you have done this, please click the “Next” button.
12. You will then see a “**Summary**” page. This explains that it is a digital permit (there will be no hard copy permits for you to display). It will give you a valid from and expiry date. Display the VRM’s for the permit. It will tell you the locations the permit is valid: **Woodmead, Monmouth and Cabanya car parks**. It will tell you that the cost of this permit is **FREE**. Please check your permit details and then press “**Apply**” to continue to the approval process. You will then be able to check on your permit’s approval status on the ‘**My Bookings**’ page.