

# HOW TO RENEW YOUR RESIDENT'S CONCESSIONARY PERMIT – THESE PERMITS ARE DUE TO EXPIRE ON 31st OCTOBER 2022

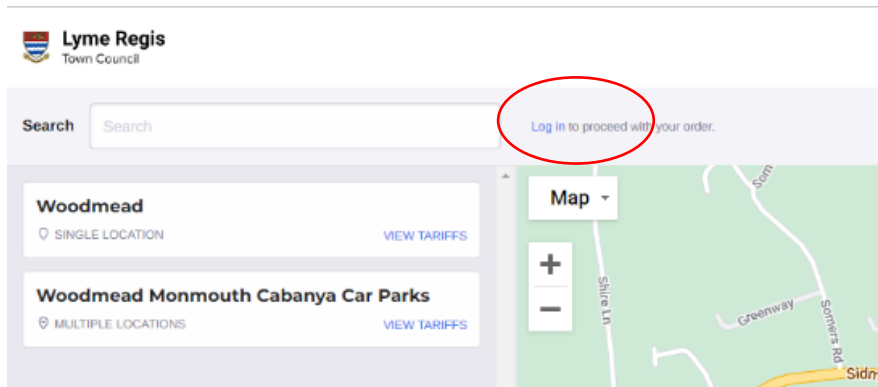
Your resident's concessionary permit is due for renewal. These permits are valid for 1 year. To renew your permit, you will need a copy of your latest Council Tax bill that shows your Lyme Regis address, and that you pay Council Tax to Dorset Council. You will also need the V5 logbook for each vehicle that you wish to apply a permit to.

1. Head to our website and permits page:  
[www.lymeregistowncouncil.gov.uk/permits](http://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:



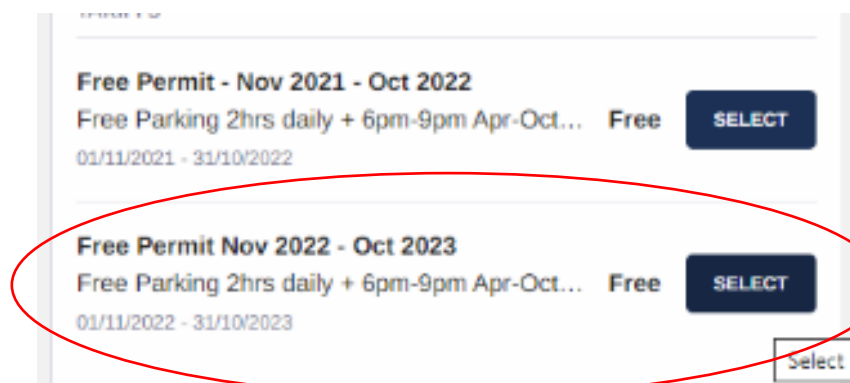
[Apply for a residents' concessionary permit](#) >

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 2022 – Oct 2023** 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 to the email address 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:
11. You can drag and drop files or select a file from your computer or smart

## Purchase Permit

### Free Permit Nov 2022 - Oct 2023 Questionnaire

Please upload your DVLA V5C document showing vehicle registration and address

Drag and Drop or [Select File](#)

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

Max filesize: 20.00 MB

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

Drag and Drop or [Select File](#)

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

Max filesize: 20.00 MB

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.