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APPLYING FOR A VISITOR VOUCHER (SESSION)
DACORUM BOROUGH COUNCIL

PermitSmarti is the new online system where you apply for and procure your visitor vouchers (sessions) within Dacorum Borough Council.
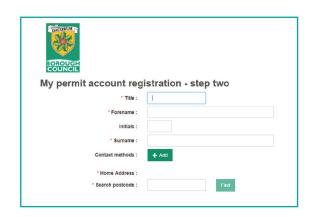
Step 1: Create a new account or log in to your existing account

Please enter your email address and choose a password. Click next to continue.

Step 2: Add your contact details

Add your name and choose your address by enterring your postcode.

After clicking **FINISH**, we will send you a verification email. Please verify your new account to begin.

VISITOR VOUCHER (SESSION) APPLICATIONS

To sign in, please use the details entered in Step 1. You are now in your new account!
All visitor sessions are subject to authorisation once your application has been submitted, please check My Permits at a later time to either accept or decline your offer.

Step 1: Click on Permit Application

Step 2: Choose your permit category.

(Residents' Permits, Visitor Permits, Visitor Sessions, Car Park Season Tickets or Business Permits).

Step 3: Choose the visitor session type:

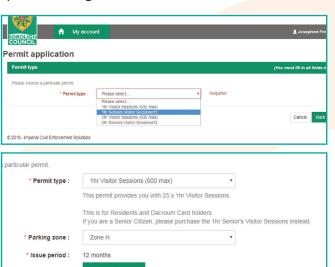Visitor sessions can be purchased up to the zone limit.

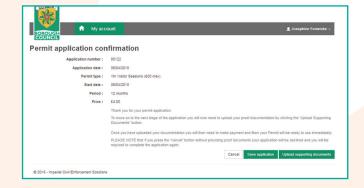Senior citizens can purchase double the zone limit.

Please click on the drop down box above your selected zone. This is based on your home address. Then choose the amount of visitor sessions you would like to purchase.

Step 4: Select whether you are a Dacorum Card Holder.

Step 5: Review all of your details before clicking Proceed.

Click Proceed

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VISITOR VOUCHER (SESSION) CONFIRMATION

Step 6: **Visitor Voucher (Session) Confirmation**

Save or confirm your application by uploading one of the below supporting documents.

Supporting documents for Proof of Residency include:

- Current Council document
- Tenancy agreement issued within the past 6 months
- Utility bill issued within 3 months

Supporting documents for proof of vehicle qualifiers include:

- Driver licence with Address
- Solicitor Letter
- Bank Statement
- Credit Card Bill
- Telephone Landline Bill

Step 7: **Upload supporting documents**

Click on upload supporting documents and click +Add Document. Choose from the drop-down menu, the type of supporting document and click add.

Step 8: **Payment**

To complete your application, please pay using a credit or debit card through this portal. You can also choose to pay at a later date, however this will be recalculated at the time and may change.

Follow the online prompts to enter your card details and complete the transaction.

Once payment has been received, your application has now finished.

You can check on the progress of your application by going to My Permits from the home page.