

Welwyn Hatfield Borough Council Online Parking Permit User Guide

Vehicle Registration Changes

Working In Partnership With



**WELWYN
HATFIELD**

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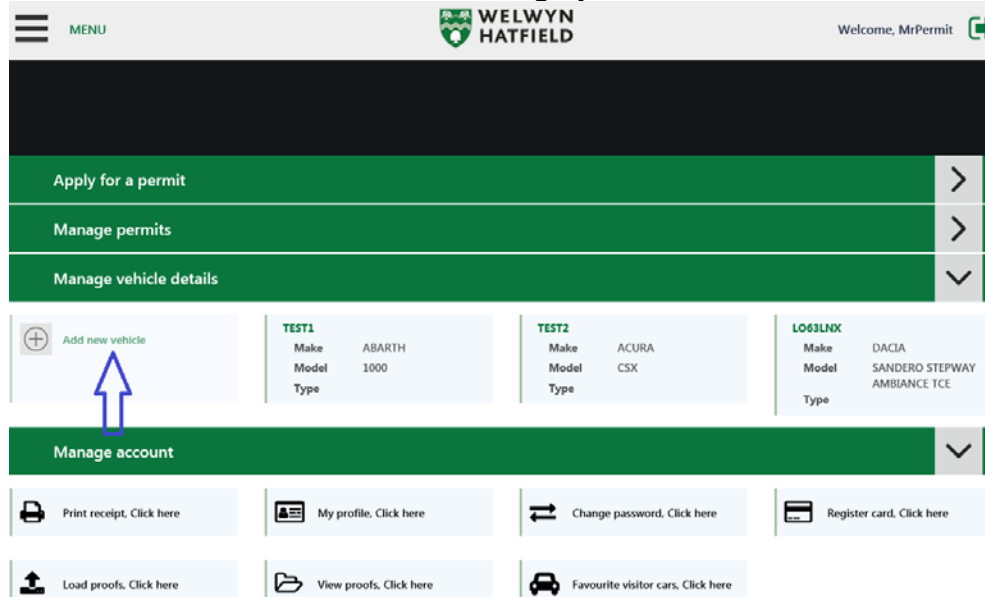
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Permit Application Website: <https://welhat.nsl-apply.co.uk>

How to change the registration on your resident permit

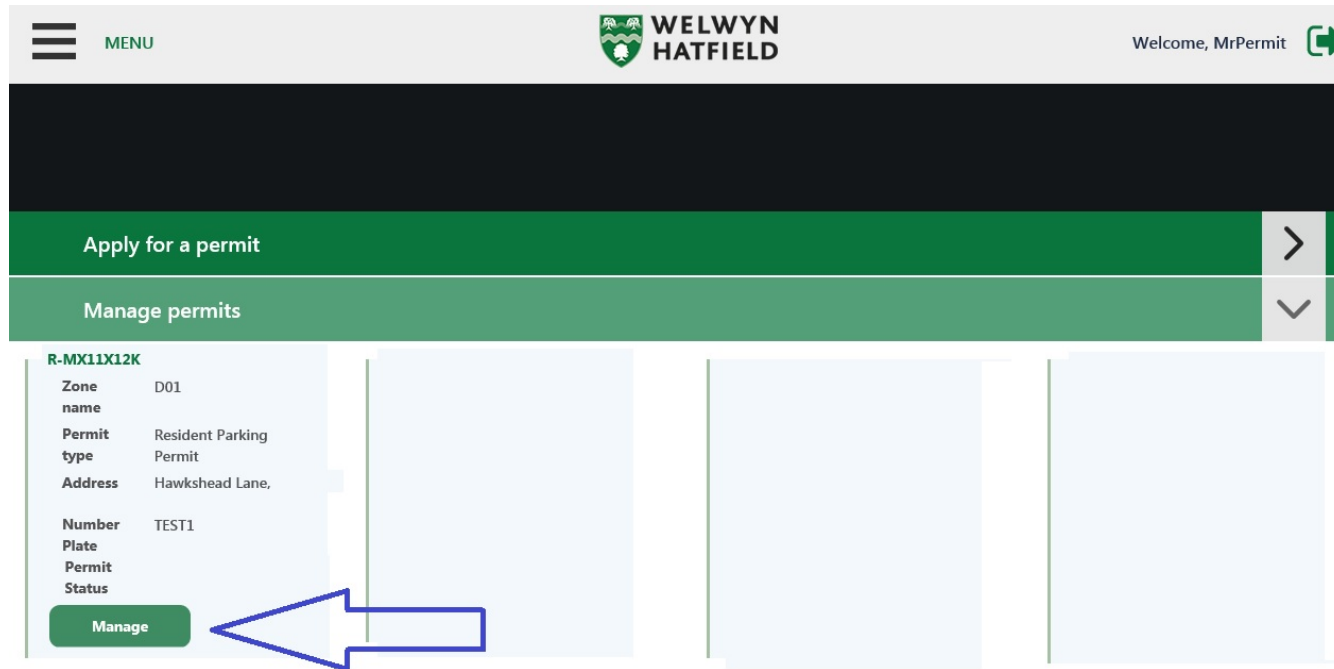
1. On the main screen under the “Manage your vehicle details” click “Add new vehicle”.



2. Input all of your new vehicle details and use the upload box to upload the new vehicle document and click save.

The screenshot shows the 'VEHICLE DETAILS' form in the Welwyn Hatfield online parking permit system. The form is titled 'VEHICLE DETAILS' and has a subtitle 'PLEASE PROVIDE YOUR VEHICLE DETAILS'. The form contains several input fields and a dropdown menu. The 'Number Plate' field is labeled with a red asterisk and contains the text 'NEWCAR'. The 'Make' dropdown menu is set to 'BUGATTI'. The 'Model' dropdown menu is set to 'VEYRON'. The 'Colour' dropdown menu is set to 'Purple'. There is a section for 'Ownership proofs' with a 'Choose' dropdown menu. Below the 'Ownership proofs' section, there is a note: 'If you haven't uploaded Ownership Proofs, please, press the button "Upload Proofs". After that you will be able to select them'. There is an 'Upload Proofs' button. At the bottom of the form, there are 'Save' and 'Cancel' buttons.

- From the main screen under “Manage my permits” click on “Manage” underneath the permit you wish to change



- Scroll to the bottom of the screen – you will see the vehicle box and a little arrow on the right of the box. Click on this – it will bring a drop-down menu – select your new vehicle registration from this box.

WELWYN HATFIELD Welcome, MrPermit

Permit type temporary permit

Apply Permit Date 05.12.2017

Permit duration 1 Day

Start Date 06.12.2017

End Date 06.12.2017

Payment method Other

Price £ 0.00

Street CEU

Property Name Choose

Property Number 1

Postcode (Case Sensitive. i.e. AB1 2CD) AL8 6AE

Vehicle TEST

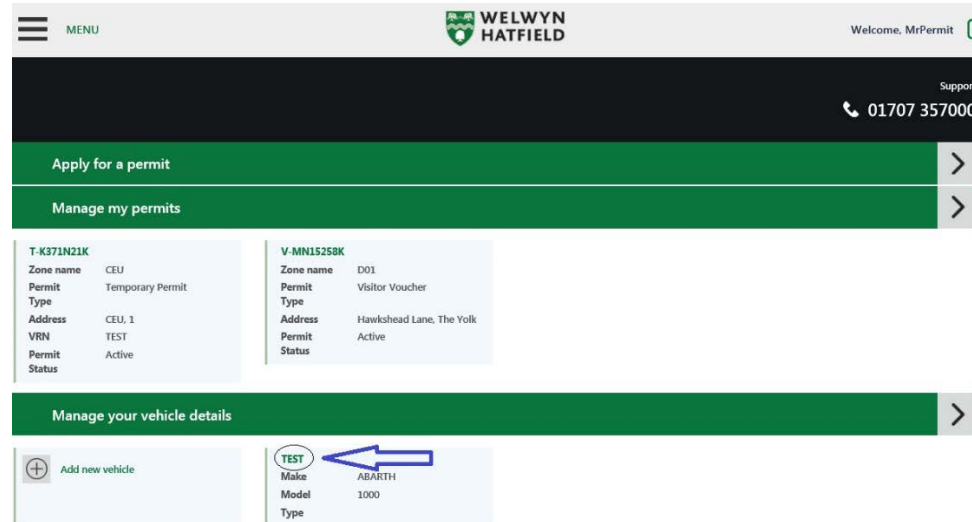
Save Manage your documents Cancel Permit Back

5. A Pop-up box will appear advising that you have requested a change of vehicle and will advise on the applicable admin charge.
6. A request will then be sent to the permit team to review and approve the change of details. If you have saved your payment details previously the admin charge will be taken at this stage.

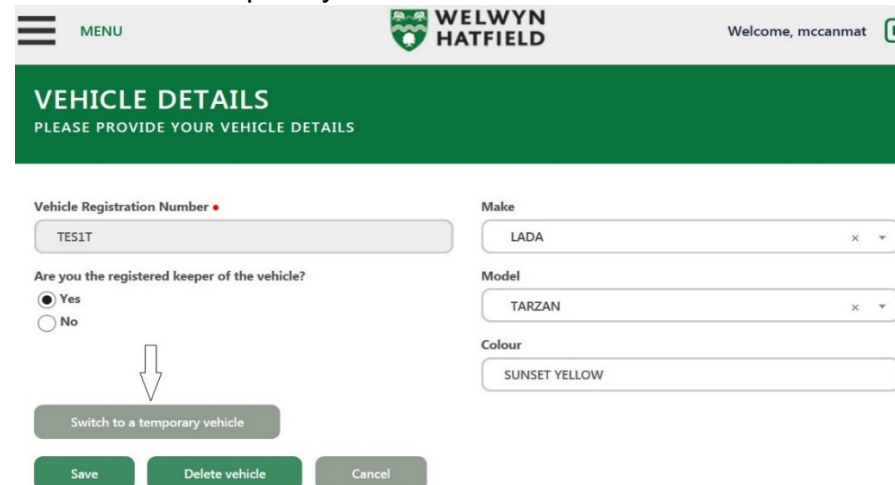
How to switch to a temporary vehicle

There may be occasions where the vehicle has to be switched to courtesy or hire vehicle

1. On the main screen under “Manage your vehicle details” each registration shows in green. Click on the registration you wish to change temporarily and you will be taken to the vehicle details screen



2. On the screen halfway down click on “Switch to a temporary vehicle”



3. Type in the Registration of the temporary vehicle

MENU

WELWYN HATFIELD

Welcome, mccanmat

PLEASE PROVIDE YOUR VEHICLE DETAILS

Vehicle Registration Number •
TES1T

Are you the registered keeper of the vehicle?
 Yes
 No

Make
LADA

Model
TARZAN

Colour
SUNSET YELLOW

Temporary Vehicle
VRN •

Delete

Save Delete vehicle Cancel

4. Click "Save". **Your temporary vehicle lasts for 2 weeks, or until you removed the temporary designation, whichever is sooner.**

5. *Note: When you need to remove the temporary vehicle follow step 1 and to the right of the temporary registration button click "Delete" and then "Save"*

Further Queries

If you have any questions regarding the
Online Parking Permit system

Please contact:
01707 357000 or
parking@welhat.gov.uk

Updated – November 2018

Tel: 01707 357000
Welwyn Hatfield Borough Council
The Campus
Welwyn Garden City
Herts AL8 6AE
<http://www.welhat.gov.uk/parking>