

Welwyn Hatfield Borough Council Online Parking Permit User Guide

How to renew your permit

Working In Partnership With



**WELWYN
HATFIELD**

How to renew your permit

You will be notified by email when your permit is available to be renewed.

Log into your account at <https://welhat.nsl-apply.co.uk>

1. From the main screen, go to the section “Manage permits” and click on the arrow on the right to open it up - any permits that are now available for renewal will show with a green “Renew” button underneath the permit details

WHBC-MN894N6M

Zone name	Z01
Permit type	Authorised Vehicles
Address	CEU, Parking Services
Number	NEWVEHICLE
Plate	
Permit Status	Active

Renew

R-K99X5N4K

Zone name	D04
Permit type	Resident Parking Permit
Address	Brookmans Avenue, 1
Number	DFFDF
Plate	
Permit Status	Waiting for payment

Pay

V-K278NN6M

Zone name	B01
Permit type	Visitor Voucher
Address	Batterdale, 1
Permit Status	Active
Permits	6

Use

V-M696871K

Zone name	B01
Permit type	Visitor Voucher
Address	Batterdale, 25
Permit Status	Active
Permits	19

Use

2. Click on the green “Renew” button

3. A new screen will open with different sections – as you open up each section it will give you details about your **current** permit. If all details are the same e.g. address and vehicle details, go to the bottom of the screen and click on the “Renew” button. Once clicked, you will be taken back to the main screen – you will receive an email once the permit renewal has been approved. If you have saved card details from last transaction and the card is still valid, it will automatically take payment. If you are required to pay, another email will send asking to log in to make payment.

The screenshot shows the 'Renew' section of the online parking permit interface. At the top, there is a header with a menu icon, the text 'MENU', the Welwyn Hatfield logo, and a green arrow icon. Below the header, there is a 'Parking Services' dropdown menu. The main form area is divided into sections: 'Property number' with an empty input field, 'Postcode (Case Sensitive. i.e. AB1 2CD)' with an input field containing 'AL8 1CP', and 'Vehicles' which includes informational text and a dropdown menu with 'NEWVEHICLE' selected and a checked checkbox. Below the 'Vehicles' section is a 'Renew' section with a green 'Renew' button. At the bottom of the page, there are four buttons: 'Save', 'Manage your documents', 'Cancel Permit', and 'Back'.

Further Queries

If you have any questions regarding the
Online Parking Permit system

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

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