

Port Stephens Park Free Permit

Guide for owner non-residents

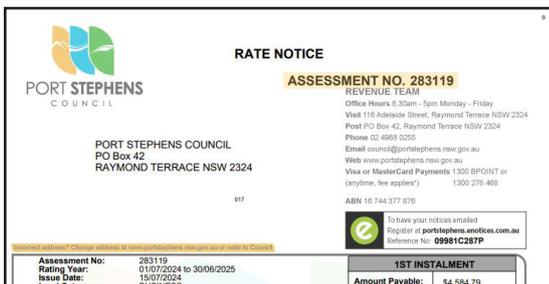
Live in Port Stephens and own your home? Get free parking permits for up to 2 vehicles!

Here's how to apply online:



Step 1: Get ready

- Make sure you have your **Rates Assessment Number** handy. You'll find this on your rates notice.
- Ensure all vehicles you want a permit for are registered to a **street address within Port Stephens**.



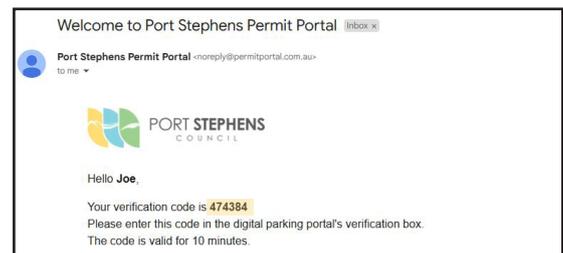
Step 2: Log in to the Permit Portal

- Go to the Port Stephens Council Park Free Permit Portal portstephens.permitportal.com.au
- Enter your **email address**.
- Click **'Log In'**.



Step 3: Verify your code

- Check your email inbox for a **6-digit code**.
- Enter this code in the pop-up box on the screen.
- Click **'Confirm Code'**.



Step 4: Start your application

- If it's your first time using the portal, you'll need to complete your registration. Enter your details and click **'Register'**.
- Once logged in, you'll be on the Home Page.
- Click on **'Apply for a permit'**.





Step 5: Select applicant type

- Choose **'Owner Non Resident'** as your applicant type.



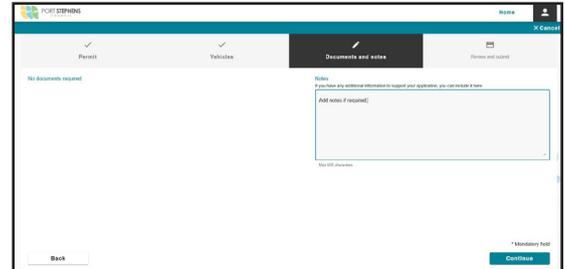
Step 6: Enter property details

- Type in your **property address** and select it from the drop-down list.
- Type in your **Rates Assessment Number** (without any leading zeros).
- You'll see information about your available permits.
- Click **'Continue'**.



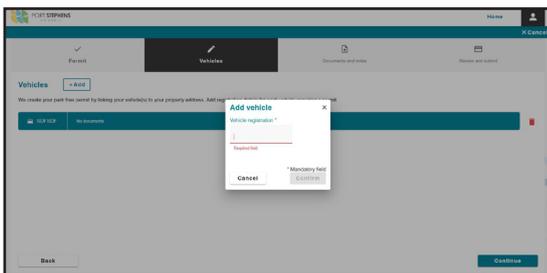
Step 8: Review and submit

- The permit type doesn't require documents, but you can add notes if needed. Click **'Continue'**.
- Carefully **review all the details** on the 'Review and submit' page.
- **Read and agree to the declaration** by clicking the tick box.
- Click **'Submit permit request'**.



Step 7: Add your vehicles

- Click the **'Add'** icon.
- Enter your **vehicle registration** in the pop-up box (no spaces or characters).
- Click **'Confirm'**.
- Repeat this process for each vehicle you want to add (up to 2).
- Click **'Continue'** once all vehicles are added.



Step 9: Check your email

- You'll receive an email with the outcome of your application.
- **Approved:** If all details are correct, your permit will be automatically approved.
- **Rejected:** The email will explain the reason for rejection.

Need to fix a rejected application?

- Go to the **'Home'** page or click the **'Account'** icon and select **'Manage existing permits'**.
- Click on the rejected permit to see the reason.
- **Cancel the rejected permit** and submit a **new application** with the correct information.



More information

Learn more about Smart Parking in Port Stephens at pscouncil.info/smartparking. If you need further assistance, please submit an online enquiry via our website or contact us on **4988 0255** and press 3 to speak to our support team.



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COUNCIL