



UCD Permit Parking - Event Parking Application

UCD strongly advises the use of public transport wherever possible in support of the UCD Travel Plan 2016-2021-2026.

A permit parking voucher only allows you to search for a parking space on campus. It does not guarantee that a space will be available when or where you want it. Parking is provided on a fully first come, first served basis. Parking demand exceeds supply at peak times.

A permit parking voucher is not valid in the paid hourly or premium car park spaces and if a user parks in these spaces they must pay the appropriate fee.

The voucher code for attendance to the event taking place on the **12th September 2018** is:

GAMSAT2018

Applying for a temporary parking permit voucher:

Before you start make sure you have to hand the following pieces of information:

- Mobile phone
- Car registration number

Instructions

1. On your browser visit <https://parkingpermit.ucd.ie>
2. Click the "New User?" button, enter your mobile number & click "Send SMS"
3. The browser will move to the next screen and you receive a six digit validation code.
4. Enter the code and click "Validate Code"
5. On the next page, enter & confirm a password of your choosing and then click "Save"
6. Click to return to the login page and enter the login details you chose (your mobile number & password)
7. Once logged in click "Purchase Permit" on the LHS and then tick the "Use voucher code" box
8. Enter your voucher code and select the option displayed.
9. On the next page enter your vehicle reg. number, the start time in the displayed fields, accept the T&Cs & click "Continue"
10. On the next page enter your details in the requested fields and click "Submit"
11. Next page, confirm your details as displayed and click "Place order" and complete payment
12. This completes the order. Finish your session by clicking "Log out"

Before arriving on campus please ensure:

- You have read the terms and conditions and the associated UCD Parking Regulations before bringing any car onto campus
- The registration details of the car on your permit are accurate.
- Always comply with the UCD Parking Regulations when parking a car on campus
- Check local car park signage for specific arrangements or changes