

## School Applications Guide

1. To register or log in to My parking permit account please use the online system at [www.hillingdon.gov.uk/parking-permits](http://www.hillingdon.gov.uk/parking-permits)

### My parking permit account

(You must fill in all fields marked \*)

\* Email :  Required

\* Password :  Required

[I've forgotten my password](#)

If you already have a parking permit account, please log in with your email address and password.

New Users – please click ‘Create a new account’

### My parking permit account registration - step one

(You must fill in all fields marked \*)

Please register with an email address and password. You will be sent a confirmation email. Your account will not be active until you have clicked on the link in this email.

\* Email :  Required

\* Password :


\* Confirm password :

Password must contain at least 8 characters including one lower case, one upper case and one numeric character.


2. Once you have created your account, you will be sent an email to confirm your registration. This will activate your account allowing you to apply for parking permits. When you confirm your registration, you will be taken to the website login page. You will be able to sign in using the e-mail address and password you used to register.

3. To apply for a permit, please click the 2<sup>nd</sup> icon. ‘Permit application – apply for a Permit’


[Home](#) [My account](#) [Change password](#) [Close account](#) [Log out](#)




**My details**  
View or change your details



**Permit application**  
Apply for a permit



**My permit applications**  
View your applications



**My permits**  
View and renew your permits

4. Select your permit Category = SCHOOL PERMITS
5. Zone = Please select your school from the dropdown list.

## Permit application

### Permit category

Please select the type of permit you require.

\* Permit category : SCHOOL PERMITS

### Permit type

Please choose a particular permit.

\* Permit type : Glebe Primary School

\* Zone : Glebe Primary School

\* Issue period : School Annual 25/2026

Estimated issue date : 25/05/2025

\* Start date : 01/09/2025

Expiry date : 31/07/2026

To apply for the new school year (starting in September 2025), please **select School Annual 2025/26**. The start date of the permit will then automatically select 1<sup>st</sup> September 2025. If permit is required for the January term, please select School 7 Months 2026.

Complete the application form and ensure all fields are completed and tick the box to confirm you have read the terms and conditions.

You may then click Proceed.

4. Your application will then be sent to the School for review, once they have reviewed it, the permit will be offered to you and you will be notified by email. You may then log back into your permit account, your permit application can be found in the 'My permit applications' tab, you will then be able to click on your application to pay for the permit.

5. You will not be required to display a physical permit in the windscreen of this vehicle. The Civil Enforcement Officers will be able to enter vehicle registration numbers into their handheld device to find out if the vehicle has a virtual parking permit.