



# Applying for a Permit

*Permit Holder User Guide*



Applying for a Permit



Paying for your Permit

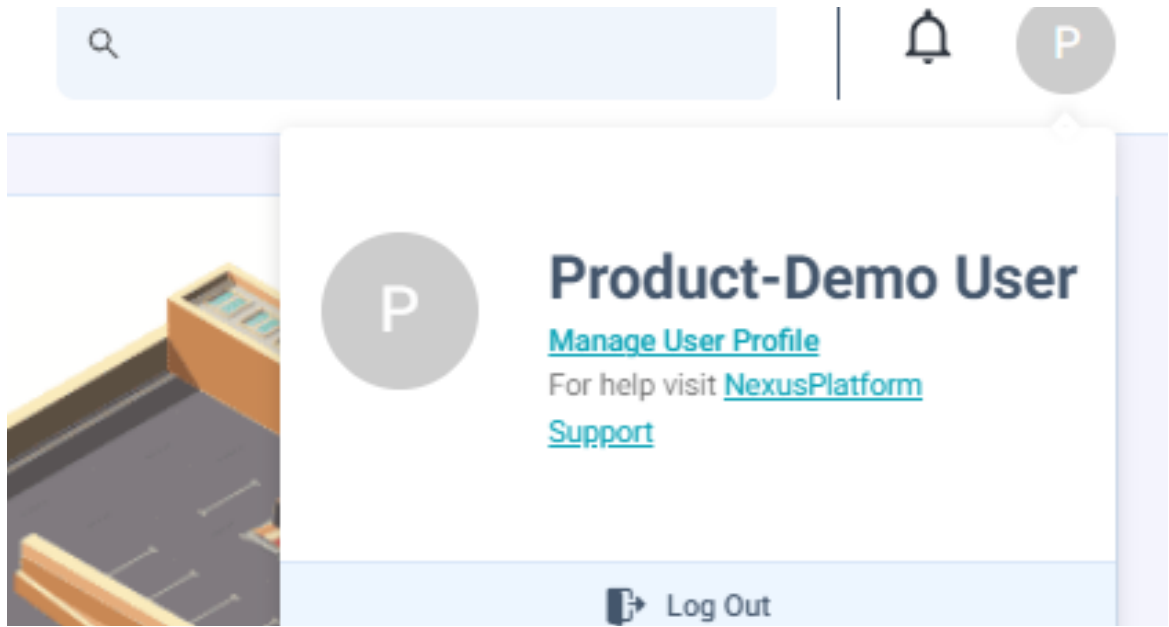


Managing your Permit(s)

**NexusPlatform weblink:** <https://nexusplatform.co.uk/>

**NexusPlatform Support:**

You can contact our support team directly through the NexusPlatform support portal, see below where you can locate this.



If you are unable to access your account, you can raise a support ticket via the email address [help@groupnexus.co.uk](mailto:help@groupnexus.co.uk)

**Have a new feature idea or an improvement for NexusPlatform?**

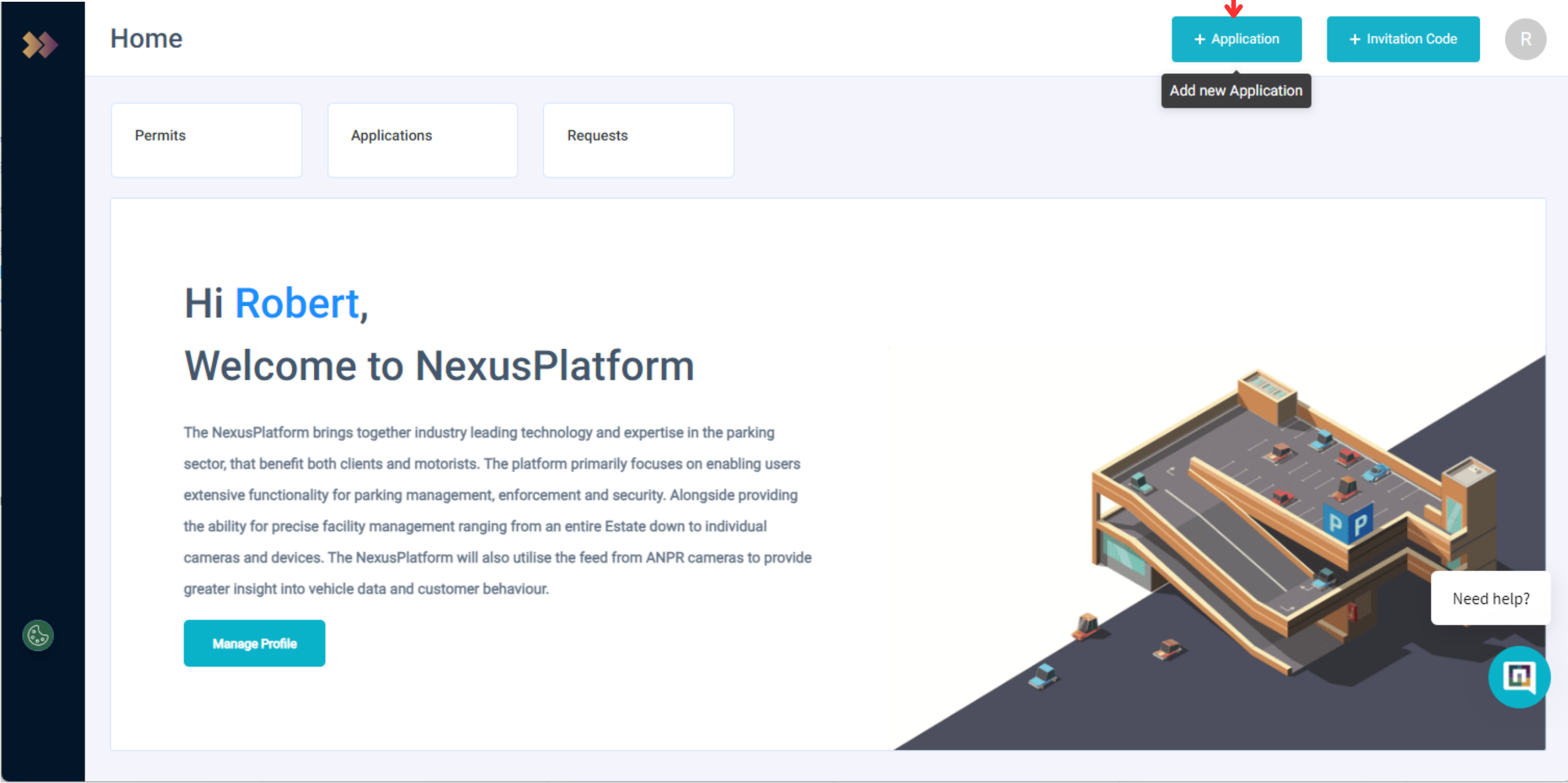
You can raise your ideas through our support team who are regularly monitoring all communications received.

Applying for a Permit





When logged in, you will see the following screen. To apply for a permit you will need to select '+ Application'





# Selecting an Application Form

You will then be presented with a list of the available application forms to choose from

The screenshot shows a web application titled "New Permit Application". A modal window titled "New Application" is open, displaying three options for selection. Each option consists of a label and a radio button. The first option is "Hospital Contractors" with a radio button. The second option is "Blue Badge Form" with a radio button. The third option is "Hospital Staff" with a radio button that is currently selected, indicated by a blue dot. Below the options are two buttons: "Cancel" and "Continue". The "Continue" button is highlighted with a red border. A red arrow points from the text "You will then be presented with a list of the available application forms to choose from" to the list of options. Another red arrow points from the text "Select the appropriate form and click 'Continue'" to the "Continue" button.

Application Form	Selected
Hospital Contractors	<input type="radio"/>
Blue Badge Form	<input type="radio"/>
Hospital Staff	<input checked="" type="radio"/>

Select the appropriate form and click 'Continue'



# Completing the Application Form - Personal Details

You will then be presented with the application form. *Note: Any personal information, from your user profile, will be pre-populated on the form.*  
When all required information has been input you will need to select 'Next' to continue to the next section of the form. *Note: \* indicates mandatory fields*

## New Permit Application

R

Personal Details

Vehicle Details

Hospital Parking Criteria - Staff

Review Application

Personal Details

First Name\*

Robert

Last Name\*

Burstein

Are you a Blue Badge Holder?\*

Yes

No

Building Number/Name\*

Building Number/Name\*

Address Line 1\*

Address Line 1\*

Address Line 2

Address Line 2

Town\*

Town\*

County

County

Postcode\*

Postcode\*

Country\*

Preferred Email Address\*

Mobile Phone Number\*

Cancel

Save as Draft

Previous

Next

*Note: You are able to save your progress on the form, at any stage, by selecting 'Save as Draft'. In order to access/review/update this form later please refer to the 'Review your Application Form' page of this your A*



You will then be presented with a screen relating to your vehicle details. *Note: 'VRM' is your vehicles registration i.e. number plate.*

New Permit Application

Personal DetailsVehicle DetailsHospital Parking Criteria - StaffReview Application

Vehicle Details

VRM 1\*

AB12ABC

Make 1\*

Abarth

Model 1\*

Punto

Colour 1\*

White

VRM 2

VRM 2

Make 2

Make 2

Model 2

Model 2

Colour 2

Colour 2

Cancel

Save as Draft

Previous

Next

*Note: If you need to review details on a previous step you can use the 'Previous' button.*



Depending on the payment settings configured for your application form; and the answers you’ve provided, you will see the the available payment options and amount to be paid if your application is successful.

- ‘Annually’ is for a one-off Card Payment
- ‘Monthly’ is for Direct Debits

## New Permit Application

| R

Personal Details

Vehicle Details

Permit Timings

Permit Tariff Questions

Permit Tariff

Review Application

Permit Tariff

Your Permit Tariff is

£110.00  
Annually

£9.17  
Monthly

Upon approval of your permit application, the following payment types will be available:

- Card Payment (Full Payment)
- Direct Debit (Monthly)

Card payments will be charged pro-rata for the time remaining until the payment refresh date or the validity period on your permit

Your annual payment refresh date is 1 year from the date of the first payment

The first Direct Debit payment will be charged pro-rata where set up occurs mid-month.  
Your Direct Debit charge date is 3rd of every month

Cancel

Save as Draft

Previous


Next












# Completing the Application Form - Review & Submit

Following completion of all sections of the application form you will reach a 'Review Application' screen. Please review and if all the details are correct then click 'Submit'



New Permit Application





Personal DetailsVehicle DetailsHospital Parking Criteria - StaffReview Application

Review Application

Personal Details

First Name\*:

Robert

Last Name\*:

Burstein

Are you a Blue Badge Holder?\*:

No

Building Number/Name\*:

123

Address Line 1\*:

Test Street

Address Line 2:

Town\*:

Test Town

County:

Vehicle 1 Details

VRM:

AB12ABC

Make:

Abarth

Model:

Punto

Colour:

White

Vehicle 2 Details


VRM:

Cancel

Save as Draft

Previous

Submit





# Completing the Application Form - Review & Submit

When you click 'Submit' a pop-up window will appear. Please click 'OK' to confirm submission of your application form and wait to be returned to the 'Applications' screen.


The screenshot shows the 'New Permit Application' interface. On the left, a sidebar contains a 'Personal Details' section with fields for First Name\*, Last Name\*, Are you a Blue Badge Holder?\*, Building Number/Name\*, Address Line 1\*, Address Line 2\*, Town\*, and County\*. The main area displays a progress bar with three steps: 'Personal Details' (active), 'Review Application', and 'Parking Criteria - Staff'. Below the progress bar, there is a table with application details: AB12ABC, Abarth, Punto, and White. A pop-up window titled 'Application Sent' is centered on the screen, indicating that the application has been sent for approval. The pop-up includes a green checkmark icon and a blue 'OK' button. A red line connects the 'Submit' button at the bottom right of the form to the 'OK' button in the pop-up window.

*Note: If you do not click 'OK' and wait to be returned to the application screen then your application has not been submitted.*



# Review your Application Form(s)

On the 'Applications' screen you will see a confirmation message that your application has been submitted successfully; and receive a confirmation email. You will also see your newly created application form at status 'Waiting Approval'



## Permit Management

Permits5

Applications4

Requests0

Permit Holder	Application ID	Status	Permit Application Name	Site Name	Car Park Name	Permit Applied Date
Robert Burstein	Zk9sArfz992Ezb0Hotia	Waiting Approval	Hospital Staff	ProductTeamSite	ProductTeamSite Car Park 1	03/10/2023
Robert Burstein	oLcB4wWt129yJvibzQCD	Allocated	University Staff Form	ProductTeamSite	ProductTeamSite Car Park 1 + 1	25/05/2023
Robert Burstein	ItDkW2S3yvHJX1xbBpQn	In Draft	Hospital Staff	ProductTeamSite	ProductTeamSite Car Park 1	<i>i</i>
Robert Burstein	gNpuCfW8FLgCr8iibjKw	Allocated	Hospital Staff	ProductTeamSite	ProductTeamSite Car Park 1	03/10/2023

+ Application

✔ Permit Application created successfully


Note: If you save an application form as a 'draft' you can find it here at status 'In Draft'. To edit a form 'In Draft' you will need to hover your mouse over the form and click on the 'i' icon. You can also use these steps to view any of your forms.

Paying for your Permit





When your application has been approved you will receive an email informing you that you can now make a payment.  
Upon accessing the platform you will need to go to the 'Applications' tab, locate the application 'Pending Payments' and click on the 'i' icon.



Permit Management

+ Application

+ Invitation Code

R

Permits6

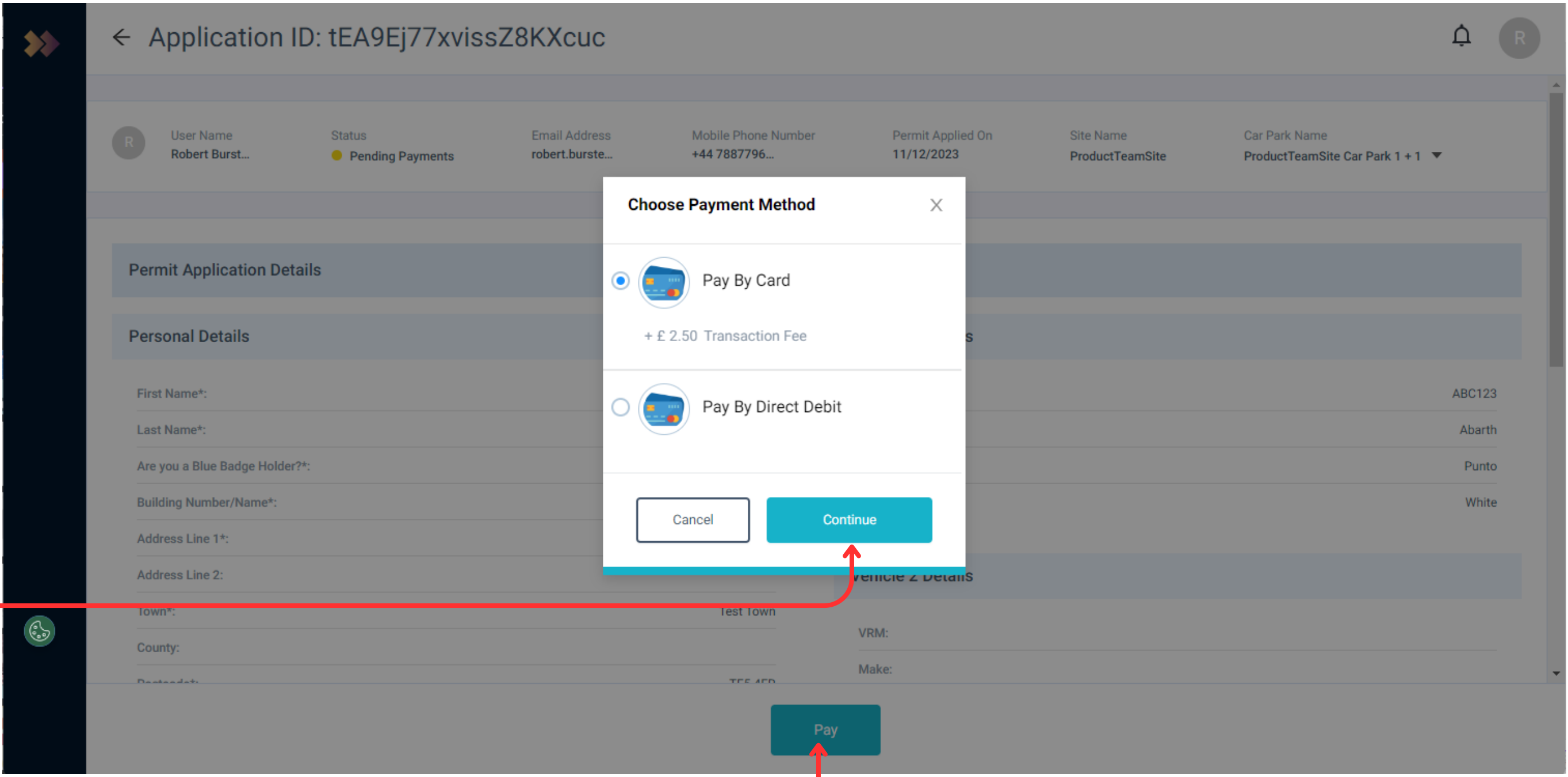
Applications1

Requests0

Permit Holder	Application ID	Status	Permit Application Name	Site Name	Car Park Name	Permit Applied Date
Robert Burstein	tEA9Ej77xvissZ8KXcuc	<div></div> Pending Payments	Payment Tariff Example	ProductTeamSite		<div>i</div>



On your application page you will now see a 'Pay' button.  
Upon clicking on 'Pay' you will see the following pop-up with the payment options.



The screenshot displays the NexusPlatform application interface. At the top, the header shows 'Application ID: tEA9Ej77xvissZ8KXcuc' and a user profile icon. Below this, a table lists application details: User Name (Robert Burst...), Status (Pending Payments), Email Address (robert.burste...), Mobile Phone Number (+44 7887796...), Permit Applied On (11/12/2023), Site Name (ProductTeamSite), and Car Park Name (ProductTeamSite Car Park 1 + 1). The main content area is divided into sections: 'Permit Application Details', 'Personal Details' (with fields for First Name, Last Name, Blue Badge status, and address), and 'Vehicle 2 Details' (with fields for Town, County, Postcode, VRM, and Make). A 'Pay' button is located at the bottom right. A red line traces the path from the 'Pay' button to a 'Choose Payment Method' pop-up. The pop-up offers two options: 'Pay By Card' (selected) and 'Pay By Direct Debit', both with a '+ £ 2.50 Transaction Fee'. 'Cancel' and 'Continue' buttons are at the bottom of the pop-up.

Managing your Permit

NexusPlatform 



When your application form is approved you will see your permits on the ‘Permits’ screen.  
In order to review permit details you will need to hover your mouse over the permit record and click on the ‘i’ icon.

### Permit Management

+ Application

+ Invitation Code

R

Permits5

Applications6

Requests0

Permit Holder	VRM	Blue Badge	Status	Start	Renewed Count	Permit Group	Expire
Robert Burstein	AB12ABD	No	Active	05/12/2023	0 Times	Hospital Staff	
Robert Burstein	ABC1234	Yes	Active	03/10/2023	0 Times	Hospital Staff	03/10/2024
Robert Burstein	AB12ABC	No	Active	05/12/2023	0 Times	Hospital Staff	05/05/2025
Robert Burstein	ABC1233	No	Active	03/10/2023	0 Times	Hospital Staff	03/10/2024
Robert Burstein	ABC123	No	Active	25/05/2023	0 Times	University Staff	31/08/2024





You can review your permit details on this screen. This includes things such as*(but not limited to)*:

- The sites/car parks you have access to.
- The date range your permit is applicable for, as well as the days of week/hours of day it applies to.

← Robert Burstein - AB12ABD

User Name

Robert Burst...

Status

● Active

Note

-

VRM

AB12ABD

Blue Badge Holder

No

Permit Start Date

05/12/2023

Permit End Date

05/05/2025

Permit Group

Hospital Staff

Site Name

ProductTeamSite

Car Park Name

ProductTeamSite Car Park 1

Permit Details

Permit Details

User Name:

Robert Burstein

Blue Badge:

No

VRM:

AB12ABD

Email Address:

robert.burstein@example.co.uk

Phone Number:

+44 7777111222

Permit Duration

Duration:

1 Year 5 Months 59 Minutes

Start Date & Time:

05/12/2023 00:00

End Date & Time:

05/05/2025 00:59

Permit Timings

Permit Transactions

Edit Permit

Submit Change Request

If enabled by your organisation you can edit the registration of your vehicle by selecting ‘**Edit Permit**’  
In order to request any changes to your permit, including VRM if the option above is not available, you can ‘**Submit** (a) **Change Request**’



On selection of 'Edit Permit' a pop up will appear with all permit details.  
To edit your vehicle details you will need to select 'Change Vehicle' to see the 'Change of Vehicle' pop up.  
*Note: You will need to edit your vehicle(s) on all permits.*

The screenshot shows a mobile application interface for editing permit details. A modal titled "Change of Vehicle" is open in the foreground, allowing users to update vehicle information. The modal includes fields for "Active From" (with a date picker), "VRM\*" (Vehicle Registration Mark), "Make\*", "Model\*", and "Colour\*". At the bottom of the modal are "Cancel" and "Submit" buttons. In the background, the "Edit Personal Details" form is visible, showing sections for "Permit Details\*", "Vehicle Details\*", and "Permit Duration\*". A red arrow originates from the "Change Vehicle" link in the "Vehicle Details\*" section of the background form and points to the "Change of Vehicle" modal.

**Edit Personal Details**

**Permit Details\***

First Name\*  
Robert

Mobile Phone Number  
+44 | 7887796434

**Vehicle Details\***

VRM\*  
AB12ABD

**Permit Duration\***

Years Months Days Hours Minutes

**Change of Vehicle**

Active From\*  
08/12/2023

VRM\*  
Type

Make\*  
Select

Model\*  
Type

Colour\*  
Type

Cancel Submit

[Change Vehicle](#)



On selection of ‘Submit Change Request’ a pop up will appear to enter change request details.  
When you click on ‘Send’ this request will go to your parking administrator for review.

Robert Burstein - AB12ABD

User Name  
Robert Burst...

Permit Details

Permit Details

User Name:

Blue Badge:

VRM:

Email Address:

Phone Number:

Permit Timings

Enter Change Request

Select request\*

Select

Normal

**B**

*I*

U

X<sup>2</sup>

X<sub>2</sub>

Cancel

Send

Car Park Name  
ProductTeamSite Car Park 1

1 Year 5 Months 59 Minutes

05/12/2023 00:00

05/05/2025 00:59

Edit Permit

Submit Change Request