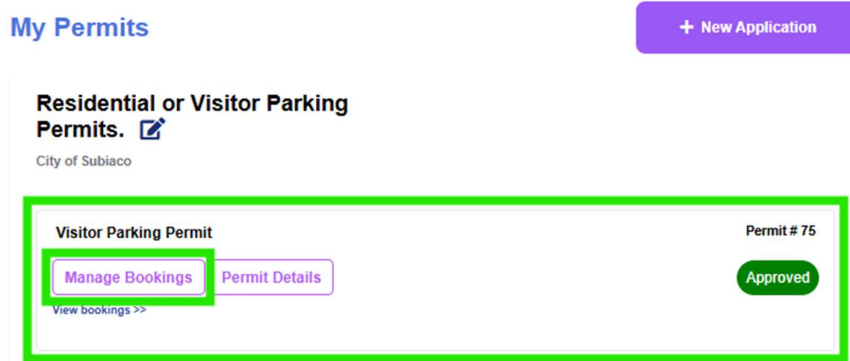


VISITOR PARKING PERMIT – SECURING A BOOKING

Log in to your Digital E-Permit account via <https://subiaco.wa.gov.au> using your email address as your username and enter password.

On the home page, under **Approved Visitor Parking Permit** click **Manage Bookings**



To create a new booking, Click on **+ New**



Add Booking. Select **Start Date and Time.**

Please note: the hours and minutes are constantly running for example, if you select today's date and start time for 9.00am and if it's now 9.02am when you're ready to submit, the system will recognise that the start time as in the past and will not accept the booking. Please ensure that the time is current at the time of submitting if you require the new booking to start immediately.

(Picture on next page)

Manage Bookings

My Bookings

Registration Note Start End Recurring Schedule Status

No data available in table

Showing 0 to 0 of 0 entries



Add Booking

Start Date and Time *

29/05/2025 08:00 AM

Booking Period *

May 2025 - ↑ ↓ 08 00 AM

Mo	Tu	We	Th	Fr	Sa	Su	09	PM
28	29	30	1	2	3	4	10	
5	6	7	8	9	10	11	11	
12	13	14	15	16	17	18	12	01
19	20	21	22	23	24	25	01	02
26	27	28	29	30	31	1	01	03
2	3	4	5	6	7	8	02	04

Clear Today

Note

Registration Number *

Save As Favourite

Submit

Submit & Add More

Cancel

Using the drop-down arrow, select **Booking Period** hours. This will allow you to select how many hours your visitor will be staying for.

Enter the Visitor's vehicle **Registration Number**. Only tick Save as Favourite if the vehicle is likely to visit again. Review your booking and ensure that all details are correct. Then click **Submit** to create the booking.

(Picture on next page)

Manage Bookings

My Bookings

Registration	Start	End	Recurring Schedule	Status
SUBI139	29/May/2025 08:00 AM	29/May/2025 04:00 PM		Active

Showing 1 to 1 of 1 entry

Add Booking

Start Date and Time

Booking Period * 09 hours minutes

Enable recurring booking

Note

Registration Number SUBI123

Save As Favourite

Submit
Submit & Add More
Cancel

New booking will appear under **My Bookings** as status “**Active**” OR “**Upcoming**” according to the start date and time.

Manage Bookings

+ New

My Bookings



Registration	Note	Start	End	Recurring Schedule	Status
SUBI139		29/May/2025 08:00 AM	29/May/2025 04:00 PM		Upcoming ✕

Showing 1 to 1 of 1 entry

To create additional bookings, Click on **+ New** and repeat the previous steps

Manage Bookings + New

My Bookings

Registration	Note	Start	End	Recurring Schedule	Status
 SUBI139		29/May/2025 08:00 AM	29/May/2025 04:00 PM		Upcoming 

Showing 1 to 1 of 1 entry

« < 1 > »

Please note: a confirmation email will be received to advise of any updates made in your account.