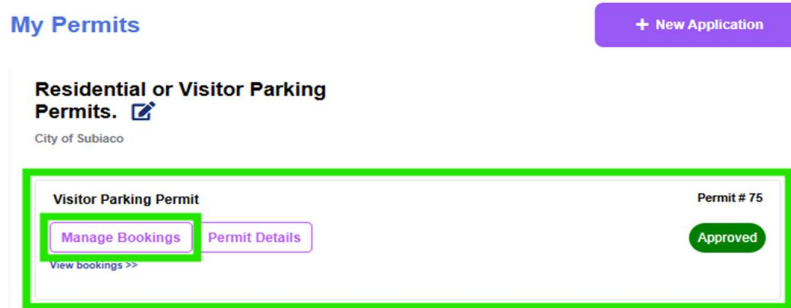


# UPDATING OR CANCELLING AN UPCOMING OR ACTIVE PARKING BOOKING

Log in to your Digital E-Permit account, using your email address as your username, at <https://subiaco.digitalpermit.com.au/>

On the Home Page, under **Visitor Parking Permit** click **Manage Bookings**

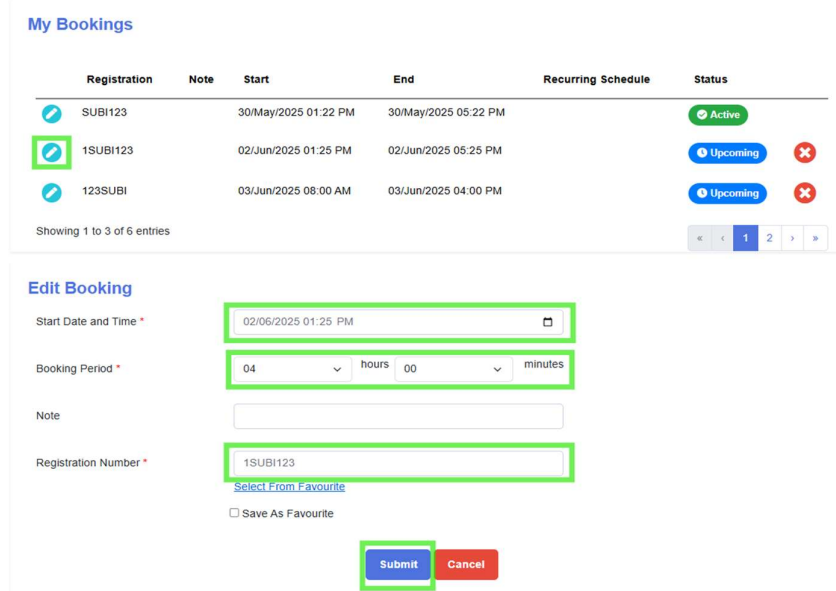


## For Upcoming bookings


Select  to **Edit Booking**.

Here, you can update the **Start Date and Time**, Adjust the **Booking Period** time or change the Vehicle **Registration Number**. Once finished, click **Submit**.

### Manage Bookings






## For Active bookings

Select  to **Edit Booking**.

Adjust the **Booking Period** time and/or change the Vehicle **Registration Number**. Once finished, click **Submit**.

### Manage Bookings

#### My Bookings

Registration	Note	Start	End	Recurring Schedule	Status
 SUBI123		30/May/2025 01:22 PM	30/May/2025 05:22 PM		<span>Active</span>
 1SUBI123		02/Jun/2025 01:25 PM	02/Jun/2025 05:25 PM		<span>Upcoming</span> <span>✕</span>
 123SUBI		03/Jun/2025 08:00 AM	03/Jun/2025 04:00 PM		<span>Upcoming</span> <span>✕</span>

Showing 1 to 3 of 6 entries

« < 1 2 > »

#### Edit Booking

Start Date and Time \*

Booking Period \*  hours  minutes

Note


Favourite Registration \*   
[Add New Registration](#)

The changes will display under **My bookings**

## Manage Bookings

+ New

### My Bookings


Registration	Note	Start	End	Recurring Schedule	Status
 SUBI123		30/May/2025 01:22 PM	30/May/2025 04:22 PM		
 1SUBI123		02/Jun/2025 01:25 PM	02/Jun/2025 04:25 PM		 
 123SUBI		03/Jun/2025 08:00 AM	03/Jun/2025 04:00 PM		 

Showing 1 to 3 of 6 entries

« < 1 2 > »

Back


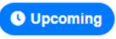

### To cancel an upcoming booking

If an upcoming session is **no longer** required, click on the  and you will be prompted to confirm cancellation. Click **OK**

## Manage Bookings

+ New

### My Bookings

Registration	Note	Start	End	Recurring Schedule	Status
 SUBI123		30/May/2025 04:20 PM	30/May/2025 05:20 PM		 

### To cancel an active booking

Select  to **Edit Booking**.

Adjust the **Booking Period** time to be a minute later than the current time.


For example, the booking period was initially 4 hours starting at 12.55pm. The current time is now 2.55pm. Change the booking period to from 4 hours to 2hrs and 1mins. This will expire the permit at 2.56pm.

Once finished, click **Submit**.

## Manage Bookings

+ New

### My Bookings

Registration	Note	Start	End	Recurring Schedule	Status
 SUBI123		30/May/2025 12:55 PM	30/May/2025 04:55 PM		<span>Active</span>

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