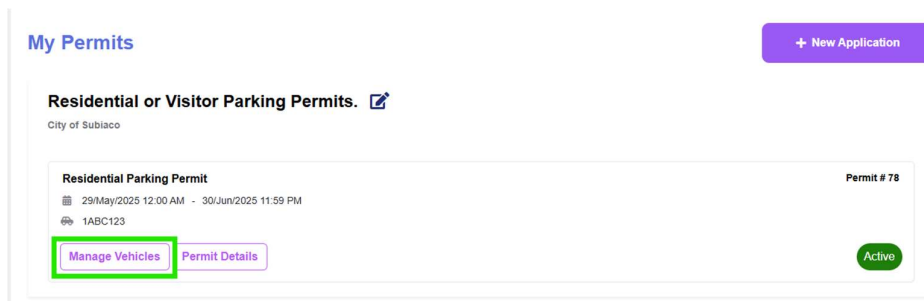


HOW TO SWITCH YOUR RESIDENTIAL PARKING PERMIT BETWEEN YOUR LISTED VEHICLES

Please note, residential parking permits are issued only for a shortfall of available parking at your property, and as such you may have fewer residential parking permits than vehicles kept at the property.

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 your **Active** Residential Parking Permit select **Manage Vehicles**



This will then display all vehicle registrations listed with your Residential Parking Permit.

A screenshot of the 'Manage Registrations' form. It has a title 'Manage Registrations' in blue. Below the title are six rows, each for a registration number. The first row has 'Registration Number 1' and a text input field containing '1ABC123' with a red 'x' icon. To its right is a grey input field and a green toggle switch. The second row has 'Registration Number 2 (Optional)' and a text input field containing '1CBA321' with a red 'x' icon. To its right is a grey input field and a grey toggle switch. Rows 3 through 6 have 'Registration Number 3 (Optional)', '4 (Optional)', '5 (Optional)', and '6 (Optional)' respectively. Each has a text input field for the registration number and another for the 'Enter nick name'. To the right of each row is an 'Attach Vehicle registration papers' button with a paper icon. At the bottom right, there is a note: 'Only files with extension .jpg, .pdf, .png, .jpeg are allowed (Max: 10 MB)'. At the bottom center are 'Back' and 'Submit' buttons.

As you may have fewer residential parking permits than vehicles kept at the property, the “toggle” switches on the right hand side can be used to change the vehicle which your residential parking permit is active for.

To switch the permit to another vehicle, first click on the **green** switch that's next to the existing vehicle that currently does not require an active permit.

Manage Registrations

Registration Number 1	1ABC123 <input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>
Registration Number 2 <small>(Optional)</small>	1CBA321 <input type="text"/>	<input type="text"/>	<input type="checkbox"/>

This will now have turned off the permit for that vehicle, as shown below.

Manage Registrations

Registration Number 1	1ABC123 <input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Registration Number 2 <small>(Optional)</small>	1CBA321 <input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Then select your choice of vehicle to activate the permit for and click the **black** switch in order to turn this **green** and activate the permit for this vehicle.

Manage Registrations

Registration Number 1	1ABC123 <input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Registration Number 2 <small>(Optional)</small>	1CBA321 <input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>

This will now show the **green** switch as toggled on against your vehicle registration requiring the active permit.

Manage Registrations

Registration Number 1	1ABC123 <input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Registration Number 2 <small>(Optional)</small>	1CBA321 <input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>

Click **Submit**. (Picture on next page)

Manage Registrations

Registration Number 1	<input type="text" value="1CBA321"/>	<input type="text"/>	<input checked="" type="checkbox"/>
Registration Number 2 (Optional)	<input type="text" value="1ABC123"/>	<input type="text"/>	<input type="checkbox"/>
Registration Number 3 (Optional)	<input type="text" value="Enter registration number"/>	<input type="text" value="Enter nick name"/>	<input type="button" value="Attach Vehicle registration papers"/>
Registration Number 4 (Optional)	<input type="text" value="Enter registration number"/>	<input type="text" value="Enter nick name"/>	<input type="button" value="Attach Vehicle registration papers"/>
Registration Number 5 (Optional)	<input type="text" value="Enter registration number"/>	<input type="text" value="Enter nick name"/>	<input type="button" value="Attach Vehicle registration papers"/>
Registration Number 6 (Optional)	<input type="text" value="Enter registration number"/>	<input type="text" value="Enter nick name"/>	<input type="button" value="Attach Vehicle registration papers"/>

Only files with extension .jpg, .pdf, .png, .jpeg are allowed (Max: 10 MB)

The below screen will then appear with all your permit details, scroll down to the bottom of the page and click **BACK**

Residential Parking Permit

75 Permit Number 30-Jun-2025 Expiry Date

Account Details

Account ID: 100127
Station: Apple
House Number: 1
Street Name: Test Street
Suburb: Goldfields
Post Code: 4000

Registrations

Registration (Color)	File
TEST123	<input checked="" type="checkbox"/>
TEST106	<input checked="" type="checkbox"/>
TEST146	<input checked="" type="checkbox"/>

Permit Valid From: 28-May-2025
Copy Exp: 28-Jun-2025

Registration Limit: 6
Number of off-road parking spaces available at the property? e.g. Garage, carport, and horsebox within the property lot: 3
Total number of vehicles kept on the property by all residents? Note: Please provide vehicle registration documentation for all residential vehicles.
Any further comments or information? (E.g. access issues due to vehicle size):

Parking Areas

Stables Terrace North

Attachments

Type	Name
Account	Sample Document.jpg
Phone	Sample Document.jpg
TEST123	Sample Document.jpg
TEST106	Sample Document.jpg
TEST106	Sample Document.jpg
TEST146	Sample Document.jpg

You will be then re-directed back to your home page, where

Updating Permit

will display.

Click on [Home](#) to refresh the page. The updated vehicle registration activated will display under the Residential Parking Permit and the permit will show **Active**.

My Permits


[+ New Application](#)

Residential or Visitor Parking Permits.

City of Subiaco

Residential Parking Permit

Permit # 78

 29/May/2025 12:00 AM - 30/Jun/2025 11:59 PM

 1CBA321

[Manage Vehicles](#)

[Permit Details](#)

Active

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