



Creating Reserved Parking Permits in the Digital permit system

User Guide

1. Click this link to access the Digital Permit System: <https://fremantle.digitalpermit.com.au>
2. Use the Green Sign-up button if you do not have an account in the system. For returning users, click the blue “Log In” button.)

A screenshot of the 'Log In' form. It features a title 'Log In' at the top. Below the title are two input fields: 'Username' and 'Password'. The 'Password' field has an eye icon to its right. Below these fields is a checkbox labeled 'Remember me?'. A blue button labeled 'Login' is positioned below the checkbox. Below the 'Login' button are two links: 'Forgot your password?' and 'Don't have an account?'. The 'Sign Up' button, which is green, is highlighted with a red rectangular box.

3. To create an account in the Digital Permit system simply follow this registration form. Fields with a red asterisk are mandatory

A screenshot of the 'Create Account' form. The title 'Create Account' is centered at the top. The form consists of several input fields arranged in two columns. The first column contains 'First Name *', 'Email *', and 'Password *'. The second column contains 'Last Name *', 'Contact Number', and 'Confirm password *'. Each field has a corresponding label and a red asterisk indicating it is mandatory. Below the input fields is a blue button labeled 'Create Account'. At the bottom of the form, there is a link that says 'Already have an account? Click here to Log In'.

4. You will receive a verification email to verify your account.



5. From the emailed link, login into the digital permits system using your username & password.

A login form titled "Log In" with fields for "Username" and "Password". Below the password field is a "Remember me?" checkbox and a blue "Login" button. At the bottom, there are links for "Forgot your password?" and "Don't have an account?" with a "Sign Up" button.

6. Upon login, click "New Application"

A dashboard titled "My Permits" with a "Show Cancelled" toggle. A red box highlights a "+ New Application" button in the top right corner. Below, a permit card for "Permit # 1285" is shown with an "Active" status indicator.

7. Select 'Reserved Parking- Commercial, Tradesperson, Events' to view available permit types.

An "Add Permit" form with a "Select Permit Type" dropdown menu. The dropdown is open, showing options: "Admin Only", "CoF Staff", "Commercial Parking -Corporate", "Commercial Parking -Individual", "DOT Staff", and "Reserved Parking-Commercial, Tradesperson, Events". A red box highlights the last option.



8. Select the **Permit Product** that best suits your needs by clicking on it.

Add Permit

Select Permit Type

Reserved Parking-Commercial, Tradesperson, Events

Reserved Bay Parking

1. Specific Reserved Bay Permit-CBD area
\$ 71 per space by day
Permit Only. Fees will be charged per bay per day.
Attach a map of the specific bays
Bay reservation is not included

Select

2. Non Specific Reserved Bay Permit-CBD area
\$ 39 per space by day
Permit Only. Fees will be charged per bay per day.
Bay reservation is not included.

Select

3. Specific Reserved Bay Permit-Outside of CBD area
\$ 27 per space by day
Permit Only. Fees will be charged per bay per day.
Attach a map of the specific bays
Bay reservation is not included.

Select

4. Non Specific Reserved Bay Permit-Outside of CBD area
\$ 28 per space by day
Permit Only. Fees will be charged per bay per day.
Bay reservation is not included.

Select

5. Reserved Service Bay (Loading zones)
\$ 143 per space by day
Permit Only. Fees will be charged per bay per day.
Bay reservation is not included.

Select

9. Fill out all required fields (marked with a red asterisk).

Create Application

Reserved Parking-Commercial, Tradesperson, Events Details

Reserved Service Bay (Loading zones) Permit Details

Reserved bay applications apply to Loading zones. Excludes no stopping/parking areas, authorised bays and bus zones. Bay, availability is not guaranteed on the day.
Please allow three business days for processing.

How many parking spaces are required? *

Applicant Name

Business Name

Email

Mobile Number *

Location Address

Nearest Corner

Description of Address

Reason for request

On what days is the permit required? *

Selected Dates:

Upload a picture of exact location if required



10. Vehicle Registration Details – Vehicle registration details **are not required** for this permit type.

Vehicle Registration Details

Registration Number 1 <small>(Optional)</small>	<input type="text" value="Enter registration number"/>	<input type="text" value="Enter Nickname"/>
Registration Number 2 <small>(Optional)</small>	<input type="text" value="Enter registration number"/>	<input type="text" value="Enter Nickname"/>
Registration Number 3 <small>(Optional)</small>	<input type="text" value="Enter registration number"/>	<input type="text" value="Enter Nickname"/>
Registration Number 4 <small>(Optional)</small>	<input type="text" value="Enter registration number"/>	<input type="text" value="Enter Nickname"/>
Registration Number 5 <small>(Optional)</small>	<input type="text" value="Enter registration number"/>	<input type="text" value="Enter Nickname"/>

I agree to [Terms & Conditions](#)

Example Permit application form

11. Follow the procedure and submit your application to the Parking team for review.

12. Please enter payment information into the payment form and click Authorise Payment.

Payment

Permit Type Reserved Service Bay (Loading zones) (14802)

Booked days 26/Mar/2026

Number of parking spaces 1

Permit Fees \$0.01

Payment Method Credit Card

Card Number

Expiry (mm/yyyy) 01 / 2026

CCV/CVC

Agree to charges*
By ticking the box, you agree to authorise for the permit fee of \$0.01. Your card will be charged only when your permit application is approved



During the process:

13. You will receive a confirmation email once your application is submitted.

14. After review, you will receive another email advising the outcome of your application.

Important

This Reserved Parking Permit does not include bay reservations. You may arrange bay reservations separately.

If you require the city to reserve bays (placement of traffic cones), please submit a request via email as outlined below for review.

If you have any questions, please contact the Commercial Parking Team either by email commercialparking@fremantle.wa.gov.au or by phone on 1300 693 736.