

# HIBISCUS COAST PARISH

## PERMIT HOLDER GUIDE

## OVERVIEW

The vPermit system is an electronic parking permit solution that allows permit holders to purchase and manage their own parking permits and licence plates. The licence plates become the unique identifier, there are no physical permits.

It is the responsibility of permit holders to manage and maintain their permits as needed.

Each parking permit allows you to park one vehicle within the permit holder zone.

You may register up to **four** licence plates on your permit, however; only one vehicle can be parked at a time.

If you need to park multiple vehicles simultaneously, additional permits can be purchased.

Once you have a valid parking permit you can park anywhere within the signposted permit holder zone.

Please ensure you comply with the signposted terms and conditions to avoid receiving a breach notice.

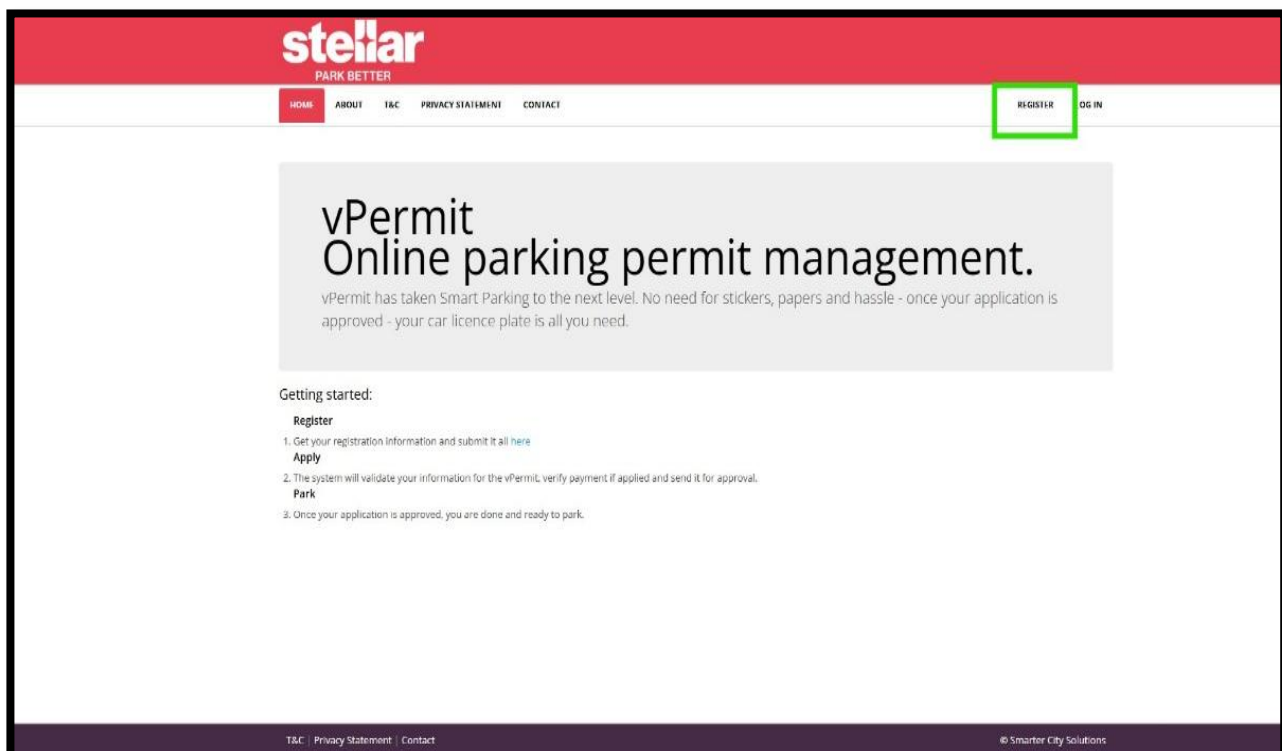
If you require any assistance, please contact us [admin@stellar.org.nz](mailto:admin@stellar.org.nz)

## SITE REGISTRATION

For you to be able to use the site you will first need to register.

Go to the vPermit website to register: <https://vpermit.com.au/stellar/>

Select Register:



Create a new account by completing the fields:

The screenshot shows the Stellar website's registration page. The header features the Stellar logo and navigation links. The main content area is titled 'Create a new individual account' and contains a form with the following fields: Email, Confirm Email, First Name, Last Name, Password, and Confirm Password. A blue box provides password requirements: minimum 12 characters, including uppercase, lowercase, numbers, and special characters. A checkbox for terms and conditions is present, followed by a 'Register' button.

stellar  
PARK BETTER

HOME ABOUT T&C PRIVACY STATEMENT CONTACT REGISTER LOG IN

### Create a new individual account

Email  
Enter your email

Confirm Email  
Confirm your email

First Name  
Enter your first name

Last Name  
Enter your last name

Password  
Password must be:  
A minimum of 12 characters  
Contains at least one capital letter  
Contains at least one number  
Contains at least one special character (e.g. @ !)

Confirm Password  
Confirm your password

☒ I have read and accept the T&C and Privacy Statement

Register

The screenshot shows the Stellar website's registration instructions page. The header is identical to the previous page. The main content area is titled 'Registration Instructions' and contains a green box with the following text: 'To complete the registration process look for an email in your inbox that provides further instructions.' Below this, a smaller line of text states: 'If the email does not appear after several minutes, please check your junk mail folder and if it is not there, contact the Parking Operator.'

stellar  
PARK BETTER

HOME ABOUT T&C PRIVACY STATEMENT CONTACT REGISTER LOG IN

### Registration Instructions

To complete the registration process look for an email in your inbox that provides further instructions.

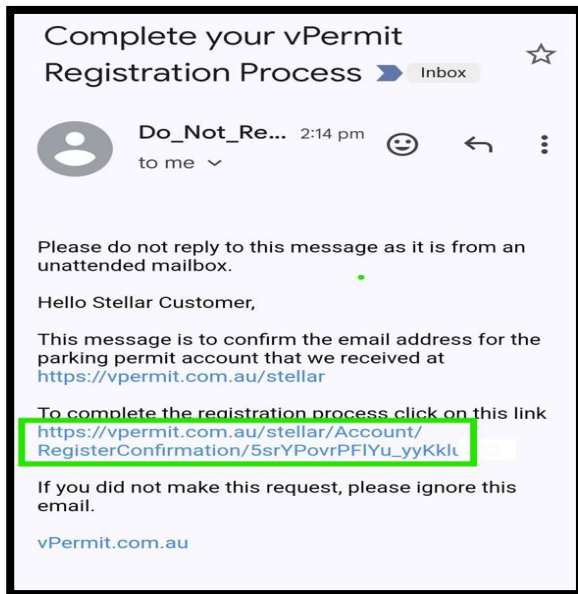
If the email does not appear after several minutes, please check your junk mail folder and if it is not there, contact the Parking Operator.

T&C | Privacy Statement | Contact

© Smarter City Solutions

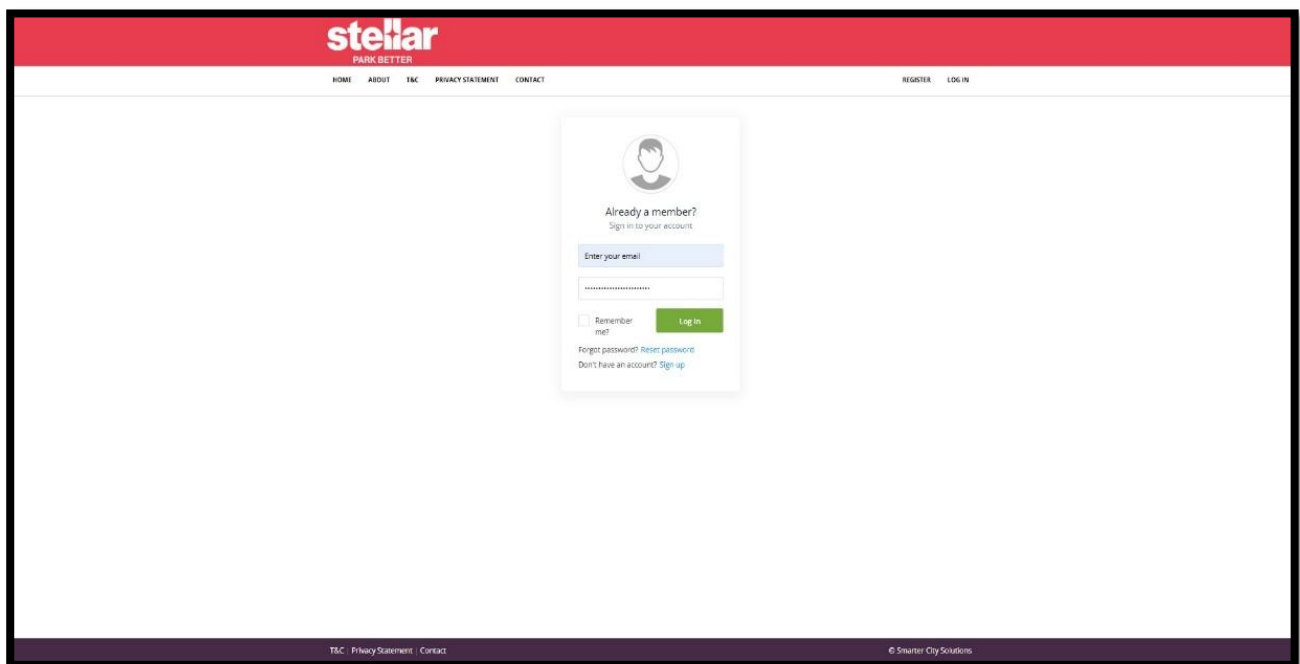
Check your email and select the verification link:

*Please note, it may take a few minutes for it to arrive. If you don't see it, please check your spam or junk folder.*



*NOTE: If the highlighted URL does not appear as a link then please copy/paste the above URL into your web browser.*

Login using your credentials:



Finalise your account by entering your details:

The screenshot shows the Stellar 'Finalise account registration' page. At the top is a red header with the 'stellar PARK BETTER' logo. Below the header, the page title is 'Finalise account registration'. Underneath, it says 'Personal Information'. There are two input fields: 'Mobile' with a dropdown for country code (set to +64) and a text field containing '21 123 4567'; and 'Address' with a text field containing '11'. A blue error message box states: 'In order to provide your address please select your address from the dropdown.' At the bottom is a 'Next' button.

Now you can purchase your parking permit.

## PURCHASING A PERMIT

Before completing the following steps, please have your credit or debit card handy & at least one vehicle licence plate.

- Please select Hibiscus Coast Parish from the Site dropdown menu
- Select the permit that you'd like to purchase
- Enter at least one licence plate (you can have up to **four** licence plates registered on your permit)

The screenshot shows the Stellar 'Select your Permit' page. At the top is a red header with the 'stellar PARK BETTER' logo. Below the header, the page title is 'Select your Permit'. Underneath, it says 'Permit Information'. There are several dropdown menus: 'ID' (set to -- Other), 'Site' (set to Hibiscus Coast Parish), and 'Please select a permit' (set to Hibiscus Coast Parish - 4 Week Parking). Below these is a 'Payment method' section with a radio button selected for 'Pay online (Credit Card)'. There are three 'Vehicle' sections, each with a 'Plate' input field and an 'ACTIVE' button. At the bottom is a 'Next' button. The footer contains links for 'T&C', 'Privacy Statement', and 'Contact', and a copyright notice for '© Smarter City Solutions'.

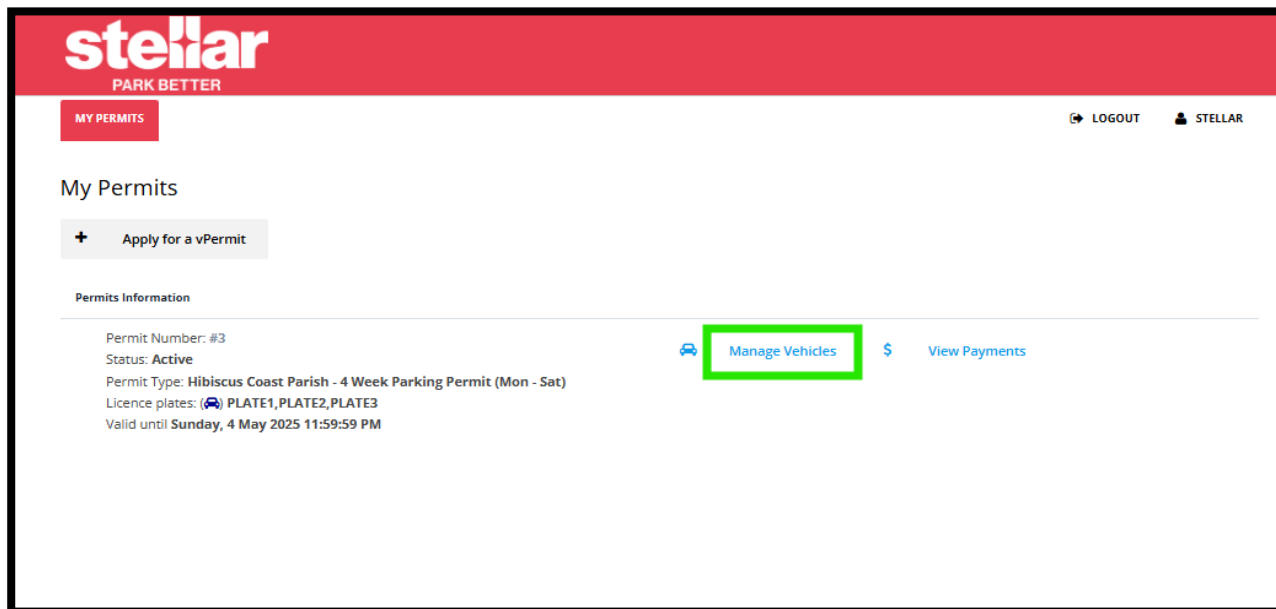
Please select next, and you'll be prompted to make payment through Windcave's secure payment portal.

Upon successful purchase, you'll receive an email to confirm your permit is active.

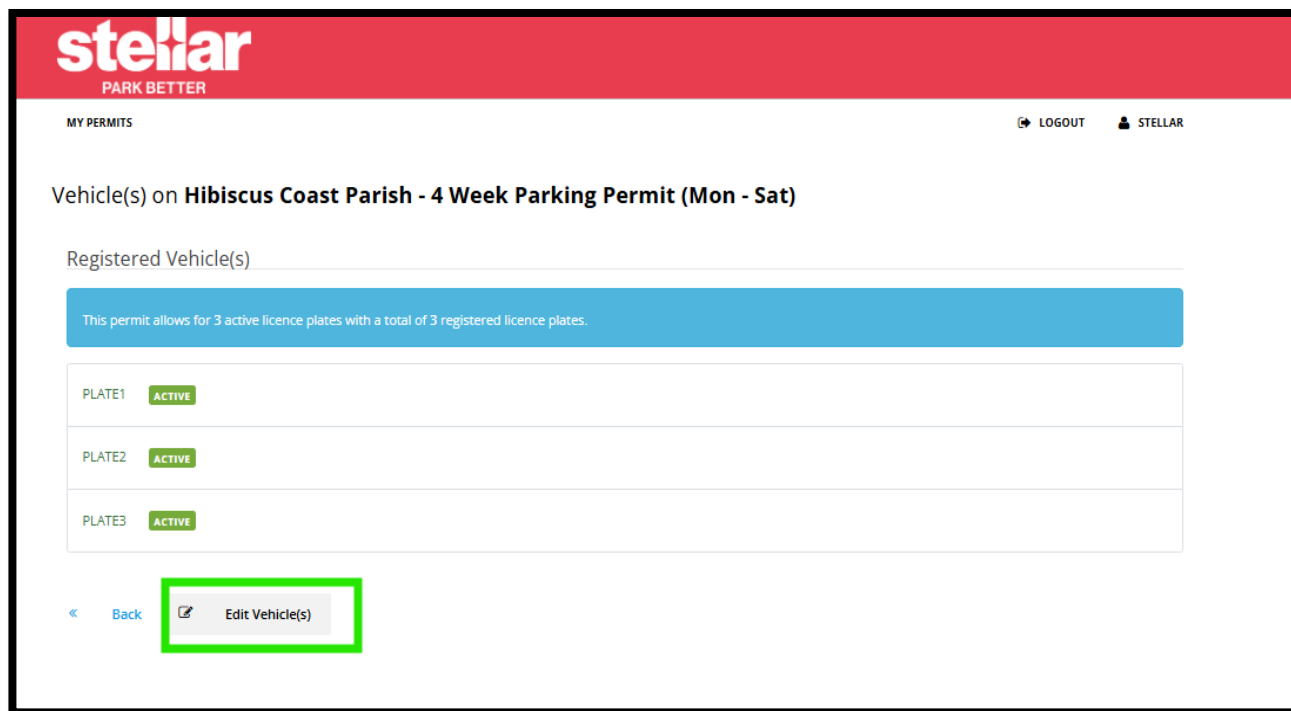
### EDITING LICENCE PLATES:

You can login and edit the licence plates loaded to your permit at any time.

Select Manage Vehicles:



Select Edit Vehicle(s):



Complete all three steps, in order:

stellar  
PARK BETTER

MY PERMITS

LOGOUT

STELLAR

Licence plate(s) on **Hibiscus Coast Parish - 4 Week Parking Permit (Mon - Sat)**

Registered Licence Plate(s)

This permit allows you to change the vehicle licence plate 50 times.  
You have 50 registration changes remaining.

Licence Plate1

Licence Plate2

Licence Plate3

1. Edit the plate as required

3. Select Back

2. Select Save Vehicle(s)

Back

Save Vehicle(s)

After selecting back, you'll be able to see your updated list of active licence plate:

stellar  
PARK BETTER

MY PERMITS

LOGOUT

STELLAR

My Permits

+ Apply for a vPermit

Permits Information

Permit Number: #3

Status: Active

Permit Type: Hibiscus Coast Parish - 4 Week Parking Permit (Mon - Sat)

Licence plates:

Valid until Sunday, 4 May 2025 11:59:59 PM

Manage Vehicles

View Payments

If you require any assistance, please contact us [admin@stellar.org.nz](mailto:admin@stellar.org.nz)