

STAFF PERMITS – 2025

(On-going staff, working more than 10 hours/week)

To apply for a 2025 parking permit:

The ANU Parking Office

Level 1 Fulton Muir Building #95

Daley Road ACTON ACT 2601

Phone: 02 6125 0179

Email: parking@anu.edu.au

1. Sign in to an existing ePermit account or create an account at <https://epermits-anu.orikan.tech/ssp> using the email and password that you used at registration.
 2. If you have not used ePermit before, you will need to create an account. Please use your university ID email address e.g. u1000000@anu.edu.au. If you don't do so you will not be able to create an account.
 3. Select 'Apply for a Permit'
 4. Select the Permit Group i.e. surface permit or parking station permit
 5. From the drop-down menu select the permit type
 - **General Staff surface permit – PD (post-tax)***
 - **General Staff surface permit – PD (pre-tax)***
 - **General staff surface permit** *You will be required to select an end date i.e. 30 June 2025, 30 November 2025 or 31 December 2025 – if you choose a different permit your application will be denied*
 - **Parking station permits (subject to availability)**
Valid only within the [selected parking station](#) – Baldessin, Kingsley, or Acton Underhill
Expiry dates available are the same as those for the surface permits.
- *Payment for these permits is by payroll deduction. Casual staff are not eligible to pay by payroll deduction
6. If you aren't paying by payroll deduction please contact the call centre choosing option 1 and your payment will be processed over the phone.

ANU parking permits are only available for eligible on-going ANU staff.

When a staff member is not recognised as on-going full-time by the ePermit system an alternate permit type is required.

A letter from a Business Manager or Departmental supervisor confirming eligibility for a parking permit must be obtained and must include the start and end date of employment and the number of hours worked per fortnight. Upload letter to ePermit using jpeg or pdf format.

NB *The minimum period a permit can be purchased for is 90 days. If your engagement is for less than 90 days you are unable to purchase a permit.*

7. Your personal details will be automatically populated by SSO.
8. Add your vehicle details. Up to three registration/licence plate numbers** may be entered. It is the permit holder's responsibility to ensure the details entered are correct.
9. Read and agree to the Conditions then select 'Submit'.
10. **Permits are not valid until payment has been processed and your permit has been activated.**

The Call Centre will activate your permit within 24 hours. If your permit status does not appear as 'Granted' please contact them on the number below.

Using your parking permit

Your account details (including car registration details) can be managed by logging in to your ePermit account online.

**You may have up to three cars registered on your permit, only one vehicle may be parked on campus at any given time.

You can update your vehicle registration details via your ePermit account. Select My Current Permits and Manage Vehicle(s).

Permits are for the sole use of the permit holder.

To cancel your permit, log in to your account select My Current Permit and 'withdraw'. If a refund is due please contact the call centre and select option 1. NB permits paid for by payroll deduction will not be refunded as they are paid in arrears.

If you have any questions please don't hesitate to contact the call centre on (02) 6125 0179.