How to Apply for a Resident School Street Exemption/Permit

1. Go to https://surrey.nsl-apply.co.uk

2. **CREATE AN ACCOUNT** following the instructions on the screen **(we recommend using your email address as your username and making a note of your password).**

- Once you have verified your account via your email – Log into your account
- Click 'Purchase a permit' (**button on the top left -** ***there is no charge)***

3. ADDRESS DETAILS

- Click the button to begin entering your address details.
- In the Postcode field, type your postcode.
- Select your property name or number from the dropdown list.
- Click 'Search'.
- Confirm your street is correct and select it if required
- Enter your town manually – Esher
- Click 'Save and Continue'.

4. PERMIT DETAILS

- Select 'School Street Permits' from the Permit category drop down list
- Open the 'Permit type' dropdown.
- Select the appropriate permit type (Resident, Carer, Family Member).
- Click 'Save and Continue'.

5. VEHICLE DETAILS

- Click 'Register a New Vehicle' **(It's really important to do this first rather than clicking the 'Choose a vehicle' option)**
- A separate window then opens up within the page. Enter your number plate in the Number Plate field
- Click Yes to "are you the registered keeper of the vehicle"
- Click 'Retrieve Vehicle Details'
- Ensure the auto-filled vehicle details are correct and SAVE
- Close window (X)
- Click on 'Vehicle' (drop down) and select your vehicle registration and 'Save and Continue'

6. SUPPORTING

- Select a document type (e.g. Vehicle Ownership) and upload the required proof such as a photograph of your V5 document or a photograph of your vehicle insurance certificate.
- Click 'Save', then 'OK'.
- Click 'Save' again to confirm the vehicle record.
- Choose your vehicle from the dropdown list.
- Click 'Save and Continue'. Upload supporting evidence (eg a photograph of a utility bill or a photograph of a rental agreement)
- Choose the document type and upload the file.
- Click 'Save', then 'OK'
- Click 'Save and Continue'.

7. PRICE AND PAYMENT (No payment is required for School Streets exemption permits)

- Select a start date for your Exemption/Permit – 09/11/2026
- Choose duration (12 months).
- Tick the box to agree to the terms and conditions.
- Click 'Apply'.

A pop-up message should confirm your application has been submitted. If you are applying for multiple vehicles at the same address – Click YES to "Would you like to apply for another permit"

Notes:

- Each vehicle needs its own permit.

- Each property can apply for up to six vehicles

- **Carer/Childcare or Family Member Exemptions must be applied for by the care provider and MUST USE THE RESIDENTS ADDRESS WHEN APPLYING**

- **Blue Badge permits MUST USE THE SCHOOLS POST CODE TO APPLY (KT10 8BE)**

- Exemptions/Permits are normally activated within 24 hours.