

[Ashdown Forest Parking Permit User Guide:](#)

Note: AutoPay

On the parking portal, you will see AutoPay.

Please note that this is NOT applicable at Ashdown Forest.

Note: Season Tickets

On the parking portal, you will see Season Tickets.

Please note that this is NOT applicable at Ashdown Forest.

Step#1 - Register for an Account:

Go to the website <https://horizonparkingportal.co.uk> . You need to start by registering for an account, by clicking on the “Register” page on the side menu.

Home

Register

Login

Register

To register for an account, please complete and submit the form below. If you already have an account please [login here](#).

Contact Details

Name

First Name Last Name

Telephone Mobile

Telephone Mobile

Email

Email

Address

Postcode

Address Line 1

Address Line 2

Address Line 3

City/Town

Vehicle Registration Number Make Model Colour

VRM Make Model Colour

TERMS AND CONDITIONS

confirm I have read and accepted the terms and conditions

REGISTER

Register

On the Register Page you need to:

1. Fill in your Contact Details
2. Add your first vehicle (a second vehicle can be added at a later stage)
3. Confirm that you accept the Terms & Conditions
4. Click the REGISTER button

Notes:

Vehicle Registration - when entering a Vehicle Registration you can click on the magnifying glass to auto-populate the Make, Model and Colour fields.

Contact Address - when entering an Address you will need to enter a post code, after clicking the magnifying glass this will auto-populate the address. **Note: Any fields not auto-populated can be completed manually.**

After you register, you will see a message to confirm that your application has been sent.

Register

Your registration form has been submitted successfully. You should receive an email with your password shortly.

Thank you for registering an account with Horizon Parking. From here on, our aim is to make sure every experience you have with our service, is a great one.

By choosing to register an account with us, you are able to make a new booking or amend an existing booking and buy passes and permits at your preferred car parks.

How to get started

You can start using your account right now by going to horizonparkingportal.co.uk and logging in as a registered customer with your registered email address and the password detailed below.

Step#2 - You will receive an email

Once your Account has been created, you will receive an email showing your login details and password. Follow the instructions in the email to login to the portal.

Step#3 – Change your password

When you first login to the portal, you will be prompted to change your password. Your password should be a minimum of 8 characters and include an upper and lower case letter, number and special character.

Step#4 – Add vehicles and choose your parking permit/pass

Login to your account and you will see there is a menu showing “My Account”. Click here to add more vehicle details.

Next click on “Apply for Permit”

Please read our Parking Policies and decide which permit you want and which you are eligible for.

To apply for a permit, select your type of permit

Each permit has different application form, which you need to complete and SUBMIT.

Home > Apply for a Permit >

Apply for a Permit

Select permit type

- Ashdown Forest - Annual Pass
- Ashdown Forest - Annual Pass**
- Ashdown Forest - Discounted Annual Pass
- Ashdown Forest - Winter Pass
- Ashdown Forest - Discounted Day Ticket

The Annual Pass and the Winter Pass do not have qualifying criteria and can simply be purchased.

Home > Apply for a Permit > Ashdown Forest - Annual Pass >

Ashdown Forest - Annual Pass

Permit Application

Application for an Annual Pass (Ashdown Forest)

I wish to apply for an Annual Pass *

Confirmation

Confirmation of Terms & Conditions

I confirm that I accept the Terms & Conditions *

Submit

Home > Apply for a Permit > Ashdown Forest - Winter Pass >

Ashdown Forest - Winter Pass

Application for an Winter Pass (Ashdown Forest)

I wish to apply for an Annual Pass *

Confirmation of Terms & Conditions

I confirm that I accept the Terms & Conditions *

Submit

The Discounted Annual Pass and the Discounted Day Ticket, both require you to attach proof of eligibility.

Home > Apply for a Permit > Ashdown Forest - Discounted Annual Pass >

Ashdown Forest - Discounted Annual Pass

Each applicant must upload a valid, in-date proof of Universal Credit and/or Pension Credit to be considered

Application for a Discounted Annual Pass (Ashdown Forest)

I wish to apply for a Discounted Annual Pass *

In the box below Upload valid/in date proof of Universal Credit and/or Pension Credit

Upload File in the box below

File Name	Size
Drop files to attach, or browse	

Confirmation of Terms & Conditions

I confirm that I accept the Terms & Conditions *

Submit

Ashdown Forest - Discounted Day Ticket

Each applicant must upload a valid, in-date proof of Universal Credit and/or Pension Credit to be considered

Application for a Discounted Day Ticket (Ashdown Forest)

I wish to apply for a Discounted Annual Pass *

In the box below upload a valid, in-date proof of Universal Credit and/or Pension Credit

Upload File in the box below

File Name	Size
Drop files to attach, or browse	

Confirmation of Terms & Conditions

I confirm that I accept the Terms & Conditions *

Submit

Notes:

Uploading your document - You will be required to upload your supporting documentation and you can either drag and drop your file into the box or select 'browse' and find your chosen file through file explorer.

Lastly you will need to tick the box 'I confirm that I accept the Terms & Conditions' and click 'Submit'

Step#5 – Pay for your parking permit/pass

Once your application has been checked, you will receive an email to advise you that your permit has been approved. This email also provides some steps on how you can pay for your parking.

You will find your pass in your list of permits with a button to PAY NOW

Reference	Application Name	Application Date	Status	Days Left	Fee	Actions
110620_1	Discounted Day Ticket (Ashdown Forest)	16/11/2022	Approved			
110634_1	Annual Pass (Ashdown Forest)	16/11/2022	Awaiting Payment	30	£80.00	Pay Fee
110638_1	Winter Pass (Ashdown Forest)	16/11/2022	Awaiting Payment	30	£33.00	Pay Fee

When you click on this button, this will then take you to a screen where you can enter your card details (or choose your card if you have already set this up). Then select the 'Pay' button to complete your payment and you will get a receipt.

Pay for Permit

Amount: 80.00

Select Card:

MASTERCARD ***** [REDACTED]

[You can add additional cards from My Account > My Payment Cards](#)

[PAY](#)

Home > Pay for Parking >

Pay For Parking

Your payment was successful.

Payment Details

Plate:	RF-15MZE
Location:	Ashdown Forest
Payment Date:	16/11/2022
Amount:	£1.00
Transaction Id:	a01a0a26-9a65-ed11-80eb-005056916130
Auth Code:	880535
Card Number:	***** [REDACTED]

[PRINT RECEIPT](#)

Step#6 – There is no step 6 – You're good to go!

Notes:

Your permit will automatically be added to our database and allow you to park without any action whenever visiting Ashdown Forest.

Please note you will need to update your vehicle if this changes.

Discounted Day Ticket

Once you have received your confirmation that you are eligible for the Discounted Day Ticket, you need to pay each time you visit (current rate is £1).

To do this, there is a separate page - **Pay For Parking**:

Enter your Vehicle Registration Number and select Ashdown Forest.

Pay For Parking

Please enter your Vehicle Registration Number and select the Location you want to pay for.

Vehicle Registration Number

Location

*Please note that parking is **subject to availability** and by paying for parking, you are not reserving or guaranteeing a space.*

Click the 'Search' button and you will then be taken to another screen providing details of the payment. Check this information is correct, tick the box 'I'm not a robot' and then select 'Pay Now'.

[Home](#) > [Pay for Parking](#) >

Pay For Parking

Please enter the time you want to pay for.

Vehicle Registration Number

Location

Date In

16/11/2022 10:25:00

Date Out

17/11/2022 00:00:00

Amount to Pay

£1.00

I'm not a robot



*Please note that parking is **subject to availability** and by paying for parking, you are not reserving or guaranteeing a space.*

After selecting 'Pay Now' you will be taken to the next screen where you will have to select your card and click 'Pay' to finalise the payment.

This will bring you to the final screen in this process where you will be able to see your payment details and print a copy of the receipt if required using the 'Print Receipt' button.

For any issues, please email permits@horizonparking.co.uk