

PUBLIC



# APPLYING FOR PERMITS GUIDE FOR COMPANIES

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### Document Information

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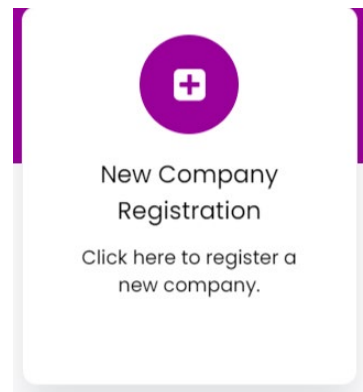
## Introduction

This guide will show you how to do the following in the halo system

- Register a company
- Apply for a permit for a skip or scaffold
- Extend a permit
- Look at the current status of your permits

## How to register a company

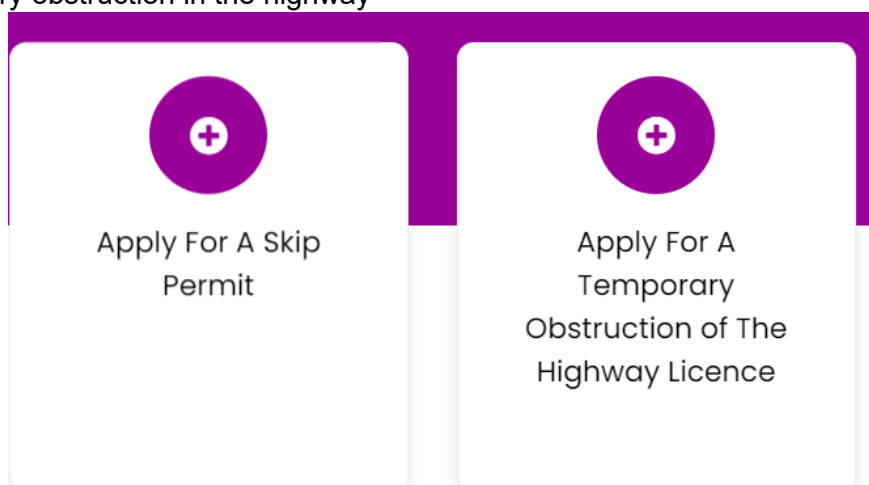
- Click on the link to take you to the halo homepage: [Self-Service Portal \(haloitsm.com\)](https://haloitsm.com)
- Select New Company Registration



- Complete all the mandatory fields denoted by the red star ensuring you upload the documents requested relating to insurance and street works qualifications
- Once you have completed this form it will be assessed by the County Council and you will get an acknowledgement email once the registration has been finalised.
- You will then be able to apply for permits

## How to apply for a permit for a skip of scaffold

- Depending what you want to apply for click on apply for a skip permit or apply for a temporary obstruction in the highway

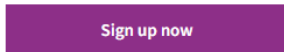


- If you get this screen click ‘or, continue without an account’



### Before you begin

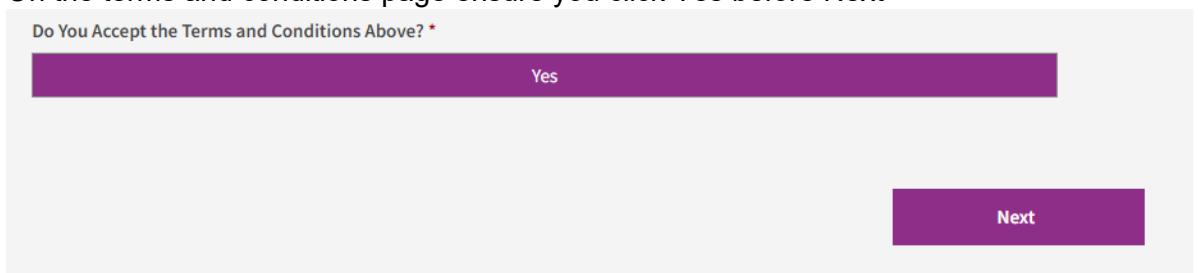
Sign up for an account to manage your service requests and accounts with us. Creating an account saves you time with auto-completion of your contact information when completing forms and the ability to view a history of your requests and accounts.



[Login](#)

[or, continue without an account](#)

- On the terms and conditions page ensure you click Yes before Next



- Select your company from the drop down box (your company will only appear if you have completed the company registration process).
- Complete the form.
- You will get an email confirmation once the application is submitted.

### How to extend a permit

- There are two ways you can extend a permit
- You will get an email 7 days prior to you wanting to extend a permit which you can click on the link or if you access ‘My Tickets’ in the system the permits that have an extension due will have a button you are able to click to extend the permit. Extensions will be subject to a further fee.

### How to look at the current status of your permits

- You can see the status of all your tickets within the systems by clicking on My tickets.

