



Parking Services Team

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Please read these guidance notes carefully before you complete the application form. They are



- Driving License - Current Housing Association/Council Rent Book/Card - Current Council Tax Bill - Recent Utility Bill
- Pension or Benefit Document - Bank Statement
- Valid Home Contents Insurance Certificate - Proof of Purchase/Tenancy (new owners)

(2) Proof of vehicle ownership

One of the following must be provided for each vehicle on this application:

- Vehicle Registration Document (V5) (vehicle must be registered at the address which it is being applied for)
- Hire/Lease Agreement (only if you are the hirer of the vehicle)

Company Vehicle - If you drive a company vehicle, you must also submit a typed letter on headed paper (dated within the last month) from your company secretary or senior representative confirming that the vehicle is owned/leased by the company and that you are the sole user and keeper AND the vehicle registration document/lease agreement. If you are a sole trader you will be required to submit a letter of verification from your accountant or solicitor AND your vehicle registration document/lease



Residents parking permits can only be issued by post.