Port Poster V2

**Proof of ownership or entitlement to the use of the vehicle**

One of the following proofs is required

* a **copy** of the DVLA Registration Document (V5), which must show your name, address and vehicle details of the applicant or
* a **copy** of a valid insurance certificate, showing you as a named driver, your current address and the vehicle details.

**NB. A ‘cover note’ is not an acceptable proof of vehicle ownership.**

**Document Proofs required**

**Proof of residency**

One of the following proofs is required.

* a copy of your last council tax bill,
* a copy of your latest utilities bill in

your or your spouse’s name i.e. gas,

electricity or telephone,

* a copy of your latest statement from
* your bank or credit card company.

**NB. A tenancy agreement or driving license**

**is not an adequate proof of residency.**

**ST COLUMBA’S CLOSE**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Please complete one application form for each waiver permit required.**  Title:  Name of Applicant:    Address for permit:  Postcode:  Daytime telephone number:  Email address:  Vehicle registration number:  Vehicle make and model:  **Name and address of registered keeper (if different from above):**  Name:  Address:  Postcode:  **Please see below to check what proofs you need to supply for the waiver permit**  Send **photocopies** of the required proof documents – **not the originals.** | **Checklist**  I have enclosed (please tick):   |  |  |  | | --- | --- | --- | | 1. | One proof of residence/ proof of business | 🞏 | | 2. | Proof of vehicle ownership or entitlement to the use of the vehicle | 🞏 | |  |  |  |   **Please return this form to us as soon as possible to help us process your application.**  If you have any problems completing this form, please ring  024 7683 4367 for assistance.  Signed:  Dated:  Data Protection Act 1984: Please read carefully – The data controller is Coventry City Council. The details you provide on this form will be used for the purpose of processing your residents parking permit application.  Please send the completed application to [parkingwaivers@coventry.gov.uk](mailto:parkingwaivers@coventry.gov.uk) along with your roof of residence and vehicle ownership.  **For office use only:**  **Zone:**  **Payment received**  **Issued on:**  **Issued by:** |

**Resident’s WAIVER PERMIT APPLICATION FORM**

*The Council is under a duty to protect the public funds it administers, and will use the information you have provided on this form for the prevention and detection of fraud. It will also share this information with other bodies responsible for auditing, administering public funds and will use it for comparison across the Council and with external organisations for the prevention and the detection of fraud.*