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**TERMS & CONDITIONS FOR RESIDENTS PARKING PERMITS**

You must reside at the address you have applied for.

The vehicle must be registered (V5 registration document and insurance) to the address applied for.

If you have a company leased vehicle you may be required to provide proof.

**Proof of Residency**

The Council reserves the right to request a copy of one of the following proofs of residency:-

* Completion letter showing purchase of the property
* Tenancy agreement (at least 6 months)
* Council Tax bill
* Utility Bill; Telephone, Gas, Electricity or Water
* Bank statement
* Credit Card statement
* Motor insurance
* Driving license

**VISITOR PARKING PERMITS**

**All permits are issued in accordance with the Council’s ‘Resident Permit Guidelines’. Please visit** [**www.westberks.gov.uk/parking**](http://www.westberks.gov.uk/parking) **for further details.**

**West Berkshire Council reserves the right to withdraw any resident permit or visitor permit if an individual is found to be subverting the purpose of the scheme.**