



**Part 4 – Enclosures**

Please send photocopies of documents, whenever possible, as the Council is unable to accept responsibility for any documents sent through the post.

**Please note that both proof of residence and vehicle ownership are required.  
All documents must show your name and the address for which you are applying for a permit.**

I am enclosing with this application (please tick the appropriate boxes)

**Proof of residency – one of the following**

- |   |  |
|---|--|
| <input type="checkbox"/> Current Council Tax Bill | <input type="checkbox"/> Driving Licence |
| <input type="checkbox"/> Utility Bill             | <input type="checkbox"/> Other           |

**Proof of vehicle ownership – one of the following**

- |   |  |
|---|--|
| <input type="checkbox"/> Vehicle Registration Document  | <input type="checkbox"/> Company Letter – If you drive a company vehicle you must submit a typed letter on headed paper from your company secretary or senior representative confirming that you are the sole user / keeper and that the vehicle is kept at your property AND the vehicle registration document if your company owns the vehicle or a copy of your company's lease agreement |
| <input type="checkbox"/> Hire / Lease Agreement   |  |
| <input type="checkbox"/> Insurance Document<br>(must show name, address and registration)   |  |
| <input type="checkbox"/> If you are not the registered keeper you must supply the following three:  |  |
| - Letter from the registered keeper confirming that you are the main user and keeper of the vehicle   |  |
| - Vehicle Registration Document   |  |
| - Insurance Certificate / Schedule detailing your name, address and postcode, the vehicles registration number or a letter from your insurance company verifying that the vehicle is usually kept by you at your address. |  |

**Part 5 – Declaration****I hereby certify that**

- The address shown in Part 1 is my usual place of residence
- All the information I have given in this application is correct
- I do not already hold a current residence permit at another address.

**I shall immediately surrender the permit to the Council in the event of any of the following circumstances occurring:**

- I cease to reside in the property for which the permit has been issued
- I sell or dispose of the vehicle
- The Council withdraws the permit or it ceases to be valid for any other reason

Please send the application, documentation and payment to the following address:

By post or fax:

**Parking Services, Maidstone Borough Council, Maidstone House, King Street, Maidstone, ME15 6JQ**

In person:

**Maidstone Gateway, King Street, Maidstone, Kent**

Signature \_\_\_\_\_ Date \_\_\_\_\_

This declaration may only be signed by the person named in Part 1 – if you fail to sign the declaration, your application will be returned.

**Please note: Your permit will be valid for use only in Resident Parking Bays for the zone in which you are a resident. It is not valid in off-street car parks, on-street meters or yellow line(s) and does not guarantee the use or availability of any space.**

Before submitting your application, please check that you have enclosed the following:

- |                                  |                      |
|----------------------------------|----------------------|
| - The completed application form | - Proof of ownership |
| - Proof of residence             | - Correct payment    |