**RESIDENTS/VISITORS PARKING PERMITS**

**PROOFS OF RESIDENCE REQUIRED**

You are required to supply two proofs of residence (dated within the last three months) which can be:

* **two proofs from Category A which relate to two separate accounts**

**or**

* **one proof from Category A and one proof from Category B**

**Applications will not be processed without the above documents being provided at the time of application. All documents should relate to your personal account and not to a commercial account.**

**Category A (Primary Proof of Residence**)

* Financial Statement (from Bank, Credit Union or Credit Card Company)

 **PLEASE NOTE THAT WE DO NOT ACCEPT REVOLUT OR N26 STATEMENTS**

* Fixed Utility Bill
* Lease Agreement when it is first issued to the tenant (person making the permit parking application). Also, the lease must be valid for 6 months, signed by both the Landlord and Tenant. (Amended, updated, unsigned lease agreements will not be accepted).
* TV Licence (not renewal notice)

**Category B (Second Proof of Residence**)

* Mobile Phone Bill
* ESB Connection Letter
* A letter confirming set up of a Direct Debit from a Utility Company or a Welcome Letter from a Utility Company that does not contain a cooling off period
* A letter from a Utility Company stating that the customer has an account with them
* Bord Gas Boiler Care Service Bill
* A letter from Telecommunications company relating to Home Move services
* A letter relating to Sky Viewing Card
* A letter relating to Pinergy account
* A letter relating to House Insurance or Schedule
* A letter relating to Local Property Tax
* A letter from the Private Rental Tenancies Board (cannot be supplied with a lease agreement)
* Motor Tax Renewal letter (needs to have the disc attached to it)
* A letter from a Motor Insurance Company/Broker issued in relation a current insurance policy including a receipt for payment. Renewal letters, quotations for insurance or cancellation letters will not be accepted.
* A letter from the NCT or NDLS
* Vehicle Licencing Certificate
* A once off letter from a Financial Institution e.g. letter accompanying your Bank Card, Stocks and Dividends notice
* A letter from a Financial Institution that does not directly pertain to a specific account e.g a change in interest rates
* A letter of confirmation of account set up with Bank/Credit Union
* A letter from a Bank/Credit Union confirming a change of address
* A letter from Revenue
* A letter relating to Life Insurance
* A letter relating to a Pension/AVC
* A Payslip which has been posted out
* A letter from any government department or public body, the letter can only relate to a private individual it cannot relate to a commercial entity.
* A letter relating to a Public Service Card
* A letter relating to Health Insurance
* A letter from the HSE
* A letter regarding an appointment, a referral or a receipt from a doctor on headed paper
* A Pharmacist Prescription Receipt
* A letter from a solicitor confirming that you live at the address
* Any correspondence from Dublin City Council (personal documents only)
* If you are completing a **change of address** on your permit, in Category B we will accept a Gas/Electricity bill to your new address that relates to your final bill at your old address

**Further proofs of residence may be requested depending on the application submitted. Please ensure you refer to the application form to ensure that all required documents are submitted.**