

Acceptable resident proofs for different residency types

Standard residency

- Property lease agreement (electronic signatures are acceptable)
- Property purchase document (electronic signatures are acceptable)
- Tenancy agreement (electronic signatures are acceptable)
- Bank statement, building society statement or credit card bill.
- Mortgage statement
- Utility bill (Electricity, Gas, Water, Landline phone)
- Mobile phone bill (contract customers only)
- Entitlement to local state benefit

Houseboat

- Waterways mooring bill - current year, showing permanent mooring name and mooring address.
- Boat insurance - current year
- Recent utility bill - gas supplier, electric, water
- Current rental/lease agreement

Armed Forces

- Bank/Building society or credit card statement
- Letter from senior Commanding Officer or quartermaster confirming residency in barracks and length of stay - if the applicant is not registered on the armed forces electoral register, the letter should confirm this also.
- For personnel with families who live in quarters not on barracks, the standard proofs of residency should be supplied, but the rent/lease agreement may be replaced with a letter from the forces accommodation officer responsible for providing the family's quarters.

Diplomats

- Letter from foreign and commonwealth office protocol division - not more than three months old - this is compulsory for all first-time applications.
- Letter from senior ranking official at embassy or consulate - not more than 3 months old - this is compulsory for those residing at an Embassy or Consulate
- Council Tax Statement

If you cannot provide one of the above proofs, then provide two of the below. If you are diplomatic staff, then please provide two of the below proofs:

- Property Lease Agreement
- Property Purchase Document
- Utility Bill (issued within the last 3 months)
- Phone Bill
- Bank Statement, building society statement or credit card bill.
- Tenancy Agreement (must be signed and dated. Electronic signature is not accepted)

N.B. for diplomatic staff (e.g., chauffeurs, cooks, security guards etc.) the normal requirements for proof of address apply.

Chauffeurs

- Vehicle registration (V5C) showing the applicant (resident) name and Westminster address.
- Contract of employment or 2 payslips, employee's full driving licence and certificate of insurance showing chauffeur as main driver and applicant's (resident's) Westminster address.

Acceptable Vehicle Proofs for different ownership types

Privately Owned

- Vehicle Registration Certificate (V5C)
- Certificate of Insurance *
- Insurance Schedule *

* If the VRM, applicant name and address is displayed.

Diplomat Vehicle

- Vehicle Registration Certificate (V117)
- Embassy Letter *
- Certificate of Insurance ~

* A letter from the Embassy/High Commission confirming VRM, kept at their Westminster address, covered by insurance, and provided for their sole use.

~ If privately insured by applicant

Chauffer

- A certificate of motor insurance showing the chauffeur as the named driver and the address at which the vehicle is kept in Westminster.
- A vehicle registration document showing you as the keeper at the Westminster address. Only the front page is required.
- Your chauffeur's full driving licence and two recent payslips or contract of employment.

Company Owned Vehicle

- Vehicle Registration Certificate (V5C)
- Company Letter * ~

* A letter on Company headed paper signed by Senior Company Official (not related to applicant) confirming VRM, kept at their Westminster address and is insured for their sole use.

~ If no Senior Company Official you must supply a Statutory Declaration completed by an accountant or solicitor.

Company Lease Vehicle

- Signed Lease/Hire Agreement
- Company Letter * ~

* A letter on Company headed paper signed by Senior Company Official (not related to applicant) confirming VRM, kept at their Westminster address and is insured for their sole use.

~ If no Senior Company Official you must supply a Statutory Declaration completed by an account or solicitor.

Private Leased Vehicle

- Signed Lease/Hire Agreement
- Certificate of Insurance or Insurance Schedule (showing vehicle is insured at WCC address).

Foreign Private Vehicles

- The vehicle must be kept at the Westminster address and not temporarily imported.
- Proof of re-registration of the vehicle with the DVLA must be supplied.
- 1 month temporary cover should be provided in the first instance to allow the start of the process.
- If proof of the registration process having been commenced is supplied, this can be extended by 2 months initially and a further 3 if necessary.
- If the re-registration process is not completed within 6 months, then the applicant will not be entitled to apply for a resident permit for the same vehicle or any other foreign vehicles for 12 months from the expiry of the 6 month period, unless there are exceptional circumstances.
- Once re-registration is complete, the VRM must be updated on the permit (£10 administration fee applies) and normal proofs will be required upon renewal.

Foreign Company Vehicles

- The vehicle registration document, showing the company name and address.
- Proof of insurance cover.
- Either a letter or Statutory Declaration, depending on whether limited company or not.

Limited companies:

A letter on company headed paper signed by a senior company official (not related to the applicant) dated within the last month, confirming the vehicle registration number and stating that the vehicle is provided to the applicant for their sole use at their Westminster address and is insured for their use. If there is no such senior company official, you must supply a Statutory Declaration sworn before a Commissioner of Oaths or solicitor dated within one month and completed by a representative such as the company accountant or solicitor. This person must not be yourself or related to you. It must state that the vehicle is provided to you by the company as the sole driver and is insured for this purpose and kept at the Westminster address.

Non-limited companies:

A Statutory Declaration sworn before a Commissioner of Oaths or solicitor dated within one month and completed by a senior official of the company or a representative such as the company accountant. This person must not be related to the applicant. It must state that the vehicle is provided to the applicant by the company as the sole driver and is insured for this purpose and kept at the Westminster address. If there is no such senior company official, you must supply a Statutory Declaration sworn before a Commissioner of Oaths or solicitor dated within one month and completed by a representative such as the company accountant or solicitor. This person must not be yourself or related to you. It must state that the vehicle is provided to you by the company as the sole driver and is insured for this purpose and kept at the Westminster address.

leased foreign company vehicles.

- proof must be supplied to show the vehicle is kept at the Westminster address and not temporarily imported & evidence needs to be supplied that the process of registering the vehicle has commenced (as per the process for private foreign vehicles).