



## Private vehicle use: Registration form

<b>Name</b>		
<b>Telephone number</b>		
<b>Email</b>		
<b>Student Number</b>		
<b>Address</b>		
<b>Post code</b>		
<b>Vehicle Make</b>		
<b>Model</b>		
<b>Registration</b>		

Once you have completed this form take it along with the documents listed below to the ARC reception, *we will hold copies of the documents on file for the duration of your role as driver.*

**Signature**

\_\_\_\_\_

**Date**

\_\_\_\_\_

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Official use

Driving licence paper and plastic card sections

Motor Insurance

MOT certificate if vehicle is 3+ years old

Proof Motor Insurance company has been informed by driver

Vehicle tax checked as current at time of registration

Proof of regular servicing/maintenance