

**OFFICIAL USE ONLY:**

Customer ID: _____

Date: _____

**CORK CITY COUNCIL
COMHAIRLE CATHRACH CHORCAÍ**Roads & Transportation Directorate
Tel: 021 4924151/4924420/4924295Transportation Division
email: parkingpermits@corkcity.ie**Application Form for a Resident's Parking Disc – (January 2017)****PLEASE COMPLETE IN BLOCK CAPITALS****Applicant Details:**

Surname: _____ Forename: _____

Address : _____

_____ Contact No: _____ Email: _____

Residence TypeOwner/Occupier (This person owns and occupies the property as his/her normal place of residence)Tenant Expiry Date of Rental Agreement _____Other Please Specify: _____
Examples: person living with parents, staying with friend, person who does not rent or own a property etc.

How long have you lived at this Address? _____ (Please enter years/months)

Vehicle Details

Vehicle Reg No: _____ Vehicle Make & Colour: _____

Tax Expiry Date: _____

Premises Details:

Is this Premises

(a) A rented property? Yes No (b) Fully Domestic Yes No **Please note:**

- A Fee of **€40.00** for Owner-Occupiers – Permit will be valid for 2 years. Please note Cork City Council reserves the right to seek proof of ownership.
- A fee of **€20.00** per year for Rented Properties/Persons Staying with Friends etc – Permit will be valid for 1 year. Please note Cork City Council reserves the right to seek proof of tenancy.
- A further application must be made if your residence or vehicle is changed.
- **Please send Postal Applications to: Cork City Council, Transportation Division, City Hall, Cork. Payment by cheque, bank draft or postal order. Please make payable to Cork City Council. DO NOT enclose a cash payment with your application.**
- **Cork City Council wishes to advise that it is the responsibility of the Applicant to enclose the correct payment for the Applicants type of Residence i.e. €40.00 Owner-Occupiers/€20.00 Tenants/Persons living with Friends etc. as outlined above. Cork City Council will not be in a position to refund any overpayments due to the incorrect Residence type being selected, in the event that you are unsure which type of tenancy relates to you, please contact the Transportation Division.**

I _____ (INSERT NAME) of the above address confirm and solemnly declare that the information provided on this application form is correct and true, I further declare that the above address is my principal place of residence and I am currently residing at this address.

Signed: _____

Date: _____

Guidelines accompanying the Application Form for a Resident's Parking Disc

When submitting the parking permit application form please ensure that you have all of the required documentation (please see below), as incomplete applications will be returned to the applicant.

The permit will not be processed unless all the documentation is received in full.

1. **Completed application form. (The form must be completed in full and signed).**
2. A photocopy of the **Vehicle Licensing Certificate / Log Book for your vehicle** – the vehicle must be registered to the address for which the parking permit is being sought see note 1 below.
3. A photocopy of your **Current vehicle insurance certificate** – the address on the insurance certificate must be the same as the address for which the permit is being sought. **Please note insurance discs or insurance schedules/Cover Letters from Insurance Companies are not acceptable. The Applicant should be the Policy Holder or Named Driver.**
4. A photocopy of a **Domestic Bill** or **Bank Statement/Credit Card Statement**. This document must be **dated within the last 3 months** in your name & for the address for which the permit is being sought. Examples of documents acceptable are as follows: **Electrical/Gas Bill, landline phone bill, bank statements including visa & credit union. Official Correspondence from Revenue, Social Welfare provided they are dated within the last three months and at the address for which the permit is being sought - Mobile phone bills are not acceptable.**

Please note Cork City Council reserves the right to request further information (i.e. photographic identification, additional proof of residency etc) if deemed necessary in order to process your application for a Parking Permit.

Please note the following:

1. Vehicle Log Book/Licensing Certificate

If the vehicle is not registered to the address, the Vehicle Registration Form must be submitted to the **Vehicle Registration Unit in Shannon, Co. Clare** for change of address to where you are applying for the permit. Alternatively you can submit your log book to Cork County Council, Motor Taxation Office who will arrange for the updated log book to be issued. Cork County Council will issue a **Vehicle Enquiry Form confirming that the change in address has been submitted and this can be submitted in lieu of the log book above.**

2. Issue of Permit

The Transportation Public Counter is open from 10am to 4pm Monday to Friday. **In order to allow your permit to be processed fully and payment made at the Cash Office the last application will be processed at 3:45pm. Incomplete applications cannot be accepted under any circumstances. Please note that Cash Office closes at 4pm sharp.**

3. Termination of Permit

Cork City Council reserves the right to terminate a permit if deemed necessary due to insufficient documentation, further information required, entitlement to permit etc.

4. Restrictions to Multi-Dwelling Buildings:

All residents who are the owner of a vehicle and live in a parking zone are entitled to a residents parking permit with the following exceptions:

- Residents of a purpose built apartment block where off street parking has been constructed as part of the development will not be eligible for a residents permit.
 - Residents of a purpose built apartment block where development of the complex was completed after March 2004 will not be eligible for a residents permit.
5. All Applications received in this office are checked with the Rates Office to ensure that the premises have a Domestic Rating. If the premises is partially commercial/non-residential, the premises may be inspected to confirm adequate residential accommodation is provided within the premises.
 6. The renewal of a permit is the responsibility of the Permit Holder.

7. Company Car

Applicants who have the use of a Company Car are required to submit a signed letter on headed paper confirming the following:

- The vehicle Registration Number
 - Name and Address of the Employee and confirmation that the Applicant has domestic use of the vehicle
 - Confirmation that the Vehicle is kept at the Applicant's Residence
 - Insurance Certificate and Log Book/Vehicle Licensing Certificate must be attached to application.
8. Applicants are advised that the completed application form together with all submitted documentation in support of the application will be required to be retained by Cork City Council for the purposes of audit inspection by both the Local Government Auditor and the City Council's Internal Auditor for a period of no longer that 2 ½ years.

FOR OFFICIAL USE ONLY – ADDITIONAL INFORMATION:

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