



**CORK CITY COUNCIL
COMHAIRLE CATHRACH CHORCAÍ**

Roads & Transportation Directorate
Tel: 021 4924420/4924151/4924295

Transportation Division
email: parkingpermits@corkcity.ie

OFFICIAL USE ONLY:

Customer ID: _____

Date: _____

Application Form – Replacement Permit (January 2017)

PLEASE COMPLETE IN BLOCK CAPITALS

Applicant Details:

Surname: _____ Forename: _____

Address: _____

Contact No: _____ Permit No: _____

Vehicle Registration Number: _____ Make of Vehicle _____

Please Confirm why your permit needs to be replaced:

- Lost
- Stolen
- Damaged
- Other: Please specify _____

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.

Signature of Applicant: _____ Date: _____

Please note:

1. 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. In complete applications cannot be accepted under any circumstances. Please note that the Cash Office closes at 4pm sharp.**

2. **Cork City Council reserves the right to terminate a permit if deemed necessary due to insufficient documentation, further information requested, entitlement to permit etc.**
3. **Application form must be completed in full.**
4. Fee of **€10.00** applies to replacement permit. The new permit will be valid until the expiry date of your existing permit.
5. Please send Postal Application to: Cork City Council, Transportation Division, City Hall, Cork, payable by cheque, bank draft or postal order. Please make payable to **Cork City Council**. PLEASE DO NOT ENCLOSE CASH WITH YOUR APPLICATION.
6. The Renewal of a permit is the responsibility of the Permit Holder.
7. Applicants are advised that the completed application together with all submitted documentation in support of the application will be required to be retained by Cork City Council for the purpose of audit inspection by both the Local Government Auditor and the City Council's Internal Auditor for a period of no longer than 2 ½ years.

FOR OFFICIAL USE ONLY – ADDITIONAL INFORMATION

Customer ID: _____