



**CORK CITY COUNCIL
COMHAIRLE CATHRACH CHORCAÍ**

Roads & Transportation Directorate

Traffic Division

Parking Services Appeal Form – FIXED CHARGE PENALTY NOTICE

Date _____

Name _____
(Owner of Car)

Address _____

Car Reg. No(s). _____

Ticket(s) Date _____

Ticket No(s) _____
(if applicable)

Reasons for Appeal:

To be returned to:
Appeals Officer, Parking Services Office, City Hall, Cork.

Office use only: Received on: _____

CORK CITY COUNCIL COMHAIRLE CATHRACH CHORCAÍ

FIXED CHARGE PENALTY NOTICE APPEALS PROCEDURE

Cork City Council operates a Disc Parking System of payment for on street parking in the City Centre area. Motorists parking in disc parking areas must display a parking disc and must comply with the Cork City Disc Parking Areas Bye Laws. Motorists must also comply with National Parking Regulations governing illegal parking on double yellow lines, single yellow lines, obstruction of junctions, footpaths etc.

Cork City Council enforces the parking Bye Laws and national regulations in one of the following ways

- Issue of Fixed Charge Penalty Notices.
- Clamping of Vehicles.
- Tow Away of Vehicles.

If you receive a Fixed Charge Penalty Notice and you consider that this action was unjustified, you are entitled to lodge a written appeal.

Appeals should be sent to:

Appeals Officer,
Parking Services Office,
Traffic Division,
Cork City Council,
City Hall,
Cork.

Only an appeal received by Cork City Council within 14 days of the issue date of the Fixed Charge Penalty Notice will be accepted. Please note that if your appeal is unsuccessful, you will be liable for any increase in the penalty irrespective of any delay occurring during the processing of this appeal and you will be open to prosecution.

An appeal should include the following information

- Name ,address ,vehicle registration number of the appellant.
- Please ensure that the form overleaf is fully completed.
- A completed appeal form which is available at City Hall, at www.corkcity.ie or a written letter giving details of your appeal.

All appeals should be written clearly and legibly.

When we receive your appeal:

- We will, on receipt of your appeal immediately begin processing it through our appeals processing procedures.
- We will consider your appeal in conjunction with the evidence supplied by the Traffic Warden in relation to the issuing of the ticket.
- We will notify you in writing of our decision.
- We will record details of your appeal for control and audit purposes.