

PERMIT FEES W.E.F 01/05/2022:

See Note 1



OFFICIAL USE ONLY:

Customer ID: _____

Date: _____

**CORK CITY COUNCIL
COMHAIRLE CATHRACH CHORCAÍ**

Operations Directorate
Tel: 021 4924343

Parking Section
[email:parkingpermits@corkcity.ie](mailto:parkingpermits@corkcity.ie)

APPLICATION FORM - RESIDENT'S PARKING PERMIT (Aug 2022)

YOU MAY APPLY FOR THIS PERMIT ONLINE ON THE CORK CITY COUNCIL WEBSITE

[HTTPS://WWW.CORKCITY.IE/EN/COUNCIL-SERVICES/SERVICES/PARKING-SERVICES/APPLY-ONLINE/](https://www.corkcity.ie/en/council-services/services/parking-services/apply-online/)

Please indicate which type of permit you wish to apply for:

1st Application:

Change of Address:

Renewal:

Number of Current Parking Permits at this Address:

APPLICANT DETAILS:

Surname: _____

Forename: _____

Address: _____

Eircode: _____

Contact No: _____

Email: _____

RESIDENCE TYPE:

Owner/Occupier (This person owns and occupies the property as his/her normal place of residence)

Tenant
Expiry Date of Rental Agreement _____

Other
Please specify: _____

How long have you lived at this Address?

Is the premises:

(a) A rented property? Yes No

(b) Fully Domestic? Yes No

Note we do not issue permits to Commercial premises.

VEHICLE DETAILS:

Vehicle Reg No:

Vehicle Make:

Tax Expiry Date:

DOCUMENTATION REQUIRED:

See Note 2

PLEASE NOTE: All documentation must be addressed to the property for which the permit is being sought and in the applicants name.



Please send Postal Applications to: Cork City Council, Parking Section, Room 335, City Hall, Cork. T12 T997.
For Postal Applications, please include the appropriate payment. Payment may be made by cheque, bank draft or postal order – made payable to **Cork City Council**. **DO NOT ENCLOSE CASH WITH YOUR APPLICATION.**

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

Signed: _____

Date: _____

You May Apply for this Permit on the Cork City Council website: <https://www.corkcity.ie/en/council-services/services/parking-services/apply-online>

Guidelines for completing application form for a Resident's Parking Permit

When submitting a residents parking permit application form, please ensure you submit all of the required documentation with the application form. The permit application will not be processed unless all the documentation is received in full. Incomplete applications will be returned to the applicant.

1 Permit Fees – Maximum Parking Permit per Residence – CORK CITY [Ballincollig Residents please go to number 2; Douglas residents please go to number 3]

Cork City Council Residents (Owner/Occupier) and Cork City Council tenants within the area subject to Cork City Council's Parking Bye-Laws 2022 are restricted to the following limits

- Maximum Permit term: 2 year
 - Maximum number of permits available per dwelling: 4*
-
- First Permit Cost: - one year €30 - two year €60
 - Second Permit Cost: - one year €60 - two year €120
 - Third Permit Cost: - one year €120 - two year €240
 - Fourth Permit Cost: - one year €120 - two year €240

Cork City Council Residents (Private Renters) within the the area subject to Cork City Council's Parking Bye-Laws 2022 are restricted to the following limits

- Maximum Permit term: 1 year
- Maximum number of permits available per dwelling: 4*



- First Permit Cost: - one year €30
- Second Permit Cost: - one year €60
- Third Permit Cost: - one year €120
- Fourth Permit Cost: - one year €120

*Maximum of 4 permits, subject to restriction below, reducing to 3 (three) with effect from the 1st January 2027.

In the interim period, commencing 1st May 2022 until 31st December 2026: -

- Cork City Council will not accept new applications for a fourth permit for a qualifying dwelling.
- Cork City Council will accept renewal applications for a fourth permit for a qualifying dwelling.

2 Permit Fees – Maximum Parking Permit per Residence - BALLINCOLLIG

Cork City Council residents and Cork City Council tenants within the **area subject to Cork City Council’s Ballincollig Car Park Bye-Laws 2020** are restricted to the following limits

- Maximum Permit term: 1 year
- Maximum number of permits available per dwelling: 2
- Permit Cost: €20

3 Permit Fees – Maximum Parking Permit per Residence - DOUGLAS

Cork City Council residents and Cork City Council tenants within the **area subject to Cork City Council’s Douglas Parking Bye-Laws 2020** are restricted to the following limits

- Maximum Permit term: 1 year
- Maximum number of permits available per dwelling: 1
- Permit Cost: €20



4 Documentation Required - All documentation must be addressed to the property for which the Parking Permit is required

- Completed application form including domestic Eircode. [Applications with a commercial Eircode will not be accepted]
- Vehicle Licensing certificate/Log Book
- Valid Vehicle Insurance Certificate [insurance discs/schedules/cover letters will not be accepted]
- Domestic bill dated within the last 3 months (electric/gas bill, landline phone bill, bank/visa/credit union statement. Official correspondence from Revenue/Social Welfare dated within the last 3 months). Utility Bill or Financial Statement dated within the last three months – **N.B.** Sensitive Financial Information may be redacted.
- If the applicant is an Owner/Occupier – A copy of an extract from the house insurance policy indicating the name(s) of the policy holder, the address of the property insured and confirmation that both the contents and buildings
- If the applicant is a tenant – A full copy of the Rental/Lease agreement
- If the applicant is a tenant – proof that the property is registered with the Residential Tenancies Board (RTB)
- If the applicant's residence is part of a commercial property – A letter of confirmation from Cork City Council's Rates section that the premises has a domestic rating.

CORK CITY COUNCIL TENANTS

Cork City tenants are not obliged to provide a copy of their tenancy agreement – they must provide a letter from Cork City Council's Rents Section confirming that the applicant is a current tenant of Cork City Council.

Cork City Council tenants are not obliged to provide proof that their tenancy is registered with the RTB.

HAP TENANTS

HAP tenants are obliged to provide a copy of their tenancy agreement along with proof of RTB registration of the tenancy.



3 Vehicle Log Book/Licencing 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 then 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.

4 Termination of Permit:

Cork City Council reserves the right to terminate a permit/permit application if deemed necessary due to insufficient documentation, failure to provide further information requested, ineligibility for permit, etc.

Cork City Council reserves the right to request whatever further information is required to evaluate the eligibility of applications.

5 Restrictions to Multi-Unit Dwelling Buildings

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

- a) Residents of a purpose built or converted apartment building/block where off street parking has been constructed as part of the development or is already available to the development will **NOT** be eligible for a residents parking permit.
- b) Residents of a purpose built/converted apartment building/block where development of the complex was completed after March 2004 will **NOT** be eligible for a residents parking permit.

In the case of a qualifying pre-April 2004 conversion of a house into a multi-unit residence – the maximum limit of permits as set out in the above paragraphs will be applied to the entire dwelling on a first come first served basis.

Cork City Council may request proof of planning permission or proof of pre-April 2004 letting in order to evaluate the eligibility of a multi-unit dwelling.

6 Domestic Rating:

All applications may be required to provide a letter of confirmation from Cork City Council's Rates Section that the premises has a domestic rating. If the premises are partially commercial/non-residential, the premises may be inspected to confirm adequate residential accommodation is provided within the premises.

7 Permit Renewal

The renewal of the permit is the responsibility of the Permit Holder

Please allow 5 – 10 working days for the processing of your application.

8 Company Car

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



confirming the following details:

- The Vehicle registration number
- Name and address of the employee and confirmation that the applicant has domestic use of the vehicle
- Confirmation the vehicle is kept at the applicant's residence
- Satisfactory documentary evidence that the employee is in the full-time employment of the registered owner
- Insurance certificate and Log Book/Vehicle Licensing Certificate

Cork City Council reserves the right to request whatever further information is required to evaluate the eligibility of applications.

9 Audit Requirements

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 than 2 ½ years.

"Cork City Council is committed to fulfilling its obligations imposed by the Data Protection Acts 1988 to 2018 and the GDPR. Our privacy statement and data protection policy is available at <http://www.corkcity.ie/services/corporateandexternalaffairs/dataprotection/>. We request that you read these as they contain important information about how we process personal data that is supplied to us".