



**CORK CITY COUNCIL  
COMHAIRLE CATHRACH CHORCAÍ**

Parking Division - Operations Directorate

**Parking Appeal Form – Fixed Charge Penalty Notice**

**Date / Dáta:** \_\_\_\_\_

**Name / Ainm:** \_\_\_\_\_  
(Owner of Car)

**Address / Seoladh:** \_\_\_\_\_  
\_\_\_\_\_

**Eircode / Éirchód:** \_\_\_\_\_

**Email / R-Phost:** \_\_\_\_\_

**Phone number (optional) / Uimhir Ghutháin (roghnach):** \_\_\_\_\_

**Car Registration No(s) / Cláruimhir:** \_\_\_\_\_

**Ticket No(s) / Uimhir do Thicéad:** \_\_\_\_\_  
(Begins with CK / Tosaíonn sé le CK..)

**Reasons for Appeal / Cúiseanna don Achomharc:**

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To be returned to: Email [parkingappeals@corkcity.ie](mailto:parkingappeals@corkcity.ie) OR Appeals Office, Parking Division,  
Cork City Council, City Hall Cork, T12 T997

# 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 by Issuing Fixed Charge Penalty Notices.

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

### **All appeals must be written and should be sent to:**

Email [parkingappeals@corkcity.ie](mailto:parkingappeals@corkcity.ie)

or

by Post to: Appeals Office, Parking Division, Cork City Council, City Hall, Cork, T12 T997.

**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.

We can only accept appeals from the Registered Owner of the Vehicle.

*An appeal should include the following information*

- Name, address, email address of the appellant, vehicle registration number and ticket number.
- Reason for appeal.

### **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 - by email - of our decision.
- A notification of the decision will only be sent by post on request.
- We will record details of your appeal for control and audit purposes.

*“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.*