

**PERMIT FEES W.E.F 01/06/2019:**

€40.00 Owner/Occupier:

Valid for 2 years

€20.00 Rented Properties & Other:

Valid for 1 year

€20.00 Douglas and Ballincollig residents:

Valid for 1 year



**OFFICIAL USE ONLY:**

Customer ID: \_\_\_\_\_

Date: \_\_\_\_\_

**CORK CITY COUNCIL  
COMHAIRLE CATHRACH CHORCAÍ**

Operations Directorate  
Tel: 021 4924151/4924295/4924409

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

**APPLICATION FORM - RESIDENT'S PARKING PERMIT (May 2021)**

**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:

1<sup>st</sup> Application:

Change of Address:

Renewal:

**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:**

- Completed Application Form
- Photocopy of Vehicle Licensing Cert/Log Book (VLC must be registered to applicant's address)
- Photocopy of Vehicle Insurance Certificate (insurance discs/schedules/cover letters are not accepted) & (must match applicants address)
- Photocopy of domestic bill dated within the last 3 months (electric/gas bill, landline phone bill, bank/visa/credit union statement. Mobile bills are not accepted. Official correspondence from Revenue/Social Welfare dated within the last 3 months) & (must match applicant's name and address)

Please send Postal Applications to: Cork City Council, Transportation Division, Room 335, City Hall, Cork. T12 T997.

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 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.

**2 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.

**3 Restrictions to Multi-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:**

Residents of a purpose built apartment building/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/converted apartment building/block where development of the complex was completed after March 2004 will **NOT** be eligible for a residents permit. \*Note this does not apply to Douglas and Ballincollig residents.

**4 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.

**5 Permit Renewal**

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

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



## 6 **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 applicants 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

## 7 **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 2.5 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”.*