

## **FAQ for Students applying for Residential Permits.**

Students are advised to email [ParkingPermits@corkcity.ie](mailto:ParkingPermits@corkcity.ie) with their full address including Eircode before changing documents to check eligibility of an address and to confirm how many current permits are active at this address.

Due to GDPR, we can only discuss an application with the individual making the application.

- **Do I need to change my address on my vehicle documents?**

Yes, all applicants including students must have the address for which they are applying for a permit on their vehicle documents; i.e the documents must match the applicants name and address they are applying under.

- **How to change Registration Address for 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.

- **I do not have a utility bill, what can I submit as proof of address?**

We understand that students may not have a utility bill in their own name at their rented accommodation. We can accept bank or Revolut statements dated in the previous 3 months. We can also accept Revenue or Social welfare documents. All documents containing sensitive financial information should be suitably redacted by the applicant before their submission.

- **There are already 3 active permits at my address, can I still apply?**

Unfortunately, if you are a new applicant we cannot accept a fourth permit application. With effect from 1st January 2027, a maximum number of three Residents Parking Permits will be allowed per qualifying residence in the subject area of Cork City Council Parking Byelaws 2016. 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 residence.

- **How much will my permit cost?**

This cost depends on how many permits are already at the address.

Cork City Council Parking Bye Laws 2022	One Year Permit
First Resident's Parking Permit per residence	€30
Second Resident's Parking Permit per residence	€60
Third Resident's Parking Permit per residence	€120
Fourth Resident's Parking Permit per residence (until such time as a Fourth Resident's Parking Permit is no longer available in accordance with the Policy & the Scheme)	€120
Cork City Council's Ballincollig Car Park Bye-Laws 2020	€20
Cork City Council's Douglas Parking Bye-Laws 2020	€20

- **My lease agreement is only dated 6 months; can I still get a permit for a full year?**

To be eligible the lease period must be a minimum of 6 months or being a rolling lease. If the lease period is shorter than one year (and a minimum of 6 months), the parking permit will be issued for the period of the lease.

# Apply for a Residential Parking Permit

## DOCUMENTS YOU WILL NEED:

Owner Occupier	Tenant
Application Form	Application Form
Vehicle Licensing Cert/Log Book	Vehicle Licensing Cert/Log Book
Valid Vehicle Insurance Cert	Valid Vehicle Insurance Cert
Domestic Bill Dated within the last 3 months	Domestic Bill Dated within the last 3 months
House insurance policy - page(s) of the policy that clearly states the name of the insured, the property being insured and confirms that both the building and contents are insured. All monetary values or specifics risks or claims history can be redacted	A copy of the full rental agreement & proof the property is registered with the RTB

**ALL DOCUMENTS MUST CORRESPOND WITH THE NAME AND ADDRESS  
ON THE APPLICATION FORM.  
FOR MORE INFORMATION SEE [WWW.CORKCITY.IE](http://WWW.CORKCITY.IE)**