



**CORK CITY COUNCIL
COMHAIRLE CATHRACH CHORCAÍ**

Roads & Transportation Directorate
Tel: 021 4924151/4924420/4924295

Transportation Division
email: parkingpermits@corkcity.ie

OFFICIAL USE ONLY:

Customer ID: _____

Date: _____

Application Form for a Family Carer's Permit (January 2017)

PLEASE COMPLETE IN BLOCK CAPITALS

(A) Applicant Details (Person requiring the Care):

Surname: _____ Forename: _____

Address: _____ Daytime Contact No: _____

_____ Email address: _____

- Is this premises a Rented Property? Yes No
- Is this premises fully domestic? Yes No
- Is off-street parking available at the above address? Yes No
- Is the above address your normal place of Residence? Yes No

How long have you lived at the above address? _____ Years _____ Months

Do you require daily care? Yes No

(b) Carer's Details

Carer 1

Surname: _____ Forename: _____

Address: _____

Daytime Contact No: _____ Email address: _____

Please state relationship to Resident: _____

Vehicle Registration No: _____ Vehicle Make/Model: _____

Carer 2

Surname: _____ Forename: _____

Address: _____

Daytime Contact No: _____ Email address: _____

Please state relationship to Resident: _____

Vehicle Registration No: _____ Vehicle Make/Model: _____

Carer 3

Surname: _____ Forename: _____

Address: _____

Daytime Contact No: _____ Email address: _____

Please state relationship to Resident: _____

Vehicle Registration No: _____ Vehicle Make/Model: _____

Carer 4

Surname: _____ Forename: _____

Address: _____

Daytime Contact No: _____ Email address: _____

Please state relationship to Resident: _____

Vehicle Registration No: _____ Vehicle Make/Model: _____

Please note:

- A Fee of €20.00 applies to Family Carer Permits. – Permit will be valid for 1 year.
- Special Permits are only issued to Family Members. A family member includes **father, mother, brother, sister, son, daughter, uncle, aunt, niece or nephew etc.**
- The maximum number of vehicles covered under a family carer's permit is 4
- The maximum number of permits issued to any household is 4 (including Family Carers permit).
- A further application must be made if your residence or vehicle is changed.
- Medical Report must be completed in order to be considered for a Carer's Permit.
- Cork City Council reserves the right to terminate a permit if deemed necessary due to insufficient documentation, further information required, entitlement to permit etc.

*Please send Postal Applications to: Room 335, Residents Permits, Transportation Division, City Hall, Anglesea Street, Cork. Payment by cheque, bank draft or postal order is acceptable (**made payable to Cork City Council**). **DO NOT** enclose a cash payment with your application.*

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

Signed: _____
(Signature of Person requiring Care)

Date: _____



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MEDICAL REPORT SPECIAL PERMIT APPLICATION
TO BE COMPLETED BY DOCTOR

Patients Name: _____

Patients Address: _____

Brief Description of Illness: _____

Does the above person suffer from a chronic illness? Yes/No (Please circle as appropriate)

Does the above person require ongoing daily care? Yes/No (Please circle as appropriate)

Doctor's Comments (If applicable)

Doctor's Signature: _____

Doctor's Name: _____

Doctor's Address: _____

N.B. Original Medical Reports can only be accepted by staff

DOCTOR'S STAMP

DATE: _____

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Guidelines accompanying the Application Form for a Resident's Parking Disc

**When submitting the parking permit application form please ensure that you have all of the required documentation, as incomplete applications will be returned to the applicant.
The permit will not be processed unless all documentation is received in full.**

Applicant – Documentation Required:

1. Completed Application Form (This form must be completed in full and signed)
2. A **photocopy of a Domestic Bill** or Bank Statement/Credit Card Statement. This document must be **dated within the last 3 months** in the Applicant's name & for the address for which the permit is being sought. Examples of documents acceptable are as follows: **Electrical/Gas Bill, landline phone bill, bank statements including visa & credit union. Official Correspondence from Revenue, Social Welfare provided they are dated within the last three months and at the address for which the permit is being sought - Mobile phone bills are not acceptable.**
3. **Medical Report** attached to be completed in full by Doctor.
4. Payment of **€20.00** to accompany application, Cheques should be made payable to Cork City Council. **Please do not send Cash in the Post.**

Family Carer – Documentation Required:

1. A **photocopy** of the **Vehicle Licensing Certificate / Log Book** for the person(s) providing the care.
2. A **photocopy** of the **Carers current Vehicle Insurance Certificate**. Please note only certificates are acceptable – Insurance Schedules, letters or discs will not be accepted.

Please Note:

- **Termination of Permit**
Cork City Council reserves the right to terminate a permit if deemed necessary due to insufficient documentation, further information requested, entitlement to permit etc.
- The Transportation Public Counter is open from **10am to 4pm Monday to Friday**. **In order to allow your permit to be processed fully and payment made at the Cash Office the last application will be processed at 3:45pm. Incomplete applications cannot be accepted under any circumstances. Please note that the Cash Office closes at 4pm sharp.**
- The Renewal of a permit is the responsibility of the Permit Holder.
- All Applications received in this Office are checked with the Rates Office to ensure that the Premises are a domestic premise. If the premises are partially commercial/non-residential, the premises may be inspected to confirm adequate residential accommodation is provided within the premises.
- 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 purpose 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.

Restrictions to Multi-Dwelling Buildings:

Restrictions apply to multi-dwelling buildings. Site investigations maybe required. The guidelines for multi-purpose dwellings state the following:

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

- Residents of a purpose built apartment 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 apartment block where development of the complex was completed after March 2004 will not be eligible for a residents permit.

Postal Applications:

Please send Postal Applications to: Cork City Council, Transportation Division – Residents Permits, Room 335, City Hall, Cork. Payment by cheque, bank draft or postal order is acceptable (made payable to Cork City Council).
Do not enclose a cash payment with your application.

FOR OFFICIAL USE ONLY – ADDITIONAL INFORMATION:

Customer ID: _____