



**APPLICATION FOR A RESIDENT'S PARKING PERMIT (RESIDENTIAL INSTITUTION EMPLOYEE).**

**Please note your permit will be posted to your address as stated on this application form.**

**READ ALL CONDITIONS OVERLEAF AND ANSWER ALL QUESTIONS BELOW BEFORE SIGNING AND SUBMITTING THIS APPLICATION.**

**TO BE COMPLETED BY THE EMPLOYEE:**

1. Employee's Surname: \_\_\_\_\_ 2. First name/s: \_\_\_\_\_
3. Name and Type of Residential Institution: \_\_\_\_\_
4. Address of Residential Institution: \_\_\_\_\_  
\_\_\_\_\_
- Eircode: \_\_\_\_\_
5. Employee's Position: \_\_\_\_\_
6. Employee's Home Address: \_\_\_\_\_  
\_\_\_\_\_
7. Employee's Contact Phone Number: \_\_\_\_\_  
Employee's Email: \_\_\_\_\_
8. Is the employee's vehicle eligible? (See condition 6 overleaf) YES \_\_\_ NO \_\_\_
9. Vehicle Registration No: \_\_\_\_\_
- Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only:**

**Permit No:**

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**Amount Due:    Issue Date:**

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I/C \_\_\_\_\_ VLC \_\_\_\_\_ Co. L \_\_\_\_\_

Initials \_\_\_\_\_

**TO BE COMPLETED BY THE EMPLOYER:**

1. I hereby certify that the above person is an employee of this Residential Institution and is required as part of his/her employment to reside overnight for more than 183 nights per year.
  2. I hereby certify that this Residential Institution has no off-road parking available to it.
- I declare that I have read conditions 1 to 14 overleaf and that the above particulars are true.
- Employer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_
- Employer's Position: \_\_\_\_\_

**IMPORTANT CHECK LIST**

**ENCLOSE COPY OF EMPLOYEE'S INSURANCE CERTIFICATE, AND €50 FEE AND A COPY OF EMPLOYEE'S CURRENT FULL OR PROVISIONAL DRIVING LICENCE.**  
Once processed, application forms and supporting documents will be held by Dublin City Council for the lifetime of the permit, after which time they will be destroyed.

**UNSIGNED/INCOMPLETE APPLICATIONS WILL BE RETURNED**

**Do not forward cash by post. Cheques/Postal Orders should be made payable to Dublin City Council. If you wish to pay by Visa, Laser or Mastercard, please ensure your contact details above are correct. You will be contacted for payment once the application is successful.**

## **DUBLIN CITY COUNCIL PARKING CONTROL BYE-LAWS – CONDITIONS:**

1. The City Council may issue a maximum of 2 annual residents' parking permits to 2 employees of a residential institution, subject to the following conditions:
2. Residential Institution means a place of employment such as a nursing home, hostel, hotel, convent, embassy or other institution of a similar nature.
3. Eligible employee means an individual who is required as part of his/her employment to reside overnight in a residential institution for more than 183 nights per year, as certified by the employer.
4. To qualify, a residential institution must have no off-road car parking available to it, as certified by the employer.
5. A copy of the employee's current Insurance Certificate indicating his/her name, address and vehicle registration number must be submitted with this application. The address on the Insurance Certificate must be the address of the residential institution. (A letter from the Insurance Company or Insurance Broker will not be accepted in lieu of the Insurance Certificate).  
  
If you are an employee with (i) a company car or (ii) a private car insured by the company, you must supply a copy of the Vehicle Licensing Certificate, a copy of the company insurance certificate and a letter from the company stating that you are employed by them, your address, the vehicle registration number and that either (i) you have habitual use of the company vehicle or (ii) that your private car is insured by the company, as appropriate.
6. A copy of the Employee's current Full or Provisional Driving Licence.
7. Eligible vehicle means (a) a passenger vehicle with passenger accommodation for not more than twelve persons excluding the driver and not drawing a trailer or other vehicle and (b) a goods vehicle whose unladen weight does not exceed 3 tonnes and not drawing a trailer or other vehicle.
8. The maximum number of residential parking permits issuable concurrently to any one eligible residential institution shall be 2.
9. A resident's permit issued to an employee of a residential institution shall be granted for a maximum period of one year and may be renewed annually.
10. A resident's permit is only valid for the vehicle and the permit parking street/s indicated on the permit. If the employee changes his/her vehicle, a new resident's parking permit must be applied for and the existing parking permit returned to this office.
11. If an employee leaves the employment of the residential institution, the resident's permit is no longer valid and the employer must return the permit to this office immediately.
12. Renewal notices are normally issued to all permit holders. The responsibility for the renewal of residents' permits issued under this category rests solely with the employer of the residential institution.
13. The City Council will cancel and withdraw or refuse to renew any resident's parking permit where it establishes that the permit has been obtained by supplying inaccurate information or documentation.
14. Possession of a resident's parking permit does not guarantee the holder a parking space at all times on the permit parking road/s.

For more information relating to the Dublin City Council Privacy Statement or Data Protection policies, please refer to <http://www.dublincity.ie/privacy-statement>