



**APPLICATION FOR A RESIDENT'S PARKING PERMIT (NON-RESIDENT FAMILY MEMBER).**

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

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

**(A) Resident's Details**

1. Surname: \_\_\_\_\_ 2. First name/s: \_\_\_\_\_  
3. Address: \_\_\_\_\_  
\_\_\_\_\_  
Eircode: \_\_\_\_\_  
4. Contact Phone Number: \_\_\_\_\_

**(B) Non-Resident's Details**

1. Surname: \_\_\_\_\_ 2. First name/s: \_\_\_\_\_  
3. Address: \_\_\_\_\_  
\_\_\_\_\_  
4. Contact Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_  
5. Relationship to resident: \_\_\_\_\_  
6. Does the resident at (A) live in a flat/apartment?: YES \_\_\_\_ NO \_\_\_\_  
7. Total number of housing units in the building: \_\_\_\_\_  
8. Has the building off-road parking available to it? YES \_\_\_\_ NO \_\_\_\_  
9. Is your vehicle eligible? (See condition 4 overleaf) YES \_\_\_\_ NO \_\_\_\_  
10. Vehicle Registration No: \_\_\_\_\_  
11. Fees: € 400 or € 50 for 1 year. See Condition 6 overleaf for applicable fee.

**For Office Use Only:**

**Permit No:**

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**Amount Due:**      **Issue Date:**

€	
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U/B \_\_\_\_ F/S \_\_\_\_ L/A \_\_\_\_

I/C \_\_\_\_ Doc L \_\_\_\_

Initials \_\_\_\_

**I declare that I have read conditions 1 to 15 overleaf and that the above particulars are true.**

**Applicant's (i.e. Non-Resident's) Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**UNSIGNED/INCOMPLETE APPLICATIONS WILL BE RETURNED**

**ENCLOSE RESIDENT'S CURRENT PROOF OF RESIDENCY, LETTER FROM RESIDENT'S DOCTOR, COPY OF NON-RESIDENT'S INSURANCE CERTIFICATE, COPY OF NON-RESIDENT'S CURRENT FULL OR PROVISIONAL DRIVING LICENCE AND THE APPROPRIATE FEE. 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.**

**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. A resident's parking permit may be issued by the City Council with a maximum of two vehicle registration numbers on the permit for up to two non-resident immediate family members who act as voluntary carers for a resident whose normal dwelling place is in a residential parking permit zone and who requires on-going daily care for a chronic illness. The resident's parking permit i.e. special permit shall be issued annually subject to the submission of the immediate family member(s) insurance certificate(s) and written confirmation from the resident's doctor that the resident requires on-going daily care for a chronic illness.
2. The issue of a special permit in respect of the housing unit in which the resident who requires on-going daily care resides, is subject to the maximum number of parking permits to be issued under these Bye-Laws for that housing unit not being exceeded.
3. Immediate family member means a spouse, father, mother, brother, sister, son, daughter, niece, nephew, aunt or uncle.
4. 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.
5. Special permits are not issued in respect of residents of apartment blocks consisting of more than 4 housing units in a heavy demand zone.
6. **Fees:** € 400 for 1 year if the resident's building contains more than 4 housing units, has off-road parking available to it and is located in a low demand zone (includes converted houses and apartment blocks)  
  
€ 400 for 1 year if the resident's building is a converted house, contains more than 4 housing units, has off-road parking available to it and is located in a heavy demand zone  
  
€ 50 for 1 year for all other eligible cases not falling within the above 2 categories.
7. Where a converted house contains more than 4 housing units and is located in a heavy demand zone, the overall entitlement for that building is 4 residents' permits, or the permit quota (if applicable) if greater, subject to 1 resident's permit per housing unit.
8. Permit quota means the total number of residents' parking permits held on the 31<sup>st</sup> March, 2004, by residents of a converted house of more than 4 housing units (should this be taken out)?
9. A special permit is only valid for the vehicle and the permit parking street/s indicated on the permit.
10. Whilst the City Council issues renewal notices to all permit holders, the responsibility for the renewal of each special permit rests solely with the permit holder i.e. non-resident family member.
11. The City Council will cancel and withdraw or refuse to renew any special permit where it establishes that the permit holder has obtained the permit by supplying inaccurate information or documentation.
12. Possession of a resident's parking permit does not guarantee the holder a parking space at all times on the permit parking road/s.

## **DOCUMENTATION TO BE SUBMITTED WITH THIS APPLICATION:**

13. Written confirmation from the resident's doctor that the resident requires on-going daily care for a chronic illness.
14. You must submit 2 current (i.e. dated within the last 3 months) alternative proofs of residency showing your name and address (including flat number, if applicable) from the following: utility bills, financial statements, or other documentation acceptable to Dublin City Council. Further enquiries may be warranted and you may be contacted by a member of the Parking Enforcement Section.
15. A copy of the non-resident family member's current Insurance Certificate for the vehicle with his/her name, address and vehicle registration number.

Please note the following will not be accepted by the City Council: Temporary Insurance Certificates; International motor insurance cards ("green cards"); insurance discs; insurance schedules; insurance renewal notices, receipts and letters in lieu of the Insurance Certificate.

- 16 You must submit a copy of the Non-Resident's Full or Provisional Driving Licence.

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