



RESIDENT'S PARKING PERMIT APPLICATION FOR CHANGE OF VEHICLE.

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

YOU MUST READ ALL CONDITIONS BELOW AND ANSWER QUESTIONS 1 TO 10 BEFORE SIGNING

- Surname: _____
- First name/s: _____
- Contact Phone Number: _____
- Email: _____
- Address: Flat/Apt. No.: _____, House No.: _____, _____

- Eircode: _____
- Is this your normal dwelling place? (Residing for more than 183 days per year) YES ___ NO ___
- Vehicle Registration No: _____
- Is your vehicle eligible? (See condition 3 overleaf) YES ___ NO ___
- You must return your current permit. Is your permit enclosed? YES ___ NO ___
- Your current permit must be returned, if not, a €10 replacement fee will apply, the permit cancelled and the Parking Enforcement Contractor notified. See condition 1 overleaf.

For Office Use Only:

Permit No:

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Amount Due: Issue Date:

€		
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I/C _____ VLC _____ Co.L _____

Initials _____

If your current permit is not returned, please complete the following:

I have not returned my existing resident's parking permit for cancellation because:

I declare that I have read conditions 1 to 8 overleaf and that the above particulars are true.

Applicant's Signature: _____ Date: _____

IMPORTANT CHECKLIST:

ENCLOSE YOUR EXISTING RESIDENT'S PARKING PERMIT AND COPY OF INSURANCE CERTIFICATE FOR THE NEW VEHICLE
Once processed, supporting documents will be held for 60 days by Dublin City Council after which they will be destroyed.
Application forms will be retained for 3 years

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. If applicable, you must state in writing why your permit cannot be returned. If not returned, a fee of €10 applies. Unreturned permits are cancelled and reported to the Parking Enforcement Contractor.
2. You must also submit a copy of the current Insurance Certificate with your name, address and vehicle registration number. The address on the Insurance Certificate must correspond with your address at 5 above. (An Insurance Certificate without the corresponding address will not be accepted).

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.

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.

3. 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 3.5 tonnes and not drawing a trailer or other vehicle.
4. A permit is only valid for the vehicle and the permit parking street/s indicated on the resident’s permit.
5. If you move from this address or if you dispose of your vehicle, your resident’s permit is no longer valid and must be returned to this office immediately.
6. Whilst the City Council issues renewal notices to all permit holders, the responsibility for the renewal of each resident’s permit rests solely with the permit holder.
7. The City Council will cancel and withdraw or refuse to renew any resident’s parking permit where it establishes that the permit holder has obtained the permit by supplying inaccurate information or documentation.
8. 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>