



APPLICATION FOR FIRST-TIME RESIDENTS PARKING PERMIT: 1 YEAR:  2 YEAR:

APPLICATION FOR CHANGE OF ADDRESS:

**Please note your resident's permit will be posted to your address as stated on this application form. Parking Permits must be renewed within 28 days of expiry. All late renewal applications must be submitted as a first time application, possibly affecting eligibility.**

1. Surname: \_\_\_\_\_ 2. First name/s: \_\_\_\_\_

3. Contact Phone Number: \_\_\_\_\_

4. Email: \_\_\_\_\_

5. Address: Flat/Apt. No.: \_\_\_\_\_, House No.: \_\_\_\_\_, \_\_\_\_\_

Eircode: \_\_\_\_\_

6. Is this your normal dwelling place? (Residing for more than 183 days per year) YES \_\_\_ NO \_\_\_

7. If you live in a flat/apt. total number of housing units in your building: \_\_\_\_\_

8. Has your building off-street parking? YES \_\_\_ NO \_\_\_

9. Is your vehicle eligible? (See condition 4 overleaf) YES \_\_\_ NO \_\_\_

10. Vehicle Registration No: \_\_\_\_\_

For Office Use Only:

Permit No:

--	--	--	--	--	--	--	--

**Amount Due:    Issue Date:**

€	
---	--

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

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

Initials \_\_\_

**IMPORTANT CHECK LIST:**

**First-time Applicants:** Enclose 2 current proofs of residency, copy of insurance certificate and fee.

**Change of Address:** Enclose existing permit, 2 current proofs of residency, copy of insurance certificate and replacement fee, if applicable.

**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**

First-time Permit Fees: €50 or €400 for 1 year and €80 or €750 for 2 years. See conditions overleaf for fee applicable in your case. Each 1 year and 2 year permit will include 8 and 16 visitor permits respectively.

Change of Address Fee: Your current permit must be returned. If not, a €10 replacement fee will apply, the permit cancelled and Dublin Street Parking Services notified.

**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.**

I declare that I have read conditions 1 to 18 overleaf and that the above particulars are true.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

1. 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.
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 overleaf. (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 or receipts and letters in lieu of the Insurance Certificate.**

3. Change of Address: in addition to conditions 1 to 2, for a change of address, you must also return your existing resident's parking permit. If you are eligible, the unexpired period on your existing permit will be transferred to your new address. On renewal of the permit, however, the appropriate fee category for the new address will then apply. (This may involve a higher or lower fee depending on the status of the road, the building type and if off-road parking is available to it). A replacement fee of €10 applies if your current permit is not now returned.
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. Each eligible applicant is entitled to a maximum of 1 resident's permit.
6. Where the building is used as a single housing unit, the maximum entitlement is 4 residents' permits per building in a low demand zone and 3 residents' permits per building in a heavy demand zone. Where a new residents' parking permit zone is introduced after 1<sup>st</sup> September 2011, the maximum entitlement is 2 residents permits per building in a heavy demand zone.
7. Where the building is divided into 2, 3 or 4 housing units whether located in a low or heavy demand zone, the maximum entitlement is 1 resident's permit per unit.
8. Where the building contains more than 4 housing units and is located in a low demand zone, the maximum entitlement is 1 resident's permit per unit (includes converted houses and apartment blocks).
9. Residents of apartment blocks containing more than 4 housing units located in a heavy demand zone are not eligible for residents' permits.
10. 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.
11. Permit quota means the total number of residents' parking permits held on 31<sup>st</sup> March, 2004, by residents of a converted house of more than 4 housing units.
12. If a parking permit originally issued under the Dublin City Council Parking Control Bye-Laws is not renewed within 28 days of the expiry date, a subsequent request for renewal will be dealt with as a new application and thereby affecting eligibility if quota applies.
13. Fees: €400 for 1 year or €750 for 2 years if your 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 or €750 for 2 years if your 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 (see condition 11).  
  
€50 for 1 year and €80 for 2 years for all other first-time applicants.
14. Businesses, employees and non-resident landlords are not eligible for residents' permits.
15. A resident's permit is only valid for the vehicle and the permit parking street/s indicated on the permit. 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.
16. 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.
17. 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.
18. 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>**