

### APPLICATION FOR VISITOR PARKING PERMITS

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

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

- 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. Are you the holder of a residential parking permit? (✓) YES \_\_\_ NO \_\_\_
- 9. Is this your first application for visitor parking permits? YES \_\_\_ NO \_\_\_
- 10. Visitor permits are sold in multiples of 4. The maximum order is 80 per eligible resident in a calendar year for €100.00. The minimum order is 4 for €5.00.
- 12. No of permits requested \_\_\_\_\_ Amount Due € \_\_\_\_\_

<b><u>For Office Use Only:</u></b>																	
<b><u>Permit No:</u></b>																	
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U/B ____ F/S ____ L/A ____																	
Initials ____																	

**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 13 overleaf and that the above particulars are true.**

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

#### IMPORTANT CHECKLIST

**Enclose 2 current proofs of residency and fee: see conditions overleaf. 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**

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

1. **Visitors' permits may be issued to a resident who is eligible for a resident's permit, whether or not he/she holds a resident's permit.**
2. **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 i.e. Gas, Home Telephone, Electricity or TV bill; Bank, Credit Card or Credit Union statement; Phonewatch bill or Television Licence. Non-domestic bills and mobile phone bills are not accepted by Dublin City Council.**
3. **The total number of visitor parking permits which may be issued to each eligible resident in a permit parking scheme is 80 in a calendar year subject to an overall limit of 160 visitor parking permits per single house or 80 per unit where the eligible building is divided into housing units.**
4. **Eligible resident means a person aged 17 or over who satisfies the Council that his/her normal dwelling place is at a building situated on a public road in a residential parking permit zone and who qualifies for a resident's parking permit under the terms of these Bye-Laws (See conditions 5, 6, 7, 8 and 9 hereunder).**
5. **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.**
6. **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.**
7. **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).**
8. **Residents of apartment blocks containing more than 4 housing units located in a heavy demand zone are not eligible for residents' permits.**
9. **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.**
10. **A vehicle with a Visitor's Permit displayed may be parked for a maximum of 24 hours continuous parking from the time that parking commences. This permit may only be used by a person who visits, calls on or makes a stay with the resident or is engaged by the resident to carry out works on their dwelling.**
11. **Any newly converted house, converted after 1<sup>st</sup> September 2011 or where the Council is first notified of the conversion after 1<sup>st</sup> September 2011, will retain the previous quota for the building**
12. **A visitor's parking permit is only valid for the permit parking street/s indicated on that permit.**
13. **Businesses, employees and non-resident landlords are not eligible for visitor parking permits.**

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