

**Postal Address:** Dún Laoghaire-Rathdown County Council, Transportation Department, Parking Section, County Hall, Marine Road, Dún Laoghaire, Co. Dublin.  
Office Location: Civic Hub, County Hall, Marine Road, Dún Laoghaire, Co. Dublin.  
**Tel:** 204700 | **Fax:** 2302494 | **Web:** [www.dlrcoco.ie](http://www.dlrcoco.ie) | **Email:** info@dlrcoco.ie

## APPLICATION FOR RESIDENTS PARKING PERMIT

€40 Annual Permit

€75 2 Year Permit

**YOU MUST READ ALL CONDITIONS OVERLEAF AND ANSWER ALL QUESTIONS BELOW  
 BEFORE SIGNING AND SUBMITTING THIS APPLICATION  
 UNSIGNED / INCOMPLETE APPLICATIONS WILL BE RETURNED**

**Surname:** (BLOCK CAPITALS) \_\_\_\_\_

**First name(s):** (BLOCK CAPITALS) \_\_\_\_\_

**Telephone (Home):** \_\_\_\_\_ **(Work):** \_\_\_\_\_ **(Mobile):** \_\_\_\_\_

**Address:** (BLOCK CAPITALS) \_\_\_\_\_  
 \_\_\_\_\_

Is the above address your normal place of residence? Yes \_\_\_\_\_ No \_\_\_\_\_

Is this a rented property? Yes \_\_\_\_\_ No \_\_\_\_\_

Number of valid residents parking permits currently issued to residents of this dwelling: \_\_\_\_\_

If you live in a converted house, total number of valid residents parking permits currently issued to residents in your building: \_\_\_\_\_

**Vehicle Details:** Make: \_\_\_\_\_

Model: \_\_\_\_\_

Colour: \_\_\_\_\_

Registration No. \_\_\_\_\_

Have you held a previous parking permit: Yes \_\_\_\_\_ No \_\_\_\_\_

Please indicate Permit being applied for: 1 Year \_\_\_\_\_ 2 Year \_\_\_\_\_

If applicable, on-line payment receipt number: \_\_\_\_\_

***I declare that the particulars in this application form are true.***

**Applicant's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**THE FEE FOR A PARKING PERMIT, WHICH MUST ACCOMPANY THIS APPLICATION, IS €40 FOR ONE YEAR / €75 FOR TWO YEARS.  
 (SEE PAYMENT INSTRUCTIONS OVERLEAF.)**

**FOR OFFICE USE ONLY:**

Checked by: \_\_\_\_\_ Amount Due: \_\_\_\_\_ Permit No: \_\_\_\_\_

Receipt No: \_\_\_\_\_ Issue Date: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Issued by: \_\_\_\_\_ I.D: \_\_\_\_\_ Parking Control Area: \_\_\_\_\_

## **WITH THIS APPLICATION YOU MUST SUPPLY TO THIS OFFICE:**

1. Copy of current (i.e. dated within the last 3 months) proof of residency showing your name and address, i.e. domestic utility bill, Bank, Credit Union or Credit Card statement; or a registered landlord's tenancy agreement, acceptable to the Council. (Non-domestic bills and mobile phone bills are not accepted by this Council) **AND**
2. A photocopy of your current vehicle **insurance certificate** – the address on the insurance certificate must be the same as the address for which the permit is being sought. If the car is registered in the name of a company you must supply a copy of the current insurance certificate for the vehicle, **AND** a letter from the company stating that you are employed by them and that you have habitual use of the vehicle, **AND**
3. A copy of your current driving licence, **AND**
4. A copy of your current tax disc, **AND**
5. The appropriate fee. Debit/Credit Card payments or Cheque/Postal Order/Bank Draft payments [made payable to Dún Laoghaire-Rathdown County Council] accepted at Civic Hub Office. Cash payments will not be accepted. Payment can also be made on-line at [www.dlrcoco.ie](http://www.dlrcoco.ie). Civic Hub public counter opening hours are Monday to Friday from 9 a.m. - 5.00 p.m. (excluding bank / public holidays).
6. Any other information requested by Dún Laoghaire-Rathdown County Council in relation to application.

Certain domestic forms of identification may not be acceptable to the Council as proof of residency and you may be asked to provide additional information/proof of residency for the Council to process your application.

## **DÚN LAOGHAIRE-RATHDOWN COUNTY COUNCIL PARKING CONTROL BYE-LAWS 2007**

*A resident* is defined in the 2007 Parking Control Bye-Laws as "a person who is the occupant of a dwelling or a converted house, other than a purpose built apartment block, who satisfies the Council that his/her normal dwelling place is at premises situated within a pay parking area which relates to the parking permit".

*Dwelling* is defined as "a building or structure designed and used for residential purposes, other than an apartment within a purpose built apartment block".

### **CONDITIONS**

1. The display of a valid parking permit, as specified in the Parking Control Bye-Laws, is the responsibility of the applicant.
2. In any one year, the Council shall, on application by a resident, issue one parking permit per resident's car within its own pay parking area, subject to production of acceptable evidence by the resident up to an upper limit of four residents parking permits per dwelling.
3. Where a building comprises a converted house the total number of residents' parking permits that may be held concurrently by residents of housing units in that building shall be four subject to the limit of one residents' parking permit per housing unit and subject to production of acceptable evidence.
4. Businesses, employees and non-resident landlords are not eligible for residents permits.
5. Residents of purpose built apartment blocks are not eligible for resident's permits.
6. Please note, in the case of rented property, the property **must be registered** in accordance with the Housing (Regulation of Rented Houses) Regulations, 1996 and the Residential Tenancies Act 2004.
7. A resident's parking permit is only valid for the vehicle and the parking area indicated on the permit. Maps showing the parking areas in which the Parking Control Bye-Laws are in operation are available for inspection in Council Offices at County Hall, Dún Laoghaire and Dundrum. The Parking Control Bye-Laws, 2007 may be viewed on the Council's website ([www.dlrcoco.ie](http://www.dlrcoco.ie))
8. When parking please refer to the information plates on the street, which will indicate the period during which it is permitted to park and any parking restrictions i.e. 'Permits not Valid'.
9. If you move from the above address, or if you dispose of your vehicle, your permit is no longer valid and must be returned to this office immediately.
10. The renewal of a permit is the responsibility of the permit holder.
11. All renewed permits issued will be valid from the first day following the expiry of the previous permit. If a parking permit is not renewed within 1 month of the expiry date, a subsequent request for renewal will be dealt with as a new application.
12. Dún Laoghaire-Rathdown County 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 inaccurate information or documentation being supplied.
13. All incomplete applications will be returned.
14. Permits are non-refundable.

PLEASE REMEMBER TO SHOW CONSIDERATION TOWARDS OTHER DRIVERS WHEN PARKING YOUR VEHICLE