

**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:** 2054700 | **Fax:** 2302494 | **Web:** [www.dlrcoco.ie](http://www.dlrcoco.ie)  
**Email:** [info@dlrcoco.ie](mailto:info@dlrcoco.ie)

**APPLICATION FOR VISITORS PARKING PERMITS**  
**VISITORS PERMITS ARE SOLD AT A COST OF €2.00 EACH IN MULTIPLES OF 4**  
**MINIMUM ORDER IS 4 PERMITS AT A COST OF €8**  
**MAXIMUM ORDER PER CALENDAR YEAR IS 120 PERMITS AT A COST OF €240**

**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 \_\_\_\_\_  
 Are you the holder of a resident parking permit? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Is this your first application for visitors' permit(s)? Yes \_\_\_\_\_ No \_\_\_\_\_

**Number of visitors' permits now applied for (in multiples of 4):** \_\_\_\_\_ **Amount due:** \_\_\_\_\_  
 COST PER PERMIT IS €2.00. **MINIMUM ORDER IS 4 PERMITS AT A COST OF €8. MAXIMUM ORDER PER CALENDAR YEAR IS 120 PERMITS AT A COST OF €240.**

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

***I hereby apply for visitors permits and I agree to abide by the conditions set out on the back of this form and on the visitors permit.***

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

**THE FEE FOR VISITOR'S PARKING PERMITS, WHICH MUST ACCOMPANY THIS APPLICATION, IS €2.00 PER PERMIT. THE MINIMUM ORDER IS 4 PERMITS AT A COST OF €8. TO A MAXIMUM PER CALENDAR YEAR OF 120 PERMITS AT €240. [SEE PAYMENT INSTRUCTIONS OVERLEAF.]**

**For Office Use Only:**

Checked by \_\_\_\_\_ Amount Due: \_\_\_\_\_ I.D. \_\_\_\_\_  
 Receipt No. \_\_\_\_\_ Issue Date: \_\_\_\_\_ Issued by: \_\_\_\_\_  
 Total Issued to date: \_\_\_\_\_ Permit No's. \_\_\_\_\_

**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. 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).
3. Any other information requested by Dún Laoghaire-Rathdown County Council in relation to application.

**VISITOR PERMITS ARE SOLD AT A COST OF €2.00 EACH IN MULTIPLES OF 4. THE MINIMUM ORDER IS 4 PERMITS AT A COST OF €8. THE MAXIMUM NUMBER OF PERMITS TO BE ISSUED IN ONE CALENDAR YEAR IS 120.**

**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".

*Visitor* is defined as "one who visits, calls on, or makes a stay with the resident or is engaged by the resident to carry out works on the dwelling."

**Conditions**

1. The display of a valid parking permit, as specified in the Parking Control Bye-Laws, is the responsibility of the applicant.
2. Businesses, employees and non-resident landlords are not eligible for visitor's permits.
3. Residents of purpose built apartment blocks are not eligible for visitor's permits.
4. A visitor's parking permit is valid for one day only and use is restricted to parking bays on the street(s) indicated on the permit.
5. The year, month and date that you wish to use your paid parking permit must be clearly indicated by fully scratching off appropriate panels on the visitor's permit - a pinprick dot will not suffice. The permit must be so exhibited in the interior of the vehicle that a person outside the vehicle can clearly see the particulars thereon.
6. 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'.
7. Visitor Parking Permits are non-refundable and should be used on or before the expiry date.
8. Dún Laoghaire-Rathdown County Council will cancel and withdraw visitor's permits where it establishes that the permit holder has obtained the permits by inaccurate information or documentation being supplied.
9. It is the responsibility of the resident to ensure that visitor's permits are only used by a person who visits/calls on/makes a stay with the resident or is engaged by the resident to carry out works on their dwelling. It shall be an offence for a resident to sell or otherwise dispose of a visitors permit to a person other than a visitor, as defined in the parking Control Bye-Laws, 2007.
10. 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.
11. Maps showing the parking areas in which the Parking Control Bye-Laws, 2007 are in operation are available for inspection in Council Offices at Harbour Square, Dún Laoghaire and Dundrum.
12. The Parking Control Bye-Laws, 2007 may be viewed on the Council's website ([www.dlrcoco.ie](http://www.dlrcoco.ie)).

*Please refer to the conditions printed on the back of the Visitor's permits.*

REMEMBER TO SHOW CONSIDERATION TOWARDS OTHER DRIVERS WHEN PARKING YOUR VEHICLE