



**CORK CITY COUNCIL  
COMHAIRLE CATHRACH CHORCAÍ**

Roads & Transportation Directorate  
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Traffic Division  
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Guidelines accompanying the Application Form for a Resident's Parking Disc

**When submitting parking permit application form please ensure that you have all of the required documentation listed below.**

- Completed Application Form
- A copy of the Vehicle Licensing Certificate / Log Book for your vehicle – the vehicle must be registered to the address for which the parking permit is being sought – *see notes a) and b) below*
- Two recent **domestic** Utility Bills in your name for the address for which the permit is being sought (i.e. electricity, gas, landline telephone) or Financial Documents (Credit Card, Bank Account, Credit Union statements)
- A copy of your vehicle insurance certificate – the address on the insurance certificate must be the same as the address for which the permit is being sought.
- A copy of your driving licence
- If you are **not** on the register to vote from the address for which the parking permit is being sought the declaration on the reverse side of the form must be fully completed, signed & stamped in the presence of a Peace Commissioner/Commissioner for Oaths or Practising Solicitor in Cork City/County
- If you live in rented accommodation you must submit a copy of your Rent Book/Rental Agreement **and** a copy of your confirmation letter from the Private Residential Tenancies Board (PRTB) acknowledging the registration of the tenancy with the PRTB (A four month temporary permit will be issued while waiting for this item once all other documentation is provided).
- Application Fee of €10

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**PLEASE NOTE THE FOLLOWING:**

- a) The vehicle **must** be registered with the Motor Tax Office to the address in which you are applying for the Resident's Parking Permit
- b) If the vehicle is **not registered to the address** a **Vehicle Inquiry Form** must be submitted to this office stating that you are the registered owner of the vehicle at the address where you are applying for the permit. This Inquiry Form is available from the Motor Taxation Office
- c) All applications received in this office are checked with the Rates Office to ensure that the premises has a **Domestic Rating**. If the premises is partially commercial/non-residential, the premises may be inspected to confirm adequate residential accommodation is provided within the premises.
- d) Incomplete Application forms will be returned to applicant.
- e) The renewal of a permit is the responsibility of the permit holder.
- f) Restrictions apply on multi-dwelling buildings. Site investigations may be required.
- g) Applicants are advised that completed application form together with all submitted documentation in support of application will be required to be retained by Cork City Council for the purposes of audit inspection by both the Local Government Auditor and the City Councils Internal Auditor for a period of no longer than two and a half years.