



For Official Use Only:

Receipt No: _____

On Voters List: _____

Previous Permit: _____

**CORK CITY COUNCIL
COMHAIRLE CATHRACH CHORCAÍ**

Roads & Transportation Directorate
Tel: 021 4924151/4924452

Transportation Division
Fax: 021 4924024 email: transportation@corkcity.ie

Application Form for a Resident's Parking Disc (Jan12)

PLEASE COMPLETE IN BLOCK CAPITALS

New Application

Renewal of Existing Residents Permit

Change of Vehicle

Applicant Details:

Surname: _____ Forename: _____

Address: _____ Daytime Contact No: _____

_____ Email address: _____

Are you:

- (a) Owner-Occupier
- (b) Tenant - Long Term Lease (Insert details below)
- (c) Tenant - Short Term Lease (Insert details below)
- (d) Other (Insert details below)

How long have you lived at this Address?

_____ (Please enter years/months)

In the case of a Tenant – What is the expiry date of your Rental Agreement?

_____ Any other relevant information you may wish to provide – please insert below:

Vehicle Details

Vehicle Reg No: _____

Vehicle Colour: _____

Vehicle Make: _____

Tax Expiry Date: _____

Premises Details:

Is this Premises

(a) A rented property? Yes No

(b) Fully Domestic Yes No

Please note:

- If you are not on the Current Register of Electors (Voters List) at the above Address, you must complete the Statutory Declaration overleaf in the presence of a Peace Commissioner/Commissioner for Oaths or a Practising Solicitor in Cork City/County.
- A Fee of €10.00 per year or part thereof for rented properties – Permit will be valid for until the expiry date of your Rental Agreement – if this is not clearly stated on your Rental Agreement/Rent Book a letter from your Landlord confirming the expiry date of your tenancy must be provided to support your application.
- A Fee of €20.00 for Owner-Occupiers – Permit will be valid for 2 years. **Please note Cork City Council reserves the right to seek proof of ownership.**
- A further application must be made if your residence or vehicle is changed.
- The Cash Office closes at 4.00pm sharp. If you are calling to City Hall, please allow sufficient time to ensure your application is processed at the Transportation Counter (**Opening Hours 12:00 pm to 4:00pm**)

Please send Postal Applications to: Room 335, Residents Permits, Transportation Division, City Hall, Anglesea Street, Cork. Payment by cheque, bank draft or postal order is acceptable. Do not enclose a cash payment with your application.

I declare that my normal residence is at the above address within the disc parking area of Cork City Council. I declare that I am the registered owner of the vehicle at the above address. Please refer to the attached guidelines.

Signed: _____

Date: _____

Statutory Declaration Form

I, _____
Name in Block Capitals

of _____
Address in Block Capitals

aged 18 years and upwards do solemnly and sincerely declare and say as follows:-

1.
I refer to my application dated the _____ day of _____ 20_____
for a Resident’s Parking Disc in respect of Vehicle Registration No: _____

2.
I do hereby solemnly and sincerely declare and confirm that my principal place of residence is at the
above address and I am attaching copies of

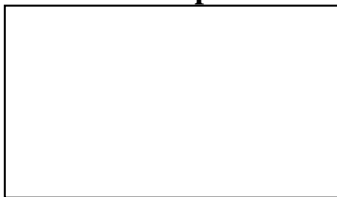
(a)
my current Rent Book/Letting Agreement and Certificate of Registration submitted to the Private
Residential Tenancies Board by my Landlord in relation to the premises and
(one domestic utility bill in my name in relation to the above premises

I make this solemn declaration conscientiously believing the same to be true and by virtue of the
Statutory
Declarations Act, 1938.

Signature of Applicant

In the City / County of _____ before me a **Peace Commissioner / Commissioner for
Oaths / Practising Solicitor**, (delete whichever is in applicable).

Stamp



(Block Capitals)

Signature: _____

Name: _____

Address: _____

Note:

- It is an offence under Section 6 of the Statutory Declaration Act, 1938 for any person to make a Statutory Declaration which to his knowledge is false or misleading in any material respect. The penalty on summary conviction is a fine not exceeding €60 or, at the discretion of the Court, to imprisonment for a term not exceeding three months or to both such fine and such imprisonment.
- 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.

Note: Applications will not be accepted unless the declaration is FULLY COMPLETED.

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Guidelines accompanying the Application Form for a Resident's Parking Disc

When submitting the parking permit application form please ensure that you have all of the required, as **incomplete applications will be returned to the applicant.**
The permit will not be processed unless all the documentation is received in full.

1. ➤ **Completed Application Form.**
2. A **photocopy** 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*
3. A **photocopy** of one recent **domestic** Utility Bill in your name for the address for which the permit is being sought (i.e. electricity, gas, landline telephone (mobile phone bills are not acceptable) or a Financial Bill (i.e. Credit Card Statement, Bank Statement)
4. A **photocopy** 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.
5. **A photocopy** of your driving licence
6. If you are **not** on the register to vote at 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
7. If you live in rented accommodation you must submit a copy of your Rent Book or Rental Agreement. Please note that if the expiry date of your tenancy agreement is not clearly stated on your Rental Agreement/Rent Book a letter from your Landlord must be provided to confirm the expiry date of your Rental Agreement

PLEASE NOTE THE FOLLOWING:

- a) The vehicle **must** be registered to the address in which you are applying for the Resident's Parking Permit
- b) If the vehicle is not registered to the address, the Vehicle Registration Form must be submitted to the Vehicle Registration Unit in Shannon Co. Clare for change of address to where you are applying for the permit. Back of the Vehicle Registration Form must be filled in full with the new address. Alternatively a Vehicle Enquiry 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 premise has a **Domestic Rating**. If the premise is partially commercial/non-residential, the premises may be inspected to confirm adequate residential accommodation is provided within the premises.
- d) The renewal of a permit is the responsibility of the permit holder.
- e) Restrictions apply on multi-dwelling buildings. Site investigations may be required.
- f) Applicants are advised that the 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.
- g) If you are living in rented accommodation, Cork City Council reserves the right to request a copy of your confirmation letter from the Private Residential Tenancies Board (PRTB) acknowledging the registration of the tenancy with the PRTB (A six month temporary permit will be issued while waiting for this item once all other documentation.