



**Guidelines Accompanying the Application Form for a Residents Parking Permit**

**In order to make an application for a Residents Parking Permit you must first meet the following criteria:**

- **If you live in Private Rented Accommodation your Lease Agreement must be for 12 months. Sligo Borough Council will not issue a Residents Permit for any period less than 12 months.**
- **Your application for a Residents Parking Permit must be made within one month of you tenancy commencing. E.g. if your lease commences in January the latest you can make an application is February.**
- **Under no circumstances will an application for less than 12 months be accepted for consideration.**

**PLEASE NOTE THE FOLLOWING**

- a) **Applications will only be accepted if the form is fully completed and accompanied by all required documentation**
- b) **Applications will not be processed if submitted by post**
- c) **€50 (non refundable) fee is payable by cash, credit card or LASER only and can be paid upon collection of parking permit**
- d) **All applications received in this office are checked with the Rates Office to ensure that the premises is listed as domestic. If the premises is partially commercial /non-residential, the premises may be inspected to confirm adequate residential accommodation is provided within the premises**
- e) **Possession of a Residents Parking Permit does not guarantee the holder a public parking space.**
- f) **Sligo Borough Council will cancel or refuse to renew any residents parking permit where it establishes that the permit holder has obtained the permit by supplying inaccurate information or documentation**
- g) **Sligo Borough Council reserves the right to ask for additional information to support applications or renewals.**



## DOCUMENTS REQUIRED WHEN APPLYING FOR A RESIDENTS PERMIT

When submitting a Residents Parking Permit application or a renewal of Residents Parking Permit, please ensure that you have all of the documentation listed below.

- **Completed Application Form**
- **Valid Driving Licence** of the person applying for a Residents Parking Permit, this is to be presented in person at time of submitting application
- **Vehicle Licensing Certificate** for the vehicle of which the permit will be issued
- **Proof that Vehicle is Currently Taxed**
- **Current Certificate of Motor Insurance** as proof the applicant has insurance for the vehicle of which the permit will be issued (the insurance disc will not be accepted as proof of insurance)
- If you live in **Rented Accommodation**, you must submit your current signed **Tenancy Agreement**, (We do not accept Rent Books or letters from landlords as proof of tenancy)
- If you are living at a property which you **neither own or rent** (e.g. your parents house), a **Bank, Credit Card/Credit Union Statement , Income Tax Certificate or a current domestic Utility Bill in your name for the address for which the permit is being sought** is required for proof of address (i.e. electricity or landline telephone bill) . The same applies if you live in a property which you do own. Non domestic bills and mobile phone bills will not be accepted
- If you are an employee with a company car or a private car insured by the company, you must Supply a copy of the Vehicle Licensing Certificate, a copy of a company insurance certificate and a letter from the company stating that you are employed by it, your address, the vehicle Registration number and that either you have exclusive use of the company vehicle or that your private car is insured by the company, as appropriate
- If you are in receipt of an Old Age Pension, please provide this office with your Pension Book, as Old Age Pensioners are exempt from the Annual Charge.

**N.B. When renewing your permit you will be required to submit the above and return your expired Resident Parking Permit.**

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**YOU MUST ANSWER ALL QUESTIONS BELOW & READ THE CONDITIONS ON ACCOMPANYING SHEET BEFORE SIGNING AND SUBMITTING THIS FORM**

- Renewal of Current Residents Parking Permit
- Application for First-Time Residents Parking Permit

Surname \_\_\_\_\_ First Name \_\_\_\_\_

Telephone (home) \_\_\_\_\_ (Mobile) \_\_\_\_\_

Address: Flat/Apt No. \_\_\_\_\_, House No. \_\_\_\_\_, \_\_\_\_\_

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

Make \_\_\_\_\_ Model \_\_\_\_\_ Colour \_\_\_\_\_

1. Is this your normal dwelling place? YES  NO

2. Is this a rented property? YES  NO

3. If YES, Until what date is your lease on this premises? \_\_\_\_\_

4. How long are you residing at the above address? Years \_\_\_\_\_ Months \_\_\_\_\_

5. Has your building off-street parking? YES  NO

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

Driving Licence	_____
VLC	_____
Insurance Cert.	_____
Proof of Tax	_____
Utility Bill	_____
Tenancy Agreement	_____
Expired Permit	_____
Conditions Sheet	_____
Staff Initials	_____
Date Rec'd	_____

Stamp
Comment: _____ _____

Permit No. \_\_\_\_\_

Renewed/Issued \_\_\_\_\_

Expiry Date \_\_\_\_\_

Payment Amount \_\_\_\_\_

Receipt No. \_\_\_\_\_

File \_\_\_\_\_

ID No. \_\_\_\_\_



## **CONDITIONS FOR RESIDENTS PARKING PERMIT**

Set out below are the conditions for holding a Residents Parking Permit

- Possession of a Residents Parking Permit does not guarantee the holder a public parking space.
- A Residents Parking Permit is only valid for the vehicle and street/s indicated on the permit. If you move from the said address or if you dispose of your vehicle, your Residents Parking Permit is no longer valid and must be returned to this office immediately, and respectively a new Residents Parking Permit must be obtained
- A fee of €10 applies for a change of disc or replacement Residents Parking Permit
- A Residents Parking Permit does not authorise parking in a prohibited manner or place
- A Residents Parking Permit must be displayed clearly at all times in the interior of the vehicle so that it can be read from the outside of the vehicle during the time that pay & display and disc parking is enforced in respect of the area the permit is issued for. If you receive a parking fine for non-display of disc, your fine will not be negated
- The responsibility for the renewal of each Residents Permit rests solely with the permit holder
- You will be liable to pay any fines incurred if your permit is out-of-date
- Sligo Borough Council will cancel or refuse to renew any Residents Parking Permit where it establishes that the permit holder has obtained the permit by supplying inaccurate information or documentation.

I hereby apply for a Residents Parking Permit in accordance with the terms set out by Sligo Borough Council. I have read and accepted the above conditions applying to a Residents Parking Permit and declare that the information submitted on the accompanying form is true and correct.

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_