

**Merchant’s Quay Tel: (061) 556000**

**Dooradoyle Tel: (061) 556000**

**Áras William Smith O’Brien, Newcastle West Tel: (069) 62100**

**Áras Mainchin Seoighe, Kilmallock Tel: (063) 98019**

[**customerservices@limerick.ie**](mailto:customerservices@limerick.ie)

*Residential Parking Permits are issued pursuant to the Bye-Laws of Limerick City and County Council.*

**APPLICATION FORM FOR A RESIDENTIAL PARKING PERMIT**

**Application Type:**

|  |  |  |  |
| --- | --- | --- | --- |
| First Time Applicant |  | Change of Address |  |
| Renewal Applicant |  | Change of Vehicle |  |

**Applicant Details:**

\* Please confirm the street on which you live and nominate an adjoining street, subject to approval

My street: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Adjoining street: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SCHEDULE OF CHARGES**

Limerick City Area\* €6.35

College Court, Castletroy €10

Abbeyfeale |Newcastle West |Kilmallock €25

|  |  |
| --- | --- |
| Full Name |  |
| Address |  |
|  |  |
| Eircode |  |
| Telephone Number |  |
| Email Address |  |
| Vehicle Registration Number |  |
| Vehicle Make and Model |  |
| **Residence Type** : | **Owner/Occupier**   **Rental Tenant** |
| Is this property divided into two or more units? | **Yes**  **No** |
| If “Yes” above, please state your Apartment Number. |  |

* The following payment methods are accepted: Cash, Postal Order, Cheque, Bank Draft, Credit Card at your local Council Office. **Please do not send cash by post.**

* A Checklist of Documentation Requirements are noted overleaf.

**I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (INSERT NAME) of the above address confirm and solemnly declare that the information provided on this application form is correct and true. I further declare that the above address is my principal place of residence and I am currently residing at this address.**

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

**Applicants are required to produce the documents listed below:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Document Checklist** | **First-time applicant** | **Renewal** | **Change of Vehicle** | **Change of Address** |
| **Completed Application Form** | Required | Required | Required | Required |
| **Fee** (see over) | Required | Required | Required | Required |
| **Current Insurance Certificate** (must match applicant’s address). | Required | Required | Required | Required |
| **Vehicle Licensing Certificate** (must match applicant’s address). | Required | N/A | Required | Required |
| **Lease/Tenancy Agreement OR Proof of Property Ownership** (Local Property Tax in Applicant’s name or Copy of Folio from Land Registry or Letter from Solicitor, if recently purchased) | Required | N/A | N/A | Required |
| **Proof of Address** – Proof of residency (dated within last 3 months), showing your name & address (including apartment number, if applicable). **Acceptable:** Gas, Home Telephone, Electricity or TV/Broadband Bill; Bank, Credit Card or Credit Union Statement; PhoneWatch bill or TV Licence. | Required | Required | N/A | N/A |
| **Existing permit** (if still in date) **OR** **Proof of Address (as above) dated within last 3 months** if old permit is expired | N/A | N/A | Required | Required |

**NOTE 1:** If you drive a company car, you must supply:

1. A copy of the Vehicle Licensing Certificate,
2. A copy of the Company Insurance Certificate, and
3. A letter from the company stating that you are employed by them, with your address and vehicle registration number stated and that you have full-time use of the company vehicle.

**NOTE 2:** Payment of fee does not guarantee that Limerick City and County Council will issue you with a Parking Permit. It is important to note that only an official Residential Parking Permit will be accepted by Limerick City and County Council Traffic Wardens. If your application is not approved, your fee will be refunded to you. Parking Discs/e-Parking should be used until a Residential Parking Permit is issued, as displaying the Parking Permit receipt will not be accepted.

**NOTE 3:** Applicants should be aware that residents of certain residential developments DO NOT qualify for Residential Parking Permits, as parking for these developments has been provided for under the Grant of Planning Permission. The list of these can be found on the below website.

**NOTE 4:** For more information relating to Limerick City and County Council’s Bye-Laws, Non-Qualifying Residential Developments, Residential Parking Permits Privacy Statement and Data Protection policies, please refer to:

<https://www.limerick.ie/council/services/roads-and-travel/traffic-and-parking/residential-parking-permits>