

TRAFFIC MANAGEMENT (FINANCIAL) SECTION.  
LIMERICK CITY COUNCIL, CITY HALL,  
MERCHANT'S QUAY,  
LIMERICK.  
TEL: (061) 407100

**APPLICATION UNDER LIMERICK COUNTY BOROUGH (PARKING PLACES) BYE-LAWS,  
2006**

APPLICATION FOR A RESIDENTIAL PARKING PERMIT. (APPLIC. UPDATED DEC 2009)

**PLEASE READ NOTES OVERLEAF CAREFULLY BEFORE COMPLETING THIS FORM**

PLEASE TICK APPROPRIATE BOX

FIRST APPLICATION:

CHANGE OF VEHICLE:

RENEWAL:

CHANGE OF ADDRESS:

(1) Name of Applicant: \_\_\_\_\_

(2) Address of Applicant: \_\_\_\_\_  
\_\_\_\_\_

(3) Telephone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

(4) Is the above address your normal place of residence? Yes  No

(5) Is this a rented property? Yes  No

(6) Is this property divided into 2 or more rental units Yes  No   
Apartment Number: \_\_\_\_\_

(7) How long have you resided at the above address? \_\_\_\_\_ years \_\_\_\_\_ months

(8) Vehicle Registration No: \_\_\_\_\_ Make/Model of Vehicle: \_\_\_\_\_

(9) Name of Streets (In respect of which a Residential Parking Disc is requested)

(A) \_\_\_\_\_

(B) \_\_\_\_\_

*I hereby declare that I am a resident at the address mentioned at (2) above and that I am the owner of the vehicle mentioned at (8) above in respect of which I am applying for a Residential Parking Disc Permit for the streets mentioned above.*

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

| FOR OFFICE USE ONLY  | APPLICATION RECEIVED |
|--|----------------------|
| MONEY RECEIVED   | APPLICATION RECEIVED |
| CAR REGISTERED IN APPLICANTS NAME/ADDRESS/INSURANCE DETAILS: |                      |
| UTILITY BILL:  |                      |
| ON REGISTER OF ELECTORS(@A/ADDRESS:                          |                      |
| COPY OF DRIVING LICENCE:                                     |                      |
| VERIFIED BY:   |                      |
| RECEIPT NO:  |                      |
| SPREADSHEET:   |                      |
| DATE:  |                      |

## **CONDITIONS FOR ELIGIBILITY**

- (1) **The vehicle must be registered in the applicant's name at the address for which the permit is required.** The Logbook/Vehicle Licensing Certificate must be submitted for inspection along with the application form **AND** supply a photocopy of the **current insurance certificate** for the vehicle indicating **the applicant's name at the address for which the permit is required** and car registration for which the permit applies. If the car is registered in the name of a company you must supply a copy of the current insurance certificate for the vehicle **AND** a letter from the company stating that you are employed by them, **the applicant's name at the address for which the permit is required**, the car registration and that the applicant has habitual use of the vehicle **AND**
- (2) Supply to this office current documentary evidence of residence to *support your application* e.g. Utility Bill or Registered Landlord's lease agreement/copy of Rent Book.  
**NOTE: If you are a first-time applicant, proof of ownership of property or Copy of Lease/Tenancy Agreement is required.**
- (3) **The applicant must be on the Register of Electors at the address for which the disc is required.** If this is not so the person can apply to go on the Register of Electors. This can be done at the **Management Services Department, Third Floor, Limerick City Council, City Hall, Merchant's Quay, Limerick** A copy of the form must also be supplied with the application for a residential parking permit **AND**
- (4) Supply a photocopy of current driving licence
- (5) Supply any other information requested by Limerick City Council

## **EXPLANATORY MEMORANDUM**

- (01) **"OWNER"** means a resident by whom the vehicle is habitually kept and used.
- (02) **"RESIDENT"** means a person whose normal residence is at premises situated in a street containing a disc-parking place.
- (03) **"VALID RESIDENT PARKING DISC"** means a residents parking disc which relates to a particular street/streets and to a period which **has not expired** and which is issued by the Local Authority in whose functional area the vehicle on which the disc is displayed is parked.
- (04) **"VEHICLE"** means a private motor car, station wagon or a passenger vehicle having accommodation for **not more than seven passengers excluding the driver.**
- (05) The display of a valid residents parking disc on the vehicle in respect of which the disc was issued shall permit the owner of the vehicle (or any person using it with his consent) to park it without limitation as to time in a disc parking place in a street to which the disc relates.
- (06) Valid residents parking disc shall be so displayed in the interior of the vehicle in respect of which it is issued that it can be read from outside the vehicle.
- (07) Where a vehicle displaying a valid residents parking disc is parked in a disc parking place a person shall not interfere with the disc.
- (08) **The fee for a residential parking disc shall be €6.35 (For 1 year)**
- (09) **A Residential parking disc shall be issued for one year from the date of issue.**
- (10) Where during the period to which a residential parking disc relates, the resident to whom it is issued to **ceases to reside at the address specified on the disc or ceases to be an owner by disposing of the vehicle to which the disc relates** he shall **return the disc** (addressed to the person a copy whose signature appears on it) **to the Local Authority** by whom the disc was issued.
- (11) Where, during the period to which a Residential Parking Disc relates, the resident to whom it is issued to **disposes of the vehicle to which the disc relates and substitutes another vehicle for the one disposed of**, he shall **return the disc to the Local Authority** (being Limerick City Council) when upon payment of the current fee by the resident, **a new disc in respect of that vehicle shall be issued** to the Resident, and such new disc shall be valid for the period specified.

