

# Application for a Residents Parking Permit

**Before completing the application form for a Residents Parking Permit please read below important information to ensure that your Application can be processed.**

**The following documents are to be submitted with your application form either in person at the Finance Cash Desk, Sligo County Council, Riverside, Sligo or can be emailed to [parkingpermits@sligococo.ie](mailto:parkingpermits@sligococo.ie). Please ensure all emailed documents are clearly legible;**

- **Valid Driving Licence** of the person applying for the Residents Permit;
- **Vehicle Licensing Certificate** for the vehicle for which the permit will be issued.
- Valid **Tax Disc** for the vehicle for which the permit will be issued
- **Current Certificate of Motor Insurance** as proof the applicant has insurance for the vehicle for 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 **Tenancy Agreement dated and signed by the Tenant and Landlord and the Agreement must be for a period of 12 months** (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). *Please note that the documentation submitted must be current and within the last 3 months.*
- The property you are applying for a residents permit for must be your primary place of residence and you **must submit proof that this address is your primary place** of residence, this proof must be acceptable to Sligo County Council.
- 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.
- Fee for Residents Permit is **€50.00 TO BE PAID ON COLLECTION OF PERMIT** (can be paid by credit card, laser, cash or cheque). Payment can also be taken over the phone and your Permit posted to your residence. Contact Phone No : 071 911 1555

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

## DOCUMENTS TO BE SUBMITTED FOR CHANGE OF VEHICLE APPLICATION

- Completed Application Form
- Vehicle Licensing Certificate
- Current Certificate of Motor Insurance
- Proof that Vehicle is Currently Taxed
- Fee for Change of Vehicle or Replacement Permit is €10.00.
- Any of the above documents can be submitted via Email to [parkingpermits@sligococo.ie](mailto:parkingpermits@sligococo.ie) but must be clearly legible.



## APPLICATION FOR A RESIDENTS PARKING PERMIT

*(You must answer all questions below and read the conditions on accompanying sheet before signing and submitting this form)*

*Please tick the relevant box below:*

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

*Please note that the information provided by you in this application form for a Residents Parking Permit will be used solely by Sligo County Council for the purpose of processing this application for a Residents Parking Permit and will not be used for any other purpose*

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

Telephone(H) \_\_\_\_\_ (Mobile): \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Email address: \_\_\_\_\_

*Please tick the relevant box below*

Is this your normal dwelling place? YES  NO

Is this your primary place of residence? YES  NO

Property Type House  Apartment/Flat:

Is this a rented property? YES \_\_\_\_\_ NO \_\_\_\_\_  
*(If answer is YES, What is the expiry date on your lease? \_\_\_\_\_)*

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

Vehicle Make & Model & Colour: \_\_\_\_\_

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

\_\_\_\_\_  
Date

FOR OFFICE USE ONLY							
Driving Licence	<input type="checkbox"/>	VLC	<input type="checkbox"/>	Insurance Cert.	<input type="checkbox"/>	Date Received	_____
Proof of Tax	<input type="checkbox"/>			Utility Bill	<input type="checkbox"/>	Date Issued	_____
Tenancy Agreement	<input type="checkbox"/>			Expired Permit	<input type="checkbox"/>	Valid Until	_____
Receipt No	_____			Staff Initials:	<input type="checkbox"/>	Permit No	_____

## CONDITIONS FOR RESIDENTS PARKING PERMIT

- Applications will only be accepted if the application form is fully completed and accompanied by all required documentation.
- 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 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 a parking permit or parking disc, your fine will **not** be negated.
- The responsibility for the renewal of each Residents Permit rests solely with the permit holder and Sligo County Council do not send reminder notices of your permit expiry date.
- You will be liable to **pay any fines** incurred if your permit is out-of-date.
- Permits will come into operation from the date the **full** application is received. You must pay for parking in a disc parking zone until you receive your Parking Permit.
- Sligo County 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.
- All applications received in this office are checked with the Rates Office to ensure that the premises are listed as domestic. If the premises are partially commercial / non-residential, the premises may be inspected to confirm adequate residential accommodation is provided within the premises.
- Sligo County Council reserves the right to ask for additional information to support applications or renewals.

## STATUTORY DECLARATION BY APPLICANT

I \_\_\_\_\_ do solemnly and sincerely declare that the particulars given in this application form are correct and true in every detail to the best of my knowledge and I make this solemn declaration conscientiously believing the same to be true by virtue of the **Statutory Declarations Act, 1938**.

**Applicants Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_