



Laois County Council, Aras on Chontae, JFL Avenue, Portlaoise,  
Co.Laois. R32 EHP9  
Ph: 057 - 8689350 Email: [parking@laoiscoco.ie](mailto:parking@laoiscoco.ie)

## APPLICATION FORM FOR RESIDENT'S PARKING PERMIT

First Name(s): _____ Surname: _____		
Address: _____ _____		
Eircode: _____		
Telephone / Mobile _____	Email: _____	
<b>Resident Parking Permit</b>		
<b>1<sup>st</sup> Time Application</b> <input type="checkbox"/>	<b>Renewal of Permit</b> <input type="checkbox"/>	<b>Change of Vehicle</b> <input type="checkbox"/>
Is your vehicle kept at the above address?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the above address your normal place of residence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Residence Type (tick appropriate one):</b>		
<b>Owner-Occupier</b> <input type="checkbox"/>	This person owns and occupies the property as their normal place of residence	
<b>Tenant</b> <input type="checkbox"/>	Expiry Date of Rental Agreement _____ (copy required)	
<b>Other</b> <input type="checkbox"/>	e.g A person living with parents.	
Have you held a previous Resident's Parking Permit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Number of valid residents parking permits currently issued to residents of this dwelling: _____		
Vehicle Registration Number: _____		
Vehicle Make, Model & Colour: _____		
<b>Checklist please enclose the following:-</b>		
✓ Copy of Vehicle Registration Cert		
✓ Copy of Valid Tax Disc		
✓ Copy of one of the following domestic bills: Current ESB, Gas, Telephone bill or current Bank Statement (dated within the last 3 months).		
✓ Proof of <u>ownership</u> of the property, e.g. Local Property Tax for current year		

I wish to apply for a Resident's Parking Permit and declare that the information I provide is accurate and correct to the best of my knowledge and belief. I further declare that this address is my principal place of residence and I am currently residing at this address.

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

## CONDITIONS FOR USE OF RESIDENT PARKING PERMIT

- The Vehicle Registration Certificate must match the applicants name and address for which the permit is being applied for.
- You do not have access to any other parking space(s) at your principal private residence and / or within its curtilage. (If so you do not qualify for a resident parking permit)
- If you are the holder of a Disabled Persons Parking Permit, you do not need to apply for a Residents Parking Permit.
- Acceptance of an application by Laois County Council does not guarantee that the permit will be granted. Each application is assessed based on valid documents submitted. While waiting for a permit to issue the applicant is still required to abide by the Pay & Display bye-laws and pay for parking whilst waiting for their permit to be processed.
- Assigned street locations listed on permit is at the discretion of Laois County Council and is dependent on availability of parking bays. Parking is on a first come first served basis.
- In any one year, the Council shall, on application by a resident, issue one parking permit per resident's vehicle within its own pay parking area, subject to production of acceptable evidence by the resident up to an upper limit of two residents parking permits per dwelling.
- Businesses, employees and non-resident landlords are not eligible for residents permits.
- Residents of purpose-built apartment blocks are not eligible for resident's permits.
- A resident's parking permit is only valid for the vehicle and the parking area indicated on the permit.
- Vehicles must be parked in a legal manner. Parking fines issued to vehicles parked illegally must be paid in full regardless of parking permit. (E.g. Footpath / Double yellow lines / Loading bay)
- If you move from the above address, or if you dispose of your vehicle, your permit is no longer valid and must be returned to this office immediately.
- The renewal of a permit is the responsibility of the permit holder.

- All renewed permits issued will be valid from the first day following the expiry of the previous permit. If a parking permit is not renewed within 1 month of the expiry date, a subsequent request for renewal will be dealt with as a new application.
- Laois County Council will cancel and withdraw or refuse to renew any resident's parking permit where it establishes that the permit holder has obtained the permit by inaccurate information or documentation being supplied.
- All incomplete applications will be returned.

### **IMPORTANT NOTES**

- Utility bills, bank/credit card statements must be dated within the last 3 months.
- Dept of Social Welfare and Revenue correspondence must be dated within the last 12 months.
- Where the applicant is not the registered owner of the vehicle in respect of which the application for a resident's permit is being made, but has the use of the vehicle in the course of his/her employment, then satisfactory documentary evidence from the employer, who is the registered owner, should be submitted.

**“Resident’s parking permit”** means a document/disc/digital permission issued by Laois County Council as defined in the Portlaoise Parking Bye Laws 2017, Portarlinton Parking Bye Laws 2010 and Mountmellick Parking Bye Laws.

**Note: ‘Resident’ means a person who owns and whose normal residence is a single dwelling house situated in a street containing a disc parking place. The applicant must be registered to vote at the address for which they are applying for a residents parking permit.**

### **DATA PROTECTION**

The personal information (data) collected on this form, including any attachments, (which may include the collection of sensitive personal data) is collected for the purpose of processing this application and any data collected is subject to Laois County Council’s Data Protection Policy which is available to review on [www.laois.ie](http://www.laois.ie)