



**Resident's Parking Permit Application Form
for Letterkenny**

Tel: 074 9153900
Email: parkingsection@donegalcoco.ie

Please read all conditions overleaf and answer all questions below before signing and submitting this application. Residents parking permits must be renewed within 28 days of expiry.

PLEASE TICK APPROPRIATE BOX

FIRST APPLICATION:
RENEWAL:

CHANGE OF VEHICLE:
CHANGE OF ADDRESS:

(1) Name of Applicant: _____

(2) Address of Applicant: _____

(3) Telephone _____ Email _____

(4) Is the above address your normal place of residence?
(Residing for more than 183 days per year) _____ Yes No

(5) Is this a rented property? _____ Yes No

(6) If rented give name and address of Landlord / letting agent _____

(7) Is this property divided into 2 or more rental unit's _____ Yes No

(8) How long have you resided at the above address? _____ years _____ months

(9) Vehicle Registration No: _____ Make/Model of Vehicle: _____
Vehicle Colour: _____

(10) Name of Streets (In respect of which a Residential Parking permit is requested)

I hereby declare I have read the conditions accompanying this application and that the above particulars are true.

SIGNED: _____ DATE: _____

FOR OFFICE USE ONLY			
VEHICLE REG. CERT.	<input type="checkbox"/>	PERMIT NO.	<input type="checkbox"/>
UTILITY BILLS	<input type="checkbox"/>	VALID UNTIL	<input type="checkbox"/>
DRIVING LICENCE	<input type="checkbox"/>	ISSUED BY	<input type="checkbox"/>
INSURANCE CERT.	<input type="checkbox"/>	ISSUE DATE	<input type="checkbox"/>
REGISTAR OF ELECTORS	<input type="checkbox"/>		

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** you must also supply a photocopy of the current insurance certificate for the vehicle indicating your name, address and car registration. 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, your address, your car registration and that you have habitual use of the vehicle **AND** proof from Revenue that BIK is being accounted for. If a company vehicle is registered outside the state the application must be accompanied by a letter from Revenue stating that you are permitted to keep the vehicle at the address for which the permit is required **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 **AND**
- (3) The applicant must be on the Register of Electors at the address for which the Residents Parking Permit is required **AND**
- (4) Supply any other information requested by Donegal County Council **AND**
- (5) Supply a photocopy of current driving licence

EXPLANATORY MEMORANDUM

1. "OWNER" means a resident by whom the vehicle is habitually kept and used.
2. "RESIDENT" means a person whose normal residence is at premises situated in a street containing a pay and display parking place.
3. "VALID RESIDENT PARKING PERMIT" means a residents parking permit 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 permit refers to is parked.
4. "VEHICLE" means a private motor car, station wagon or a passenger vehicle having accommodation for not more than seven passengers excluding the driver.
5. Donegal County Council has transferred its physical permit system to a virtual permit system and as such you will no longer be issued with a physical permit. Our system will store your vehicle registration and our Traffic Wardens will scan your number plate to establish if you have a valid permit.
6. A Residents Parking Permit shall be valid for one year from the date of issue.
7. Whilst the Council issues renewal notices to all permit holders, the responsibility for the renewal of each Residents Parking Permit rests solely with the permit holder.
8. Where, during the period to which a Residents Parking Permit relates, the resident to whom it is issued disposes of the vehicle to which the Residents Parking Permit relates and substitutes another vehicle for the one disposed of, he/she shall inform the Parking Section immediately.
9. The 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 supplying inaccurate information or documentation.
10. The Council will not issue Residents Permits if Residents have any outstanding parking fines.
11. Possession of a resident's parking permit does not guarantee the holder a parking space at all times on the permit parking road/s.
12. Residents of apartment blocks which were granted planning permission after adoption of Town Development Plan 1994 are not eligible for a residents parking permit as these developments were deemed to have parking included within the development.

The fee for a Residents Parking Permit is €20.00, once approved and payment received, you permit will only then be deemed as valid.