 Customer Care Centre, Bailey’s New Street, Waterford 0818 10 20 20

parkingpermits@waterfordcouncil.ie

**APPLICATION FORM FOR A RESIDENT’S PARKING PERMIT**

**I wish to apply for a Resident’s Parking Permit, and declare that the following information 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. I also confirm that I have no outstanding traffic fines on this vehicle.**

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

**Only fully completed forms, accompanied by ALL of the required documents, will be accepted**

1. No outstanding traffic fines registered to the vehicle in this application**.**
2. Copy of current RENTAL/LEASE Agreement, including Tenancy End Date **OR**, if you are a home owner, **PROOF OF OWNERSHIP** of the property. **See Note 2 over**.
3. Copy of VEHICLE REGISTRATION CERTIFICATE / LOG BOOK/MOTOR TAX RENEWAL LETTER. Vehicle must be registered in the applicant’s name, and at the address for which the permit is applied for (if this is a commercial vehicle registered to the employer, the VRC and a letter from the company confirming its use by the applicant must also be submitted).
4. Copy of recent household utility bill, Gas, ESB, TV, Landline Phone, Irish Water, TV licence **OR** copy of recent bank/credit card statement **OR** copy of recent correspondence from Dept. Of Social Protection/Revenue

**Please note that the fee for a replacement permit, if lost, is €50**

**First Application €15 Annual Renewal €15 Change of Address €5**

**Change of Vehicle €5 Owner Occupier 2 Year Renewal €30**

**Long Term Tenant 2 Year Renewal €30 Replacement Permit €50 (application form only required)**

**Change of address/vehicle: permit which is being re-issued must be returned at application stage**

**Applicant Details: PLEASE USE BLOCK CAPITALS**

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

Contact No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parking Street 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parking Street 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vehicle Registration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Vehicle Make and Model: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Previous Permit No. if Applicable: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Residence Type: (tick appropriate one)**

**Owner-Occupier**  P**erson owns and occupies the property and it is his/her normal place of residence**
**Tenant**  **Expiry Date of Rental Agreement \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_
**Other**  E**xample: person living with parents**

For Official Use Only

Date: \_\_\_\_\_\_\_\_\_\_ Permit No: \_\_\_\_\_\_\_\_\_

Customer Care Centre, Bailey’s New Street, Waterford 0818 10 20 20

parkingpermits@waterfordcouncil.ie

**DOCUMENTATION GUIDELINES FOR RESIDENT’S PARKING PERMIT APPLICATIONS**

Before submitting a parking permit application please ensure that you have **all** of the required documentation attached as incomplete applications will be returned to the applicant.

1. Completed application form, signed by applicant.
2. Copy of current RENTAL/LEASE Agreement, including Tenancy End Date Please note that if there is no fixed term agreed or it is a Part 4 tenancy agreement the permit will only issue for **6 months.** Alternatively you can submit with your application confirmation from your landlord that the tenancy is for a 12 month period and an annual permit will be issued.

**OR**, **if you are a home owner**, PROOF OF OWNERSHIP of the property {LPT letter is acceptable}.

**If applicant resides with parents, letter confirming this, signed by parents, should be supplied with proof of ownership/tenancy documentation in parents name.**

1. Copy of VEHICLE REGISTRATION CERTIFICATE / LOG BOOK.

Vehicle must be registered in the applicant’s name, and at the address for which the permit is applied for. (If this is a commercial vehicle registered to the employer, the VRC and a letter from the company confirming its use by the applicant must also be submitted).

1. Copy of recent HOUSEHOLD UTILITY BILL e.g. Gas, Electricity, TV provider, Landline Phone, Irish Water

**OR**

Copy of recent BANK/CREDIT CARD STATEMENT

**OR**

Copy of recent correspondence from DEPT. OF SOCIAL PROTECTION/REVENUE

**IMPORTANT NOTES**

* **Utility bills, bank/credit card statements must be dated within the last 3 months.**
* **Department of Social Protection and Revenue correspondence must be dated within the last 12 months.**
* **Mobile phone bills are not accepted.**
* **A permit will not issue should there be outstanding parking fines registered to the vehicle in this application.**

February 2023