Comhairle Contae Lú
Louth County Council

Louth County Council
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Residents Parking Permit Application Form

For the Towns of Drogheda, Dundalk and Ardee

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

PLEASE TICK APPROPRIATE BOX

FIRST APPLICATION: ☐ **CHANGE OF VEHICLE:** ☐
RENEWAL: ☐ **CHANGE OF ADDRESS:** ☐

(1) Name of Applicant: _____

(2) Address of Applicant: _____

_____

(3) If Apartment or Flat please specify number: _____

(4) Eircode (must be provided): _____

(5) Telephone (Home/Mob): _____ **(Email):** _____

(6) Is the above address your normal place of residence? **Yes** ☐ **No** ☐

(7) How long have you resided at this address?

_____

(8) Type of Occupancy: (Owner / Tenant / Occupier)

_____

(9) Do you have access to any other parking spaces at your principal residence or within its curtilage?

Yes ☐ **No** ☐

(10) Vehicle Registration No: _____

Make/Model of Vehicle: _____

Vehicle Colour: _____

I hereby declare I have read the conditions accompanying this application and that the above particulars are true and I have submitted all the required supporting documentation:

SIGNED: _____ DATE: _____

Unsigned / Incomplete applications may be rejected

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Please read the following conditions prior to submitting this Application for a Residents Parking Permit to Louth County Council. By signing this Application for a Residents Parking Permit, you agree to the conditions set out herein.

- The issuing of residents parking permits is at the absolute discretion of Louth County Council.
- Proof of address showing your name and address dated within the last 3 months must be provided with this application as per checklist above.
- Proof of type of occupancy required as per the attached checklist.
- Copy of Vehicle Registration Certificate AND copy of Insurance Certificate verifying that the vehicle is kept at the above address must be provided with this application.
- Copy of current tax disc for the vehicle must be provided with this application.
- Applicants who have access to any other parking space(s) at their principal residence or within its curtilage are not eligible for Residents Parking Permits.
- Businesses, retailers, employees and non-resident landlords are not eligible for Residents Parking Permits.
- Acceptance of an application by Louth County Council does not guarantee that the permit will be granted. Each application is subject to an assessment including the demand for spaces.
- While waiting for a permit application to be processed and a decision to be made, the applicant is required to abide by the Pay & Display requirements outlined in Louth County Council's Pay Parking Bye Laws.
- Maximum of 1 resident parking permit may be issued per applicant.
- Maximum of 1 resident parking permit may be issued per address.
- When parked in the assigned street location, the permit must be clearly and visibly displayed in a prominent position on the vehicle to which it is issued.
- Assigned street location listed on the permit is at the discretion of Louth County Council and is dependent on availability of parking bays. Parking is on a first come first served basis.
- Louth County Council have the right to cancel/change an existing permit at any time e.g. a change in the road layout affecting existing parking bays or demand for spaces.
- Permits are only valid in respect of the vehicle it was issued to and for the permitted street only. Permits are not transferrable to other streets or to other vehicles. Secondary location will **only** be considered for OAP (ID required).
- In the event of change of vehicle, the original permit must be surrendered, and a new permit applied for immediately.
- If you move from the address or if you dispose of your vehicle, your permit is no longer valid and must be returned to Louth County Council immediately.
- Misuse or fraudulent use of the permit will result in the permit being withdrawn and Louth County Council may cancel, withdraw or refuse to renew any Residents Parking Permits where it establishes that the permit holder has obtained the permit by inaccurate information or inaccurate documentation being supplied.
- Damaged permits are invalid and must be replaced.
- 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).
- Aggressive behaviour/verbal abuse towards other permit holders, traffic wardens, community wardens or local authority staff may be grounds for refusing/revoking a permit.
- It is the responsibility of the permit holder to submit an application to renew their permit on the expiry of their current Residents Parking Permit.
- The holding of an existing or expired Residents Parking Permit does not guarantee that it will be renewed as this is at the discretion of Louth County Council.

Data Protection statement

In compliance with data protection legislation, and in accordance with the National Retention Policy, the information contained in this application will be retained for the applicable duration and be stored accordingly. Information is available in relation to privacy and Data Protection at **https://www.louthcoco.ie/en/privacy/**

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CHECKLIST for Parking Permit Applications

The Following documents are required for all Resident Permit applications and must be dated within the last 3 months, in the applicant's name and addressed to the property for which the permit is being sought:

Document Type	Tick that you have you included this Document	Office Use Only
Vehicle Registration Certificate		
Current Tax Disc		
Motor Insurance Certificate or Schedule		
Over 66 Proof of Identity (if required – see conditions attached) Passport, Driving License or PPSN card		
If you are an Owner or a Tenant, the following applies:		
Utility Bill The following documents **only** are acceptable as utility bills - electricity bill or connection letter, letter confirming Prepay Power, Gas Bill, Television License. **Non-domestic bills, refuse and mobile phone bills are not acceptable.**		
Proof of Residency **Owner:** One of the following redacted documents: • Confirmation of House Insurance • Correspondence in relation to Local Property Tax • Mortgage Statement • Mortgage Protection Policy. **Tenant:** Copy of the signed Tenancy Agreement which should be registered with the Residential Tenancies Board in accordance with the Housing (Regulation of Rented Houses) Regulations, 1996 and Residential Tenancies Act 2004. The lease period must be for a minimum of 1 year.		
If you are an Occupier, the following applies:		
Occupier Must provide both of the following documents: • Declaration letter signed by the owner of the property and a Peace Commissioner and • Letter from a financial institution, letter from Revenue, letter from a government department or bank statement.		

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