



Comhairle Cathrach  
& Contae **Lúimnigh**  
  
Limerick City  
& County Council

Merchant's Quay  
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Áras William Smith O'Brien, Newcastle West  
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Residential Parking Permits are issued pursuant to the Bye-Laws of Limerick City and County Council.

## APPLICATION FORM FOR A RESIDENTIAL PARKING PERMIT

### Application Type:

First Time Applicant	<input type="checkbox"/>	Change of Address	<input type="checkbox"/>
Renewal Applicant	<input type="checkbox"/>	Change of Vehicle	<input type="checkbox"/>

### Applicant Details:

Full Name			
Address			
Eircode			
Telephone Number			
Email Address			
Vehicle Registration Number			
Vehicle Make and Model			
<b>Residence Type:</b>	<b>Owner/Occupier</b> <input type="checkbox"/>	<b>Rental Tenant</b> <input type="checkbox"/>	
Is this property divided into two or more units?	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>	
If "Yes" above, please state your Apartment Number.			

<p><b>SCHEDULE OF CHARGES</b></p> <p>Limerick City Area*                      €6.35</p> <p>College Court, Castletroy                €10</p> <p>Abbeyfeale   Newcastle West   Kilmallock €25</p>	<p>* Please confirm the street on which you live <u>and</u> <u>nominate</u> an adjoining street, subject to approval</p> <p>My street: _____</p> <p>Adjoining street: _____</p>
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✓ Payment will only be accepted once required paperwork has been verified .

✓ A Checklist of Documentation Requirements are noted overleaf.

I \_\_\_\_\_ (INSERT NAME) of the above address confirm and solemnly declare that the information provided on this application form is correct and true. I further declare that the above address is my principal place of residence and I am currently residing at this address.

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

**Applicants are required to produce the documents listed below:**

Document Checklist	First-time applicant	Renewal	Change of Vehicle	Change of Address
<b>Completed Application Form</b>	Required	Required	Required	Required
<b>Fee</b> (will be requested on approval of paperwork)	Required	Required	Required	Required
<b>Current full Certificate of Insurance</b> [not schedule/statement of fact or insurance disc] Must match applicant's name and residential address for which they are applying	Required	Required	Required	Required
<b>Vehicle Licensing Certificate</b> Must match applicant's name and residential address for which they are applying	Required	N/A	Required	Required
<b>Lease/Tenancy Agreement OR Proof of Property Ownership</b> <u>Acceptable proof of ownership:</u> <ul style="list-style-type: none"> <li>• Proof of up-to-date LPT payment showing applicant's name and address</li> <li>• Copy of Folio from Land Registry</li> <li>• Letter from Solicitor (if recently purchased)</li> </ul>	Required	N/A	N/A	Required
<b>Proof of Address</b> – Proof of residency (dated within last 3 months), showing applicant name & address (including apartment number, if applicable) <u>Acceptable:</u> <b>Utility bills or Bank Statements</b> <ul style="list-style-type: none"> <li>• Gas, Home Telephone, Electricity or TV/Broadband Bill, Phone Watch bill or current TV Licence.</li> <li>• Bank, Credit Card or Credit Union Statement</li> </ul> <b>Note:</b> Mobile phone bills not accepted	Required	Required	Required	Required

**NOTE 1:** If you drive a company car, you must supply:

- A copy of the Vehicle Licensing Certificate,
- A copy of the Company Insurance Certificate, and
- A letter from the company stating that you are employed by them, with your address and vehicle registration number stated and that you have full-time use of the company vehicle.

**NOTE 2:** Payment of fee does not guarantee that Limerick City and County Council will issue you with a Parking Permit. If your application is not approved: your fee will be refunded to you.

**NOTE 3:** You are no longer required to display a permit on your windscreen. Traffic Wardens can now confirm you have a valid permit from your car registration.

**Parking Discs/e-Parking should be used until a Residential Parking Permit is issued, as displaying the Parking Permit receipt will not be accepted.**

**NOTE 3:** Applicants should be aware that residents of certain residential developments DO NOT qualify for Residential Parking Permits, as parking for these developments has been provided for under the Grant of Planning Permission. The list of these can be found on the below website.

**NOTE 4:** For more information relating to Limerick City and County Council's Bye-Laws, Non-Qualifying Residential Developments, Residential Parking Permits Privacy Statement and Data Protection policies, please refer to: <https://www.limerick.ie/council/services/roads-and-travel/traffic-and-parking/residential-parking-permits>