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|  | | | | | Graphical user interface, text, application  Description automatically generated | | | |
| **Residents Parking Permit Application Form**  **Carlow County Council** | | | | | | | | |
| **Name** | | |  | | | | | |
| **Address** | | |  | | | | | |
| **Phone Number** | | |  | | | | | |
| **Vehicle Registration Number** | | |  | | | | | |
| **Vehicle Make** | | |  | | | | | |
| **Vehicle Colour** | | |  | | | | | |
| **Street or carpark area you are applying for** | | |  | | | | | |
| *Tick as appropriate* | **First Application** |  | | **Renewal Application** | |  | **Change of Car Registration No.** |  |
| **If Renewal Application / Change of Car Registration No., state previous permit number:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Previous Permit MUST be submitted** | | | | | | | | |
| **How long have you resided at this address?** | | |  | | | | | |
| **ITEMS TO BE RETURNED WITH COMPLETED APPLICATION FORM:-**  **- ALL DOCUMENTS MUST BE RETURNED FOR NEW AND RENEWAL APPLICATIONS**  **- ONLY 1 &2 ARE REQUIRED FOR CHANGE OF CAR REGISTRATION NO.**   1. Copy of Vehicle Licensing Certificate/Log Book 2. Copy of current Insurance Certificate 3. Copy of Driver’s Licence 4. Copy of two recent domestic bills at the address for which the Permit is sought, mobile phone bills not accepted 5. If a Home Owner – Copy of your **current** LPT Cert **or**   Copy of your Mortgage Statement (redacted) **or**  Copy of your most recent Home Insurance   1. If Renting – Copy of Lease Agreement 2. If the vehicle is in the name of a company, Letter from the Company stating you have use of the vehicle as an employee and you reside at the relevant address**.** 3. Previous Permit - if renewal application | | | | | | | | |
| |  | | --- | | I declare that my normal residence is at the above address within the disc parking area of Carlow Town.  I declare that I am the registered owner of the vehicle at the above address.  I declare that all particulars on this application are true.  **Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |   **For Office Use Only** | | | | | | | | |
| Receipt Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Permit Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Previous Permit Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |

Completed form can be returned to: Parking Permits, Carlow Motor Tax Office, Carlow County Council, Athy Road, Carlow or emailed to [motortax@carlowcoco.ie](mailto:motortax@carlowcoco.ie). Phone 059 9170317.

**All required documentation must be returned with application form. Please note the following:**

* You are obliged to pay for parking until such time as your application has been processed. AN APPLICATION DOES NOT ENTITLE YOU TO FREE PARKING
* Parking fines may be issued for non-display or expired permits
* Permits are non-transferrable
* A permit is valid for the vehicle and street named on the permit only
* If you move address or dispose of your vehicle the permit is no longer valid and must be returned to this office
* **PERMITS ARE NON-REFUNDABLE ONCE ISSUED**
* Possession of a Resident’s Parking Permit does not guarantee the holder a parking space at all times at the permit location. Parking spaces on public roads are not reserved. They can be used by anyone. This includes Pay & Display ticket holders.
* In accordance with Point 37 of the Parking Control By-Laws 2021 you may be requested, by a member of the Council, to move your vehicle to another location when an Event/Festival/Works are being carried out.

**The Fee for a Residents Parking Permit is €50.00**

It is not always possible to issue a permit for on-street parking. Where this is the case, a permit will be offered for the nearest Zone B carpark.

|  |  |  |
| --- | --- | --- |
| **CARLOW TOWN PARKING ZONES** | | |
| **ZONE A** | **ZONE B** | **ZONE C** |
| Barrack Street. Bridge Street.  Burrin Street. Montgomery Street.  Pembroke Road. Haymarket.  Castle Hill. Castle Street.  John Street.  Workman’s Car Park.  Staplestown Road out to junction with Bridge Street.  Pollerton Road out to junction with Bridge Street.  Athy Road out to Co. Co. Offices.  Old Dublin Road out to junction with Railway Road. | Town Hall Car Park.  Greenbank Car Park.  Brown Street Car Park.  Visual Car Park.  Water Lane/Kennedy Street Car Park. | Chaff Street.  Maryborough Street.  St Joseph’s Road.  MacGamhna Road.  Pollerton Road from bridge out to St Patrick’s Avenue.  St Patrick’s Avenue.  Staplestown Road from bridge out to St Patrick’s Ave |

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**Payment Methods**: Cheque, Postal/Money Order, Credit/Debit Card Details. Please do not send Cash via Post.

**CARD PAYMENT OPTION** **CARD TYPE**: Master Card  Visa Debit  Visa Credit  Laser 

CARD ACCOUNT NUMBER Expiry

CARD HOLDER’S NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CARD HOLDER’S ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CARD HOLDER’S SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DATA PROTECTION CONSENT FORM**

**(Data Protection Acts 1988 & 2018 as amended)**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ registered owner of vehicle registration number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ consent to the collection and processing of the data provided by me to Carlow County Council.

Carlow County Council will treat all information and personal data you give as confidential. We will retain your data for no longer than is necessary for the purpose of processing the Application and for the duration as set out in the Council’s Retention Policy.

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

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

(BLOCK CAPITALS)

**Data Protection Notice**

Please note that all information obtained by Carlow County Council is obtained and processed in accordance with the Data Protection Acts 1988 -2018 and current GDPR Legislation. All information received will be stored, processed and utilised solely for the purpose in which it was given by the Data Subject, unless consent for use in another form has been clearly given or where we are required to do so by Law.

To view the detailed privacy statement for parking permits please go to the Council’s website at: [www.carlow.ie](http://www.carlow.ie)