



APPLICATION FORM FOR RESIDENT OR VISITOR PARKING PERMIT

Renewal of Resident Parking Permits should be submitted 4 weeks prior to expiry.

First Name(s): _____ Surname: _____
 Address: _____
 _____ Eircode: _____
 Telephone / Mobile: _____ Email: _____

Resident Parking Permit

1st Time Application Renewal of Permit Change of Vehicle

Is your vehicle kept at the above address? Yes No

Is the above address your normal place of residence? Yes No

If No, please indicate where you normally reside: _____

Do you attend a college in Galway City? Yes No

If Yes, please state which college _____

Vehicle Registration Number: _____ Vehicle Make & Model: _____

And / Or

Visitor Parking Permits:

(Maximum Order per rolling year is 52 permits per person (subject to a maximum of 104 per residence) in any 12 month period

Number of Visitor Permits required (Sold in multiples of 4 for €10): _____

Please refer to page 2 for further detail on documentation that must accompany your application.

STATUTORY DECLARATION BY APPLICANT

I, _____ do solemnly and sincerely declare that the particulars given in this application form are correct and true in every detail to the best of my knowledge and I make this solemn declaration conscientiously believing the same to be true by virtue of the Statutory Declarations Act, 1938.

Applicant's Signature: _____

Date: _____

For Office Use Only

(a) Insurance Certificate Number _____ Insurance Expiry Date: _____

(c) Proof of Residency (d) Visitor Permit Numbers Issued: _____

Amount Due: _____ Receipt Number: _____

Issue Date: _____ Issued by: _____

Documents to be submitted with your Application Form

Resident Parking Permit - First Time Application or Renewal, Change of Vehicle

- **Copy of Certificate of Ownership** (logbook) at permit address.
(Student vehicles & company vehicles are not required to be registered at permit address).
- Copy of your current **Proof of Residency, dated within last 3 months**, showing your name and address :
i.e. Financial Statements, Tenancy Agreement, Utility Bills e.g. Electricity, Bord Gais, Eircom, VirginMedia/Sky, Bank/Credit Card/Credit Union Statements, are acceptable.
Non-domestic bills and **mobile phone bills are not acceptable**.
- A copy of current **Insurance Certificate** for the vehicle registration number given on the application form. The Insurance certificate must be in the name of the applicant and state the address provided on the application form.
(a) If the vehicle 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 and that you have habitual use of the vehicle.
(b) Students who are a named driver on their parents insurance, must provide proof that they are attending college in Galway.
- If you are submitting a “**Change of Vehicle**” application, **return** the Resident Parking Permit previously issued.
- Fee of €30 - payable after application is approved. Staff will notify applicants by phone or email.

Visitors Permit

- **Valid Resident's Permit or Proof of Residency, dated within the last 3 months** e.g. See above
- **Fee** : Permits are sold in multiples of 4 for €10.
- **Maximum Order** : per residence/rolling year is 104 Permits at a cost of €260
- **Note** : First-Time Applicants - payment is not required until after application is approved.

Incomplete or Unsigned Applications will not be accepted or processed.

Definitions:

A “**Resident**” is defined as “a person who satisfies the Council that his /her normal residence is at premises situated in a street in a residential parking permit zone”.

A “**Visitor**” means one who visits, calls on, or makes a stay with the resident or is engaged by the resident to carry out works on the dwelling.

A “**valid Resident's Parking Permit**” means a resident parking permit which relates to a particular residential parking permit zone or zones and to a period which has not expired and which is issued by Galway City Council in whose functional area the vehicle on which the permit is displayed is parked:

Conditions:

1. The display of a valid parking permit, as specified in the Parking Control Bye-Laws, is the responsibility of the applicant.
2. In any one year, the Council shall, on application by a resident, issue one parking permit per resident's car within its own parking area, subject to acceptable evidence by the resident.
3. The issue of permits shall be at the discretion of the Council and subject to a maximum of 4 permits per house, 1 permit per apartment in city residential & inner residential areas and 2 permits per apartment in established/ outer suburbs as defined in City Development Plan. (Zones may be viewed on www.galwaycity.ie)
4. The renewal of the parking permit shall be the sole responsibility of the holder of a parking permit.
5. The resident's parking permit must be renewed within the renewal period, which ends 28 days after the expiry date of the existing permit. A subsequent request for renewal will be dealt with as a new application, possibly affecting eligibility. Fixed charge notices issued 28 days after the expiry of a permit will be valid.
6. If you move from the above address, or if you dispose of your vehicle, your permit is no longer valid and must be returned to the Council immediately.
7. If you replace the vehicle to which the permit relates, you must return the permit to the Council and apply for a new permit submitting relevant documentation for the new vehicle and payment of the appropriate fee.
8. For change of address within a residential parking permit area or from one residential parking permit area to another, please see specific application form for Change of Address. A permit issued under this Byelaw shall be valid for the remainder of the period specified in the original permit.
9. Galway City 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 inaccurate information or documentation being supplied.
10. Please note, in the case of rented property, the property must be registered in accordance with the Housing (Regulation of Rented Houses) Regulations, 1996 and the Residential Tenancies Act 2004.
11. Possession of a resident's parking permit does not guarantee the holder a parking space at all times.
12. Parking spaces on your street are not reserved. They can be used by anyone. This includes fixed-term Pay and Display ticket holders.
13. Galway City Council may request additional information with regard to the ownership of the vehicle and proof of residency
14. Vehicles with a commercial licence are not eligible to obtain a Residential Parking Permit.