



**Postal Address:** Dún Laoghaire-Rathdown County Council, Transportation Department,  
**Parking Section, County Hall, Marine Road, Dún Laoghaire, Co. Dublin.**  
 Location: Civic Hub, County Hall, Marine Road, Dún Laoghaire, Co. Dublin.  
**Tel:** 2054700 | **Fax:** 2302494 | **Web:** [www.dlrcoco.ie](http://www.dlrcoco.ie); **EMAIL:** info@dlrcoco.ie

**REPLACEMENT PERMIT APPLICATION - CHANGE OF VEHICLE**

**Apply On-line [www.dlrcoco.ie](http://www.dlrcoco.ie)**

**€10 FEE**

**YOU MUST READ ALL CONDITIONS OVERLEAF AND ANSWER ALL QUESTIONS BELOW  
 BEFORE SIGNING AND SUBMITTING THIS APPLICATION**

**Surname:** (BLOCK CAPITALS) \_\_\_\_\_

**First name(s):** (BLOCK CAPITALS) \_\_\_\_\_

**Email :** \_\_\_\_\_ (necessary for receiving renewal notices)

**Telephone (Home):** \_\_\_\_\_ **(Work):** \_\_\_\_\_ **(Mobile):** \_\_\_\_\_

**Address:** (BLOCK CAPITALS) \_\_\_\_\_  
 \_\_\_\_\_

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

**Vehicle Details:**

**OLD CAR**

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Colour: \_\_\_\_\_

Registration No. \_\_\_\_\_

**NEW CAR**

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Colour: \_\_\_\_\_

Registration No. \_\_\_\_\_

**Previous Permit No.** \_\_\_\_\_

**Expiry Date** \_\_\_\_\_

***I, the undersigned, hereby apply for a parking permit for my new vehicle.  
 I declare that the particulars in this application form are true.***

**Applicant's signature:** \_\_\_\_\_

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

**FOR OFFICE USE ONLY:**

Checked by: \_\_\_\_\_

Previous Permit No: \_\_\_\_\_

Parking Control Area: \_\_\_\_\_

Issue Date: \_\_\_\_\_

New Permit No: \_\_\_\_\_

Issued by: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

## **WITH THIS APPLICATION YOU MUST SUPPLY TO THIS OFFICE:**

1. A photocopy of your current vehicle **insurance certificate** – the address on the insurance certificate must be the same as the address for which the permit is being sought. If the car 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, **AND**
2. Your old **parking permit must be returned with this application**. If not, an 'Application for Replacement Parking Permit' form must be completed.
3. The appropriate fee. Debit/Credit Card payments or Cheque/Postal Order/Bank Draft payments [made payable to Dún Laoghaire-Rathdown County Council] accepted at County Hall Office. Cash payments will not be accepted. Public counter opening hours are Monday to Thursday from 9 a.m.– 5.00 p.m. and Friday 9 a.m.- 4.30 p.m. (excluding bank / public holidays).
4. Any other information requested by Dún Laoghaire-Rathdown County Council in relation to application.

## **DÚN LAOGHAIRE-RATHDOWN COUNTY COUNCIL PARKING CONTROL BYE-LAWS 2007**

A *resident* is defined in the 2007 Parking Control Bye-Laws as "a person who is the occupant of a dwelling or a converted house, other than a purpose built apartment block, who satisfies the Council that his/her normal dwelling place is at premises situated within a pay parking area which relates to the parking permit".

*Dwelling* is defined as "a building or structure designed and used for residential purposes, other than an apartment within a purpose built apartment block".

### **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 pay parking area, subject to production of acceptable evidence by the resident up to an upper limit of four residents parking permits per dwelling.
3. Where a building comprises a converted house the total number of residents' parking permits that may be held concurrently by residents of housing units in that building shall be four subject to the limit of one residents' parking permit per housing unit and subject to production of acceptable evidence.
4. Businesses, employees and non-resident landlords are not eligible for residents permits.
5. Residents of purpose built apartment blocks are not eligible for resident's permits.
6. 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.
7. A resident's parking permit is only valid for the vehicle and the parking area indicated on the permit. Maps showing the parking areas in which the Parking Control Bye-Laws are in operation are available for inspection in Council Offices at Harbour Square, Dún Laoghaire and Dundrum. The Parking Control Bye-Laws, 2007 may be viewed on the Council's website ([www.dlrcoco.ie](http://www.dlrcoco.ie))
8. When parking please refer to the information plates on the street, which will indicate the period during which it is permitted to park and any parking restrictions i.e. 'Permits not Valid'.
9. 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 this office immediately.
10. The renewal of a permit is the responsibility of the permit holder.
11. All renewed permits issued will be valid from the first day following the expiry of the previous permit. If a parking permit is not renewed within 1 month of the expiry date, a subsequent request for renewal will be dealt with as a new application.
12. Dún Laoghaire-Rathdown County 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.
13. All incomplete applications will be returned.
14. Permits are non-refundable.

PLEASE REMEMBER TO SHOW CONSIDERATION TOWARDS OTHER DRIVERS WHEN PARKING YOUR VEHICLE