

COMHAIRLE CATHRACH CHORCAÍ

CORK CITY COUNCIL

PARKING PERMITS SCHEME

Introduction

Cork City Council (hereinafter called “the Council”) has made the following Bye Laws (hereinafter referred to, collectively, as “the Bye Laws”):

- Cork City Council Parking Bye Laws 2016
- Cork City Council Douglas Parking Bye Laws 2020
- Cork City Council Ballincollig Car Park Bye Laws 2020

This Scheme should be read in conjunction with the Bye Laws and with Cork City Council’s Parking Permits Policy 2022 (hereinafter called “the Policy”). In the event of conflict between the terms of the Bye Laws and the terms hereof, the terms of the Bye Laws will prevail. In the event of conflict between the terms of the Policy and the terms hereof, the terms of the Policy will prevail. In this Scheme a reference to the Bye Laws shall be taken to include any future Bye Laws made by Cork City Council which amend, extend, substitute, replace, codify, consolidate, or otherwise change the Bye Laws, either in whole or in part.

Within a Pay Parking Area (as defined in the Bye Laws), during the operable hours, parking is only permitted in designated places at specified times with the payment of the relevant parking charge. To reflect the parking needs of residents living in these areas, Cork City Council operates a Parking Permit Scheme in accordance with Cork City Council Parking Permits Policy 2022 and the Bye Laws.

A Parking Permit allows permit holders to park their vehicle in a Pay Parking Area (as defined in the Bye Laws) to which the Parking Permit relates, exempt from payment of on street parking fees and without limitation as to time, provided a valid Parking Permit is issued in accordance with the Policy. *In all other respects* the holder of a Parking Permit, when parking, must comply with the Bye Laws and with national legislation.

To be valid a Parking Permit must be current and, unless a virtual permit is issued, a physical Parking Permit must be prominently displayed in the relevant vehicle so that the full Parking Permit is clearly and fully legible through the front windscreen from outside the vehicle.

While Cork City Council facilitates eligible residents through this Scheme by allowing on street parking where suitable on street parking spaces are available, the Council is not responsible for ensuring the availability of such spaces. Responsibility for securing parking spaces rests with vehicle owners.

At all times, vehicles must be parked in a safe manner and in compliance with national and local legislation.

The types of Parking Permit available include:

- Resident's Parking Permits, including Change of Vehicle Permits and Replacement Permits
- Resident's - Vehicle Hire Parking Permits
- Carer's Parking Permits and
- Parking Permits for Charitable Organisations

Parking Permits are not issued to businesses, retailers etc.

Resident's Parking Permit

To be eligible to apply for a Resident's Parking Permit, the applicant must:

- Be a person whose primary residence is on a public road and is situated in a Pay Parking Area (as defined in the Bye Laws) and who resides overnight at the property
- Submit proof of ownership or tenancy as specified below in Required Documentation
- Submit proof the property/tenancy is registered with the Residential Tenancies Board ("the RTB") if the applicant is the tenant of a dwelling, the tenancy of which is required to be registered with the RTB under Section 134 of the Residential Tenancies Act 2004, as amended.
- Submit proof of ownership of the vehicle as specified below in Required Documentation. If a vehicle is owned by a company, see note below
- Other documentation as specified below in Required Documentation.

If an application is successful, a Resident's Parking Permit will only be issued for one vehicle of which the applicant is the owner i.e., multiple Resident's Parking Permits will not issue in the name of the same person.

The maximum number of Resident's Parking Permits allowed per qualifying residence is as follows:

- Area within the subject area of Cork City Council Parking Bye Laws 2016: max 4 *(max Four*) subject to restriction below, and reducing to three with effect from the 1st January 2027.

**With effect from 1st January 2027, a maximum number of three Residents Parking Permits will be allowed per qualifying residence in the subject area of Cork City Council Parking Byelaws 2016.*

In the interim period commencing 1st May 2022 until 31st December 2026 Cork City Council will not accept new applications for a fourth permit for a qualifying residence.

In the interim period commencing 1st May 2022 until 31st December 2026 Cork City Council will accept renewal applications for a fourth permit for a qualifying residence.

Cork City Council will not accept new applications or renewal applications for a fourth permit for a qualifying residence after 31st December 2026.

- Area within the subject area of Cork City Council Ballincollig Car Park Bye Laws 2020: 2 (Two)
- Area within the subject area of Cork City Council Douglas Parking Bye Laws 2020: 1 (One)

The maximum duration of a Resident's Parking Permit is as follows:

- Area within the subject area of Cork City Council Parking Bye Laws 2016:
 - Owner / occupier: 2 years
 - Cork City Council tenants: 2 years
 - Private tenants: 1 year or period of lease, whichever is the lesser*
- Area within the subject area of Cork City Council Ballincollig Car Park Bye Laws 2020:
 - Owner / occupier: 1 year
 - Private tenants & Cork City Council tenants in this area: 1 year or period of lease, whichever is the lesser*
- Area within the subject area of Cork City Council Douglas Parking Bye Laws 2020:
 - Owner/ occupier: 1 year
 - Private tenants & Cork City Council tenants in this area: 1 year or period of lease, whichever is the lesser*

** A lease must be submitted that shows the terms of the lease. To be eligible the lease period must be a minimum of 6 months. If the lease period is shorter than one year, the parking permit will be issued for the period of the lease.*

It is the applicant's responsibility to submit the required information as per the Parking Permits Scheme to allow the application to be considered and a determination to be made.

An incomplete application will be suspended until all required documentation has been submitted. Until such time as a permit is issued to an eligible applicant, the applicant must continue to comply with Bye Laws relating to payment of on street parking fees and/or with Bye Laws that specify the length of time for which a vehicle may be parked in a Pay Parking Area (as defined in the Byelaws).

Required Documentation:

The following documentation must be submitted with an application:

- Completed Application Form including domestic Eircode

- Copy of Vehicle Licensing Certificate or Logbook (This documentation must be registered to the applicant’s name and address)
- Copy of current Vehicle Insurance Certificate (This documentation must match the applicant’s name and address)
- Copy of a current domestic utility bill or current financial statement or recent letter from Revenue Commissioner or recent letter from Social Welfare (This documentation must match the applicant’s name and address)
- If the applicant is a tenant – a full copy of the Rental Agreement (This documentation must match the applicant’s name and address)
- If the applicant is a tenant – proof that the tenancy is registered with the Residential Tenancies Board (RTB)
- If the applicant is an owner/occupier – a full copy of the home insurance policy
- If the applicant’s residence is part of a commercial property – a letter of confirmation from Cork City Council’s Rates Section that the premises has a domestic rating.
- Relevant Application Fee

Cork City Council reserves the right to request further information and vouching documentation to evaluate the eligibility of an applicant. Cork City Council also reserves the right to terminate a permit or permit application if deemed necessary due to insufficient documentation or failure to provide further information requested or ineligibility for permit, etc.

Permit Cost:

The application fee for a Resident’s Parking Permit in the area within the subject area of the Cork City Parking Bye-Laws 2016 is per schedule below:

	One Year Permit	Two Year Permit (where applicable)
First Resident’s Parking Permit per residence	€30	€60
Second Resident’s Parking Permit per residence	€60	€120
Third Resident’s Parking Permit per residence	€120	€240
Fourth Resident’s Parking Permit per residence (until such time as a Fourth Resident’s Parking Permit is no longer available in accordance with the Policy & the Scheme)	€120	€240

In the case of any individual Residence, for the purpose of identifying which Resident’s Parking Permit is the First Resident’s Parking Permit, which is the Second, which is the Third and (while applicable) which is the Fourth, the following priorities will apply:

- a. Where more than one Resident's Parking Permit has issued to a single residence the First Resident's Parking Permit is the current Permit with the earliest expiry date after the Effective Date (being the 1st of May 2022), the Second Resident's Parking Permit is the current Permit with the second soonest expiry date and so on.
- b. Where no current Resident's Parking Permit is held the first Resident's Parking Permit to issue to a residence will be the First Resident's Parking Permit, the second Resident's Parking Permit to issue to that residence will be the Second Resident's Parking Permit and so on.
- c. Where more than one Resident's Parking Permit has issued to a single residence, but the maximum number of Permits permitted per residence has not been exceeded the provisions of paragraph a. above will apply in the first instance; thereafter a Resident's Parking Permit that issues on the basis of a new application will be next in priority and so on.

The application fee for a Resident's Parking Permit in Douglas is €20.

The application fee for a Resident's Parking Permit in Cork City Council Ballincollig Car Park is €20.

Note - Company Car

Applicants who have the use of a Company Car must fulfil all the requirements that are applicable to an application for a Resident's Parking Permit and in addition are required to submit a recent signed letter on headed company paper confirming the following details:

- The Vehicle registration number
- Name and address of the employee and confirmation that the applicant has domestic use of the vehicle
- Confirmation the vehicle is kept at the applicant's residence

along with the following documentation

- Satisfactory documentary evidence that the employee is in the full-time employment of the registered owner
- Copy of current Insurance Certificate and copy of Logbook/Vehicle Licensing Certificate

Change of Vehicle Permit for Resident's Parking Permit

As the Resident's Parking Permit contains vehicle registration details, if a change of vehicle occurs and the current Resident's Parking Permit has not yet expired, it is possible to obtain a new Resident's Parking Permit with the change of the vehicle registration details for the remaining period of the original parking permit.

Required Documentation:

- Completed Application Form with domestic Eircode
- Copy of Vehicle Licensing Certificate or Logbook for the new vehicle (This document must be registered to the applicant's name and address)
- Copy of current, valid Insurance Certificate for the new car (This document must match the applicant's name and address)

- Original valid, in date parking permit
- Relevant Application Fee

Permit Cost:

€10.00 for a Change of Vehicle Permit. The expiry date of original permit will apply.

A new parking permit will not be issued until the original **existing** parking permit has been **returned to and** received by Cork City Council's Parking Section.

Replacement/Lost Permit for Resident's Parking Permit

If a Resident's Parking Permit is lost, misplaced or destroyed an application can be made for a replacement parking permit.

Required Documentation:

- Completed Application Form with domestic Eircode
- Relevant Application Fee

The original expiry date of the original Resident's Parking Permit will continue to apply.

Permit Cost:

€20.00 for a Replacement Permit. The expiry date of original permit will apply.

Resident's – Vehicle Hire Parking Permits

To support the use of sustainable transport, Resident's – Vehicle Hire Parking Permits is part of the Parking Permits Scheme to cater for eligible residents in a Pay Parking Area (as defined in the Bye Laws) who do not own a vehicle but may need to rent a vehicle from time to time.

Applicants for this type of permit must fulfil all the requirements that are applicable to an application for a Resident's Parking Permit. Residents of a development the residents of which are not eligible to apply for a Resident's Parking Permit are not eligible to apply for a Resident's - Vehicle Hire Parking Permit.

Applications for a Resident's - Vehicle Hire Parking Permit must be submitted online and an application must be made at least 5 working days before the first date the permit is required.

If eligible the Resident's - Vehicle Hire Parking Permit, unless a virtual permit is issued, it will be in the form of a receipt that will be emailed to the applicant. The applicant must have the facility to print the Resident's - Vehicle Hire Parking Permit receipt for display purposes.

To be valid a Resident's – Vehicle Hire Parking Permit must be current and, unless a virtual permit is issued, a physical Resident's – Vehicle Parking Permit receipt must be prominently displayed in the

relevant vehicle so that the full Resident's – Vehicle Hire Parking Permit receipt is clearly and fully legible through the front windscreen from outside the vehicle.

The number of Resident's - Vehicle Hire Parking Permit applications for an individual address will be restricted to 20 per annum. There will be no more than one Resident's - Vehicle Hire Parking Permit issued for an individual address at any one time.

Required Documentation:

- Completed Application Form with Eircode
- Vehicle make & model & registration
- Copy of current Hire Agreement
- The duration (number of days) required – Maximum duration is 3 days
- Relevant Application Fee

Permit Cost:

€10 for a Resident's – Vehicle Hire Parking Permit. Each permit will be valid for 3 days.

Carer's Parking Permit

The Carer's Parking Permit is part of the Parking Permit Scheme to cater for eligible residents in a Pay Parking Area (as defined in the Bye Laws), who require voluntary on-going daily care due to a chronic medical condition.

The scheme allows eligible residents to apply for a Carer's Parking Permit on behalf of nominated family members. Applicants for this type of permit must fulfil all the requirements that are applicable to an application for a Resident's Parking Permit. If the application is granted, a single Carer's Parking Permit is issued to the resident with up to a maximum of four vehicles being identified on the permit. The Carer's Parking Permit can be used by any one of the voluntary Carers at any time but not simultaneously.

To be valid a Carer's Parking Permit must be current and, unless a virtual permit is issued, a physical Carer's Parking Permit must be prominently displayed in the relevant vehicle so that the full Carer's Parking Permit is clearly and fully legible through the front windscreen from outside the vehicle.

Only family members that are assisting the resident on a voluntary basis are eligible for a Carer's Parking Permit. Carer's Parking Permits will be issued for a period of one year.

Cork City Council require all applicants to complete an application form and provide such evidence as the Council deems necessary to satisfy itself of their eligibility to be considered for a Carer's Parking Permit.

One Carer's Parking Permit may be issued and can include up to a maximum of 4 cars.

Required Documentation:

To apply for a Carer's Parking Permit the applicant (person requiring the care) is required to include the following with the Application:

- Completed Application form with domestic Eircode
- Current utility Bill or recent Financial Statement dated within the last 3 months
- Have the Medical Report section of the form recently completed by their G.P.
- Relevant Application Fee

The following documentation in respect of each of the Carers (maximum of 4 Carers) is required to be included with the application form.

- Copy of Vehicle Licensing Certificate or Logbook
- Copy of current Vehicle Insurance Certificate

Permit Cost:

€20.00 for a one year's Carer's Parking Permit.

Parking Permit for Charitable Organisations

The Parking Permits for Charitable Organisations is part of the Parking Permit Scheme to cater for eligible charities in the provision of their core services by volunteers.

The permit, if granted is location and time specific and dependent on the needs of the organisation as determined by Cork City Council. The organisation must have charitable status and the permit must be essential to the core business of the organisation. Only persons who are assisting the organisation on a voluntary basis are eligible to use such a permit. Permits will be issued for a period of one year.

Cork City Council requires all applicants to provide such evidence as the Council deems necessary to satisfy itself of their eligibility to be considered for a permit.

Method of Application for Parking Permit

An application for a Charitable Organisation Parking Permit may be submitted by writing to Parking Section, Room 335, City Hall, Cork. T12 T997.

An application for a Resident's – Vehicle Hire Parking Permit may be submitted through Cork City Council's online application form.

All other Parking Permit applications may be submitted through one of the following methods: -

1. On-line <https://www.corkcity.ie/en/council-services/services/parking-services/apply-online>

2. Postal Application to Parking Section, Room 335, City Hall, Cork. T12 T997
3. Drop the application into the Parking Section post box located in the foyer of Cork City Council, City Hall.

Exceptions

There are a few types of development, the residents of which are not eligible to apply for a Parking Permit:

1. Residents of a purpose built or converted apartment building/ block where development of the complex was completed after March 2004 will not be eligible for a Parking Permit.
2. Residents of a purpose built or converted apartment building/ block where off street parking has been constructed as part of the development or is already available to the development will not be eligible for a Parking Permit.
3. Residents of Private Estates (being any estate which has not yet been taken into charge by the Council or where the Council is not responsible for maintenance of the internal roads and footpaths, which are intended to remain in private ownership) will not be eligible for a Parking Permit.

In the case of a qualifying pre – 2004 conversion of a house into a multi-unit residence - the max limit of permits as set out in the Scheme will be applied to the entire dwelling on a first come first served*.

** Cork City Council may request proof of planning permission or proof of pre-April 2004 letting in order to evaluate the eligibility of a multi-unit dwelling.*

Misc.

Failure to display a valid Parking Permit may result in the issue of a Fixed Charge Penalty Notice to the Registered Owner of the vehicle. If a Fixed Charge Penalty Notice is received where a Parking Permit has issued but is not a valid Parking Permit (whether by reason of the fact that it has expired, or has not been displayed, or has been incorrectly displayed), any appeal in such circumstances is unlikely to be successful.

The renewal of a Parking Permit is the responsibility of the Parking Permit holder. The Parking Permit holder is obliged to pay for on street parking fees during any period between the expiry date of their Parking Permit and the renewal date of their Parking Permit.

Effective Date

This scheme comes into effect on 1st May 2022.

End