



GUIDELINES ACCOMPANYING THE APPLICATION FORM FOR A VISITOR'S PARKING PERMIT

Please note that the information provided by you in this application form for a Visitors Parking Permit will be used solely by Sligo County Council for the purpose of processing this application for a Visitors Parking Permit and will not be used for any other purpose

Documents to be Submitted with Application Form :

- Current proof of residency showing your name and address, i.e. utility bills, financial statements, tenancy agreement or other documentation, (ESB, Bord Gais, Eircom, NTL Bill / Bank, Credit Card, Credit Union Statement) acceptable to Sligo County Council, (non-domestic bills and mobile phone bills are not acceptable).
- Fee in the sum of €10.00 per block of four Visitor Parking Permits.

A **“Resident”** means a person whose primary residence is at premises situated in a street containing a pay and display area.

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 **“Visitor Parking Permit”** means a Visitor Parking Permit issued by Sligo County Council, its agents or authorised officers only containing the particulars in Bye-Law No. 22

CONDITIONS:

1. Visitor Parking Permits may be issued by Sligo County Council to a resident in a pay & display area subject to the production of acceptable evidence in respect of their residency i.e. current copy of utility bills, financial statements, tenancy agreement or other documentation, (ESB, Bord Gais, Eircom, NTL Bill / Bank, Credit Card, Credit Union Statement) showing the resident's name and address.
2. Visitors' Parking Permits may be issued to a resident who is eligible for a resident's permit, whether or not he / she holds a Resident's Parking Permit.
3. The display of a valid Visitor's Parking Permit, as specified in the Car Park Bye Laws 2024 & Parking Places Bye Laws 2024, is the responsibility of the applicant.
4. A Visitor's Parking Permit is valid for one day only from 8.00a.m to 7.00p.m. on the date specified, use is restricted to parking bays on the street(s) indicated on the permit.
5. The date and vehicle registration number must be clearly filled out on the permit. The permit must be displayed on the front dashboard and clearly visible from the outside of the vehicle.



6. The issue of permits shall be at the discretion of the County Council and the total number of parking permits for visitors which may be issued to each resident or applicant is 52 in any 12 month period subject to an overall limit of 104 permits per housing unit.
7. Visitor Parking Permits are non-refundable and should be used on or before the expiry date.
8. It is the responsibility of the resident to ensure that the Visitor's Parking Permits are only used by a person who visits / calls on / makes a stay with the resident or is engaged by the resident to carry out works on their dwelling. It shall be an offence for a resident to sell or otherwise dispose of a Visitors Parking Permit to a person other than a visitor, as defined in the Car Park Bye-Laws 2024 and Parking Places Bye-Laws 2024.
9. Sligo County Council will cancel and withdraw or refuse to renew any Resident's Parking Permit or Visitor Parking Permits where it establishes that the permit holder has obtained the permit by inaccurate information or documentation being supplied.
10. Possession of a Visitor's Parking Permit does not guarantee the holder a public parking space.
11. Parking spaces on your street are not reserved.

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**.

Applicants Signature: _____ **Date:** _____



APPLICATION FOR A VISITORS PARKING PERMIT

YOU MUST ANSWER ALL QUESTIONS BELOW AND READ THE CONDITIONS ON ACCOMPANYING SHEET BEFORE SIGNING AND SUBMITTING THIS FORM

Surname: _____ First Name : _____

Telephone (Home) _____ (Mobile) _____

Address: _____

Email Address: _____

Is this your primary dwelling place? YES NO

Have you a Residents Parking Permit? YES NO

If yes, please state Permit Number: _____

Number of Visitor Permits required (Sold in blocks of 4 Only): _____

Visitor Permit Numbers: _____

Amount Due: € _____ Receipt No.: _____

STATUTORY DECLARATION BY APPLICANT

I _____ of _____

aged 18 years and upwards do solemnly and sincerely declare and confirm in reference to my application dated the _____ day of _____ 20_____ for Visitors Permits that my primary place of residence is at _____ I make this

solemn declaration conscientiously believing the same to be true by virtue of the **Statutory Declarations Act, 1938**

Applicant's Signature

Date

NOTE: It is an offence under Section 6 of the Statutory Declaration Act, 1938 for any person to make a Statutory Declaration, which to their knowledge is false or misleading in any material respect.

Unsigned / Incomplete Applications will be returned



FOR OFFICE USE ONLY :

Checked by _____ Amount Due € _____ Permit Nos. _____

Issue Date ____/____/____ Expiry Date ____/____/____ Issued by _____