



**Monaghan County Council**  
**Comhairle Contae Mhuineacháin**

**APPLICATION FOR RESIDENT'S PARKING DISC**  
**(PLEASE SEE NOTES BELOW)**

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

Address: \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

Vehicle Make/Model: \_\_\_\_\_ Registration No: \_\_\_\_\_

Is the above address your normal place of residence? YES  NO

How long, approximately, have you resided at this address? \_\_\_\_\_ Year(s)

If you are not the owner of the property, please state the following:

Name and Address of Owner: \_\_\_\_\_

\_\_\_\_\_

Is your vehicle currently licensed (taxed)? YES  NO

Please state the Licence No. of Disc \_\_\_\_\_

<b>Condition 1: Application of renewal of permit is the responsibility of the permit holder.</b>
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**I, the undersigned hereby apply for a Resident's Parking Disc. I agree to abide by the above conditions.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Completed Application Forms should be sent to:**  
**Municipal District of Monaghan, County Offices, The Glen, Monaghan**  
**Ceantar Bardasach Mhuineacháin, Oifigí Contae, An Gleann, Muineachán**

**Telephone: (047) 73777**

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

**List of Documents requested for Residential Permits**

1. Current insurance certificate confirming that the vehicle is normally kept by the resident at the residents address in the pay parking area to which the disc will relate.
2. A driving or provisional licence in the name of the resident applying for the residents parking permit.
3. Utility bills, bank statements or other documentation, acceptable to Monaghan County Council, addressed to the applicant at his/her address in the pay parking area which the residents parking disc will relate.
4. Fee of €20.00 for new and renewal residential parking permits.
5. Fee of €10.00 for replacement parking permits based on same vehicle registration as original application form.
6. A Vehicle licensing certificate or registration book confirming that the resident applying for a residents parking permit is the registered owner of the vehicle in respect of which the application for a residents parking permit is being made and that the vehicle is registered at the residents address in the pay parking area to which the disc will relate

Or

Where the applicant is not the registered owner of the vehicle in respect of which the application for a residents parking disc is being made, the vehicle licensing certificate or a registration book for the vehicle, satisfactory documentary evidence from the registered owner that the vehicle is normally kept by the applicant at the residents address in the pay parking area to which the disc will relate and evidence from the Revenue Commissioners that a vehicle owned by the registered owner is normally kept by the applicant.

## **Data Protection Notice pursuant to the Data Protection Acts 1988-2018 (as amended) and the General Data Protection Regulation (GDPR)**

### **Resident Parking Permit**

The purpose of this notification is to set out some information regarding the collection and processing of your personal information by Monaghan County Council (the 'Council'). During the course of its activities the Council collects, stores and processes the personal data of its service users in order to provide the most effective and targeted range of services to the citizens, communities and businesses of County Monaghan. The Council is the data controller in respect of this data.

For full details of the collection, processing and sharing of your personal data by the Council and your rights in this regard, please see our Privacy Notice which is available at [Privacy Notice](#) .

### **What type of personal data is collected and processed?**

The types of personal data that we collect, and process includes your:

Name, address, telephone number, vehicle registration number, vehicle licencing certificate, Motor Insurance, Driver Licence, Utility Bill, property owner.

There is no Special Category Personal Data collected.

### **Why does the Council collect this personal data?**

The council collects this information in order to manage and administer the relationship between you and us for the purpose of assessing and processing your Resident Parking Permit Application. We require your contact details in order to communicate effectively with you as part of this relationship with you. Please note that to help protect your privacy, we take steps to verify your identity before granting access to personal data. These contact details may also be used to verify your identity.

### **Lawfulness of processing**

We process this personal data

in the exercise of official authority vested in the Council as the Controller by virtue of its statutory functions set out under Road (Traffic and Parking) Regulations 1997 and Monaghan County Council Parking Control (Pay Parking) Bye-Laws 2014 and Article 6 (1)(e) GDPR

### **How long do we keep your personal data for?**

We will hold your personal data for two years after the permit expires. Once we issue you with your permit, your supporting documentation shall be destroyed.

Who does the Council share your information with?

The Council may, in the exercise of official authority vested in us as the controller, share your personal data with the selected third parties where required to do so by law.

### **What will happen if the personal data requested is not provided?**

If the application form is not completed in full and all the requested information provided, the council will not be able to process this application.

**For full details of the collection, processing and sharing of your personal data and your rights in this regard, please see the Council's full Privacy Notice at: [www.monaghan.ie/privacy-notice/](http://www.monaghan.ie/privacy-notice/)**

For further details of the collection, processing and sharing of your personal data relevant to this application form please see [https://monaghan.ie/wp-content/uploads/2018/02/Applications\\_for\\_Resident\\_Parking\\_Permit.pdf](https://monaghan.ie/wp-content/uploads/2018/02/Applications_for_Resident_Parking_Permit.pdf)

