



THE MUNICIPAL DISTRICT OF CARRICKMACROSS – CASTLEBLAYNEY
MONAGHAN COUNTY COUNCIL, CIVIC OFFICES, RIVERSIDE ROAD, CARRICKMACROSS
PHONE: 042 9661236 E-MAIL: CARRICKMACROSS@MONAGHANCOCO.IE

APPLICATION FOR RESIDENTS' PARKING PERMIT CASTLEBLAYNEY

Name: _____

Address: _____

Telephone _____

Vehicle Registration No: _____ Make /Model of Vehicle: _____

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

How long, approximately, have you resided at this address? _____ Year(s) _____ Month(s)

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

Name and Address of Owner: _____

Is your vehicle currently taxed? YES NO

Please state the License No. of Tax Disc: _____

I wish to apply to Carrickmacross – Castleblayney Municipal District for a Resident’s Parking Permit. I reside at the above address, which is within a designated Two Hour Parking Zone. I have been made aware that I must display my parking permit on the vehicle concerned whenever that vehicle is parked on _____ Street, **Castleblayney** during the days and times when the restrictions apply.

I hereby certify that the details above are accurate.

Signed _____

Dated _____

The above must comply with the following conditions:

- Maximum of one permit per premises
- The applicant must be resident in the premises
- There must be no available car parking space within the curtilage of the premises – to be confirmed by LA inspection
- Applicant must provide a copy of their current full or provisional Driving License
- Applicant must provide a copy of the current Insurance Certificate for the vehicle, the address on the Insurance Certificate must correspond with the resident’s address in the controlled parking area to which the permit will relate
- Applicant must provide proof of residence - utility bill or financial statement (Bank or Credit Union) or copy of fully signed lease or rent agreement (valid for more than 6 months) addressed to the applicant at the address in the controlled parking area to which the residents parking permit will relate. Utility bills and financial statements must be dated within **3 months** of the date of application. Statements from store cards/catalogue companies or Mobile Phone bills are not acceptable. Public Service ID is not accepted
- Permit to be displayed on vehicle at all times
- Permit only in respect of the vehicle thereon
- Permit is valid for a maximum of 12 months

Supporting Documents required with Application:

- 1. Copy of photo identification (Driving License or Passport)
Please note that Public Service ID is not accepted.

- 2. Copy of current Insurance Certificate for the vehicle. Address on the Insurance Certificate must correspond with the resident's address.

- 3. Proof of residence - Utility bill / recent financial statement (dated within 3 months of the application)/ copy of fully signed lease or rent agreement (valid for minimum 6 months).
Please note that mobile phone bills and store card/catalogue company statements are not acceptable.

- 4. Copy of Vehicle Licensing Certificate / Registration Book

**Please return completed application and all supporting documents to:
Carrickmacross – Castleblayney Municipal District, Civic Offices, Riverside Road, Carrickmacross,
Co. Monaghan, A81 RY22. First time applicants must apply in person.**

FOR OFFICIAL USE:

Engineer's Report: -

I have inspected the above-mentioned premises and confirm that there is no car-parking within the curtilage of the premises.

Signed: _____ Dated: _____

Permit No: _____ Date: _____

Data Protection Acts 1988 -2018 (as amended) and the General Data Protection Regulations (GDPR)
Resident Parking Permits
Data Subject Notification

Background

The purpose of this notification is to set out some information regarding the collection and processing of your information by Monaghan County Council. During our activities we will collect, store and process personal data about service users, Monaghan County Council is the data controller in respect of this data.

Monaghan County Council creates, collects and processes a significant amount of 'personal data' and 'sensitive personal data' in various multiple formats daily. Our commitment is to ensure that the personal data supplied is:

- Obtained lawfully, fairly and in a transparent manner
- Collected for only specified, explicit and legitimate purposes,
- Adequate, relevant and limited to what is necessary for the purpose for which it was obtained,
- Recorded, stored accurately and where necessary kept up to date,
- Kept for no longer that is necessary, and, in a form, which permits identification of the data subject,
- Processed in a manner that ensures the appropriate security of the personal data including protection against unauthorised or unlawful processing of the data.

For full details of the collection, processing and sharing of your personal data by us and your rights in this regard, please see our full [Privacy Notice](#) on the website.

What data we collect and process

The types of personal data that we will collect, and process includes name, address, copy of vehicle registration book, contact number and e-mail address.

Why do we collect this personal data?

We collect and process this information to manage and administer the relationship between you and us for assessing your parking permit application

Lawfulness of processing

We process this personal data under

- [Article 6 1 (a) GDPR]
- and in the exercise of official authority vested in us as the controller under Road (Traffic and Parking) Regulations 1997 and Monaghan County Council Parking Control (Pay Parking) Bye-Laws 2014.

Sharing of Personal Data

We may share your Personal Data with selected third parties, including for example Revenue Commissioners and other government agencies, where required to do so by law. We may also share your data with other Local Authorities, suppliers and other third parties who assist us in fulfilling our functions. Further information regarding the sharing of your personal data can be found in our Privacy Notice which is available at: [Privacy Notice](#)

If you have any questions regarding our processing of your Personal Data, our Data Protection Officer can be contacted

by email: dataprotectionofficer@monaghancoco.ie

by phone: (047)73765

Postal Address: Monaghan County Council, County Offices, The Glen, Monaghan, H18 YT50