



The Municipal District of Ballybay/Clones
Ceantar Bardasach Béal Átha Beithe-Cluain Eois

APPLICATION FOR RESIDENT'S PARKING PERMIT
(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 _____

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

Applicant's Signature: _____ **Date:** _____

Completed Application Forms should be sent to:

Municipal District of Ballybay/Clones, Clones, Monaghan H23 X378

Ceantar Bardasach Béal Átha Beithe-Cluain Eois, Cluain Eois, Muineachán H23 X378

Telephone: (047) 51018

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

Fee of €1 for new and renewal residential parking permits.

Fee of €1 for replacement parking permits based on same vehicle registration as original application form.

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

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/

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