

**COMHAIRLE CHONTAE  
CHEATHARLOCHA  
CARLOW COUNTY COUNCIL**

Email: [parkingfines@carlowcoco.ie](mailto:parkingfines@carlowcoco.ie)



**Appeal Form  
Fixed Charge Offence  
(NB: Photographic evidence on our files)**

Carlow County Council operates a Pay & Display Parking System for on-street parking and its car parks. Motorists must comply with the Municipal District of Carlow (Parking Control) Pay Parking Bye Laws 2021. Motorists must also comply with National Parking Regulations which govern illegal parking. e.g., parking on double yellow lines, single yellow lines, on a footpath or junction or disrupting the flow of traffic. Carlow County Council enforces the Municipal District of Carlow (Parking Control) Pay Parking Bye Laws 2021 and the National Parking Regulations through the issue of Fixed Charge Offences.

If you receive a Fixed Charge Offence and wish to dispute this, you may lodge an Appeal **within 14 days** of the issue date of the Fixed Charge Offence Penalty Notice.

Before submitting an Appeal please note: -

**APPEALS CANNOT BE ACCEPTED FOR ANY OF THE FOLLOWING OFFENCES:**

1. Parking on Double Yellow Lines
2. Parking in a manner likely to cause an obstruction, e.g., parking on a footpath or on a corner.
3. Parking in a Disabled Bay without displaying a valid Disability Permit
4. Parking a vehicle in a manner prohibited, i.e., parking outside a marked bay in a public car park or in a hatched area in a public car park.
5. Parking in a place prohibited, e.g., a Bus Bay, Taxi Rank or Residents Only Area
6. Parking in a Loading Bay without displaying a commercial tax disc, for longer than the time allowed.
7. Or any other form of illegal parking

**PLEASE READ THE APPEAL PROCEDURE BEFORE SUBMITTING YOUR APPEAL**

## **Appeal Procedure**

**An Appeal must include the following information:**

- Signed Data Protection Consent Form
- Name and address of the Appellant  
*IMPORTANT: If you are not the Registered Owner of the vehicle you must be nominated by the registered owner as the driver responsible for the fine*
- Notice number and vehicle registration number
- A completed Appeal Form (available on our website and by phoning the number below)
- Any relevant documentation supporting the appeal.

*All appeals must be written clearly and legibly.*

**On receipt of your Appeal:**

- The Appeal will be processed in accordance with the Appeal Procedure.
- It will be considered in conjunction with the evidence supplied by the Community Warden in relation to the issue of the ticket.
- You will be notified in writing of the decision on the Appeal.
- Details of your Appeal will be recorded for control and audit purposes.

### **IMPORTANT NOTE:**

If you are appealing a Fixed Charge Offence, please note:

- Only an Appeal received by Carlow County Council within **14 days** of the issue of the Fixed Charge Penalty Notice will be accepted.
- An Appeal received does not stop the time accruing on the offence.
- Any increase in the penalty, irrespective of any delay which may occur, is your responsibility.
- On the 28<sup>th</sup> day from the date of issue of the fixed Charge Offence (inclusive of weekends and bank holidays) the fine will increment by 50%. The fine will go overdue on the 56<sup>th</sup> Day from the date of issue of the Fixed Charge Offence and after the 56<sup>th</sup> Day the fine cannot be paid and will automatically process for court.
- If you decide to pay the Fixed Charge Offence your Appeal will be cancelled
- We may have photographic evidence which will enable us in the decision process.

**Appeals should be sent to:**

The Appeals Officer  
Motor Tax Office  
Carlow County Council  
County Buildings  
Athy Road  
Carlow.

Telephone: 059-9170315/311

**DATA PROTECTION CONSENT FORM**  
**(Data Protection Acts 1988 & 2018 as amended)**

I, \_\_\_\_\_ registered owner / nominated driver (delete as appropriate) of vehicle registration number \_\_\_\_\_ consent to the collection and processing of the data provided by me to Carlow County Council and the sharing of this data with relevant agencies / bodies / registered owner (where applicable) for the purposes of processing a Parking Fine Appeal.

I agree that Carlow County Council when assessing my application may contact other Government Departments / Bodies including the Department of Transport Tourism and Sport to confirm the information provided.

I understand that any personal information which I provide may be shared / exchanged with other Government Departments / Agencies in accordance with the law and will be used by Carlow County Council and other Agencies to carry out their legal obligations.

*Note: Carlow County Council will treat all information and personal data you give as confidential. We will retain your data for no longer than is necessary for the purpose of processing and duration of the Parking Fine Appeal and in accordance with the Council's Retention Policy.*

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
(BLOCK CAPITALS)

# COMHAIRLE CHONTAE CHEATHARLOCHA CARLOW COUNTY COUNCIL

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## Appeal Form Fixed Charge Offence

NOTICE NUMBER: \_\_\_\_\_ VEHICLE REGISTRATION: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_ DAYTIME CONTACT NO: \_\_\_\_\_

REASON FOR APPEAL:

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I have completed the Data Protection Consent Section on this form.

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

Please return completed application form to  
*The Appeals Officer, Motor Tax Office, Carlow County Council, Athy Road, Carlow.*