

## **MEATH COUNTY COUNCIL**

### **PARKING APPEALS POLICY**

#### **Introduction**

Meath County Council adopted a policy on an appeal procedure for drivers to whom a fixed charge notice for a parking offence was issued. Adoption of this Policy provides clarity for both decision-makers and appellants. Adoption of this Policy demonstrates transparency of decision making considering the particular circumstances of each appeal.

The Policy advises drivers on the grounds for an appeal, the address/email /website to which an appeal must be submitted, the time limit for submission of an appeal, and the documentation to be submitted with an appeal.

All appeals may be completed on line, or download a form and send by post or email.

Online: <https://meath.urbandcustomer.net>

The QR code on your Parking Fine Notice will link you to your fine detail.

Please post to:

Meath Parking Appeals,  
APCOA Parking Ireland  
UNIT 18A,  
12 Becket Way,  
Parkwest Business Park.  
Dublin.12  
D12A9K

Appeal inquiries **081 - 8462899**

Please include your Ticket Number in all correspondence.

Appeal forms are available to down load from  
[www.meath.ie](http://www.meath.ie) and [www.meathparkingservices.ie](http://www.meathparkingservices.ie)

Or

Available in all Meath County Council Offices.

N.B. Please include the Fixed Charge Notice (Fine) Number and the registration of the vehicle with all appeals.

Appeals must be submitted by the registered owner of the vehicle or by a person nominated by a registered owner as the driver.

Appeals must be received **within 28 days** of the date of the alleged offence.

Appeals received after 28 days will be rejected.

**Submission of an appeal does not prevent the fine incrementing by 50% plus an administration of €10.00, on the 28<sup>th</sup> day after the date the Fixed charge Notice was issued. If the appeal is rejected the increased charges will apply.**

All appeals must include the Name, Address and Contact Telephone Number of the appellant.

An appeal must include the Fixed Charge Notice (Fine) Number.

An appeal will be deemed invalid and will be rejected if information is omitted or incomplete.

An appeal may be rejected if the grounds of appeal are not in accordance with this Policy.

Any correspondence relating to any appeal will issue by post to the Registered Owner of the vehicle received from the Department of Transport Vehicle Owners Register or nominated driver.

If an appellant does not receive a decision within 14 days from the date of receipt of an appeal the onus is on the appellant to contact Apcoa on **081 - 8462899**

All appeal decisions made by Apcoa are final and there is no second appeal.

If an appellant identifies an error or omission he /she can request a review of a decision

by writing to  
Parking Section,  
Meath County Council  
Buvinda House  
Dublin Road  
Navan  
Co Meath  
C15 Y291

All Fixed Charge Notices (Fines) stand unless and until confirmation is received in writing that an appeal is granted

Apcoa or Meath County Council will not accept any responsibility for non-delivery of post.

## **Nominations**

If the Registered Owner was not driving the vehicle when the alleged offence (to which the Fixed Charge Notice (Fine) relates) was committed then the Registered Owner must, within 28 days of the date of issue of the Fixed Charge Notice (Fine), nominate to Meath County Council the person who was in charge of the vehicle at that time;

Nominations must be made in writing or by e-mail;

Nominations must be sent to:

Parking Section,  
Meath County Council  
Buvinda House  
Dublin Road,  
Navan  
Co Meath  
C15 Y291

All Nominations must include the Name, Address and Contact Telephone Number of the person making the Nomination (in the case of a corporate/non-incorporated entity this should be an authorised officer of the entity ie Business Name Owner, Company Secretary or Company Director.

All Nominations must include the name, address and contact telephone number of the nominee.

If the name and address are incorrect the fine will revert to the registered owner.

All Nominations must include the Fixed Charge Notice (Fine) Number;

All Nominations must include the Vehicle Registration Number;

All Nominations must be signed by the person making the Nomination;

All Nominations will be deemed invalid and will be rejected if any of the above information is omitted.

Customer Service contact details

- For Appeals: 081-8462899
- For Payments: 046 909 7000 and request to make a fine payment

## **Pay and Display Offences**

When parking in Pay and Display areas of Navan Trim and Kells Co. Meath please take notice of parking signs and parking information plates with operational hours and the maximum time for parking. Meters are provided in all pay and display streets and car parks to purchase parking tickets. Charges may vary in each town and in each car park. Information on charges is on the meter information plate. The expiry time and date is printed on the ticket. If one meter is out of order please use another meter in the same location

Parking tickets must be placed in the front window of the parked vehicle to allow the parking warden to read details on the ticket. Fines are issued for non display of valid parking ticket. The production of a valid ticket at the time and date of the fine is not acceptable evidence to grant an appeal. The fine was issued for failure to display a valid parking ticket in the vehicle. Drivers are responsible to ensure the parking ticket is on display after the car doors have been shut.

#### Parking Offences on Disabled Persons 'Parking Bays

Appeals cannot be considered if a valid Disabled Persons' Parking Permit was not clearly displayed on the vehicle. The driver is responsible for displaying the Disabled Persons' Parking Permit on the vehicle. If the permit is lost, mislaid or sent for renewal the driver must pay for parking and cannot park in a Disabled Persons Parking Bay without a valid Disabled Person Parking Permit on display.

#### Residential/Long Term Parking Permit Offences

Appeals cannot be considered if a valid Parking Permit was not clearly displayed on the vehicle. The driver is responsible for displaying the Parking Permit on the vehicle. If the Permit is lost, mislaid or sent for renewal the driver must pay for parking pending issue or renewal of a permit

#### Grounds for Appeal

The vehicle was broken down and could not be moved when a Fixed Charge Notice (Fine) was issued for illegally parking .

Appeals will only be considered where a letter or receipt from a garage and or towing company confirming the dates the vehicle was towed and or repaired is submitted with the appeal.

#### Non Display of Current Motor-Tax Offences

(a) That the vehicle to which the alleged Offence relates had been recently purchased and a Motor Tax Disc was awaited when a Fixed Charge Notice (Fine) was issued for non-display of current motor tax disc

1. Appeals will only be considered where a copy of the Vehicle Registration Book indicating that the vehicle was purchased within the previous month is submitted with the Appeal .  
**And**
2. A copy of the current Motor Tax Disc and a receipt from the Motor Tax Office indicating that all arrears have been paid from date of purchase to date (if applicable) the period of validity of which includes the date of issue of the Fixed Charge Notice (Fine) is submitted with the Appeal.

(b) That **prior** to the time of the alleged Offence an application for Motor Tax had been lodged with the Motor Tax Office and a Motor Tax Disc was awaited when a Fixed Charge Notice (Fine) was issued for non-display of Motor Tax but

1. Appeals will only be considered where a copy of the Motor Tax Renewal Form from the Motor Tax Office indicating the date the application was received by the Motor Tax Office and which must be **prior** to the date of the alleged Offence is submitted with the Appeal.  
**And**
2. A copy of the current Motor Tax Disc and a Receipt from the Motor Tax Office indicating that all arrears have been paid to date (if applicable) the period of validity of which includes the date of issue of the Fixed Charge Notice (Fine) is submitted with the Appeal.

(c) That the vehicle was taxed on-line **prior** to the alleged Offence and a Motor Tax Disc was awaited when a Fixed Charge Notice (Fine) was issued for non-display of Motor Tax b;

1. Appeals will only be considered where a copy of a Payment Confirmation Printout from Motor Tax On-Line confirming the date and time the vehicle was taxed and which must be **prior** to the time of the alleged Offence is submitted with the Appeal.  
Or a letter from Motor Tax confirming the date and time the vehicle was taxed and which must be **prior** to the time of the alleged Offence is submitted with the Appeal.  
**And**
2. A copy of the current Motor Tax Disc, the period of validity of which must include the date of issue of the Fixed Charge Notice (Fine) is submitted with the Appeal.

(d) That the vehicle was taxed but a Motor Tax Disc was inadvertently not displayed when a Fixed Charge Notice (Fine) was issued for non-display of Motor Tax.

Appeals will only be considered if a copy of a Motor Tax Disc indicating that the vehicle was taxed on the date of issue of the Fixed Charge Notice (Fine) is submitted with the Appeal and a written explanation of the reason(s) for non-display of Motor Tax is submitted with the Appeal.

(e) That the Registered Owner was out of the country when a Fixed Charge Notice (Fine) was issued.

1. Appeals will only be considered where a copy of the current Motor Tax Disc and a Receipt from the Motor Tax Office indicating that all arrears have been paid to date (if applicable) the period of validity of which must include the date of issue of the Fixed Charge Notice (Fine) is submitted with the Appeal .  
**And**
2. a stamped passport or a boarding pass with flight tickets/ferry tickets indicating the date and time of departure from Ireland and the date and time of return to Ireland and confirming absence from Ireland at the time of the alleged Offence is submitted with the Appeal.

(f) That the vehicle is a commercial vehicle and could not be taxed as a Department of Environment Test was awaited when a Fixed Charge Notice (Fine) was issued for non-display of Motor Tax

1. Appeals will only be considered where the original appointment letter, email or text messages from the Department of the Environment Test Centre, which must be **prior** to the date of the alleged Offence, is submitted with the Appeal  
Or  
A letter, email or text messages from the Department of the Environment Test Centre stating the date and time (if applicable) the appointment was made, which must be **prior** to the date and time of the alleged Offence, is submitted with the Appeal  
**And**

2. A copy of the Pass Certificate issued by the Department of the Environment Test Centre as a result of the Department of the Environment Test is submitted with the Appeal

**And**

3. A copy of the current Motor Tax Disc with a Receipt indicating that all arrears have been paid to date (if applicable) the period of validity of which must include the date of issue of the Fixed Charge Notice (Fine) is submitted with the Appeal.

**Emergencies.**

An appeal may be considered if driver suffers or is attending to a medical emergency, a fire or accident emergency. Documentation supporting the incident must be submitted. Examples are medical certificate, ambulance or fire service attendance. Attendance or delay at a medical appointment is not an emergency and will not be grounds for appeals.

**Compassionate Grounds.**

Appeals will only be considered in exceptional circumstances where the parking offence was unavoidable.

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**Notes**

Note 1: it is an offence for the Registered Owner of a vehicle not to provide, within 28 days of the date of issue of the Fixed Charge Notice (Fine), all information which is required to nominate a person (other than the Registered Owner) who was in charge of the vehicle when the Fixed Charge Notice (Fine) was issued or to provide information which is false or misleading, either of which, upon conviction, is punishable by a Fine not exceeding € 1,000;

Note 2: If convicted in court hearing in respect of non-payment of a Fixed Charge Notice (Fine) the offender may be liable to a fine not exceeding € 1,000 plus costs and a disqualification of the offender's driving licence.

Note 3: Fixed Charge Notices (Fines) may be issued for a number of Offences including and not limited to;

Parking on a Double Yellow Line.

Parking on a Single Yellow Line.

Parking blocking an Entrance.

Parking in a Disabled Bay.

Pay and Display ticket expired.

No valid Pay and Display ticket or Pay Parking Permit.

Invalid Pay Parking Permit.  
Overstay of Time Limit.

Parking in a Loading Bay with a non goods taxed vehicle.

Non display of current Motor Tax Disc.

Parking on a Footpath.

Parking on a Grass Verge.

Parking on a Median Strip.

Parking in a Bus Stop.

Parking within 5 metres of a Road Junction.

Not parked within a Marked Parking Bay.

Parking in a Clearway.

Parking in a Cycle Lane.

Parking within 15 metres of Traffic Lights (approach side).

Parking within 5 metres of Traffic Lights (exit side).

Parking in a Taxi Bay/ Rank.

Parking obstructing other Traffic.

Parking endangering other Traffic.

Parking at a School Entrance.

Parking adjacent to a continuous White Line.