



Residences Car Park Terms & Conditions 2019/2020

Please read carefully

Successful Applicants can collect their Permits at the Car Park Office adjacent to the Exit of the Multi-Storey Car Park.

SPACES ARE €150 AND WILL BE ALLOCATED ON A LOTTERY BASIS

1. The **ONLY** method of payment is by **Debit/Credit Cards** as **NO CASH PAYMENT WILL BE ACCEPTED**

A **2019/2020** permit will then be issued, which must be displayed at all times.

2. To apply, you must be a resident of the Larkfield, Hampstead, College Park or Postgraduate Blocks A & B. Non-residents cannot apply.
3. Car park spaces cannot be shared but may be transferred to another resident, at the end of semester one.

Any student who wishes to transfer their space must notify the car park office by emailing parkingoffice@dcu.ie **It is the resident's responsibility to arrange for any transfer.**

4. If a resident changes their student card they must notify helpdesk.estates@dcu.ie immediately to have their card updated on the system, otherwise they will be unable to enter the car park.
5. Car park users who change their vehicle (and therefore do not display a permit) regardless of length of time, must immediately notify parkingoffice@dcu.ie to request a temporary permit. There is no fee for a temporary permit; however, students who misplace their permit (for whatever reason), but continue to use the vehicle as stated on their application form for long periods of time, must email parkingoffice@dcu.ie to arrange payment for a new permit.
6. Successful applicants will be contacted by email, with payment to be made immediately.

All queries should be addressed by e-mail to helpdesk.estates@dcu.ie

**In case of an emergency please phone DCU Security
01-700 5999 or 700 8990.**