



**Munster Car Park  
Services Ltd**

## **Form for Appeal to the Appeals Manager**

If you wish to make an appeal concerning your vehicle being clamped/relocated, please **complete** this form and post it to:

**The Appeals Manager,  
Munster Car Park Services Ltd,  
Unit 11, Tramore Commercial Park,  
Tramore Road,  
Cork**

or email it to:

**[mcpsireland@gmail.com](mailto:mcpsireland@gmail.com)**

with the subject as: **CLAMPING APPEAL**

**Please carefully read the note at the end of this form before completing it**

## Form for Appeal to the Appeals Manager of MCPS Ltd

Your Name:

First Name:

Surname:

Your Postal Address:

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Your Postal Address Eircode (if applicable):

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Your E-mail Address:

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Would you like to correspond with Munster Car Park Services Ltd (MCPS) regarding your appeal via e-mail (please tick one)?

Yes

No

Your Mobile Phone Number:

Registration Number (of the concerned vehicle):

Date of Enforcement/Date of Clamping Notice:

Location where the vehicle was parked:

Clamping Release Receipt Number: (Please enclose the copy of receipt)

Clamping Notice Number:

Offence or Instance of Wrongful or Unlawful Parking (as stated on the Clamping Notice):



List of Enclosed Documentation (please only enclose copies – originals will not be returned):

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**Declaration (which must be signed):**

I wish to appeal the decision of clamping my vehicle to the Appeals Manager. I have included all the reasons for my appeal when completing this form. I have read all the notes (1 to 6 inclusive) at the end of this form and the note on personal information below this paragraph.

**Note on Personal Information:** *If you choose to submit personal information to us for the purpose of an appeal, we will only use that information in line with the purpose for which you provided it. We will retain your data for a period of three (3) years. MCPS does not collect personal data for commercial purposes.*

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

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

## Notes:

1. The form **should be completed in full**. Submission of an incomplete form or of inaccurate information may delay the consideration of the appeal.
2. All the reasons for the appeal must be set out in the form.
3. The completed form must be submitted **within 60 days** from the date of the occurrence of the clamping activity.
4. All relevant supporting documents (copies only) should accompany this form.
5. You may include additional pages if there is insufficient space on the form to accommodate all the information you wish to provide in support of your appeal.
6. MCPS will consider the matter, make their determination and issue a written confirmation of this to you within 21 days of receipt of the appeal.

