

Section 15 Licence Nomination and Assignment

This Information Guide outlines the procedures involved in the two-part Vehicle Licence Nomination and Assignment process set out in section 15 of the Taxi Regulation Acts 2013 and 2016:

1. A current vehicle licence holder, other than a company, may nominate a representative, in writing, to the National Transport Authority (“Authority”) in order that such person may, in the event of that original vehicle licence holder’s death, apply to the National Transport Authority to continue to operate that vehicle licence; and
2. In the event of the death of that holder of a current vehicle licence holder, their personally nominated representative previously registered with the National Transport Authority may apply, in writing within nine months of the death, to the Authority to continue to operate that vehicle licence.

Please note:

- No other type of SPSV licence assignment is permitted under SPSV legislation.
- All licensing regulations and standards will apply to both the vehicle and the nominated representative.
- All forms and guides can be downloaded from the Taxi Licensing section of www.nationaltransport.ie

Section 15 Nomination and Assignment Rules and Process

Nomination

- ✎ A representative must be nominated in writing to the Authority by the current vehicle licence holder prior to his/her death, using a “*Section 15 Nomination Form - S15N*”.
- ✎ The representative must be a minimum of 18 years of age.
- ✎ The details of the nominated representative shall be registered with the details of the holder of that small public service vehicle licence.
- ✎ The onus is on the vehicle licence holder to advise those who will be dealing with his/her affairs in the event of his/her death of the nomination.
- ✎ The nominated representative may be changed at any time prior to the death of the vehicle licence holder.
- ✎ There is no limit to the number of times a vehicle licence can be assigned. If a nominee becomes a licence holder, they may nominate their own representative.
- ✎ There is no charge for this nomination process.

Assignment

- ✎ To apply for a Section 15 assignment, the previously nominated representative must complete a “*Section 15 Assignment Form - S15A*”.
- ✎ The nominated representative must show that the vehicle licence holder is deceased by providing evidence in the form of a death certificate.
- ✎ The assignment application must be made within **nine months** of the licence holder’s death.
- ✎ SPSV licences can be assigned under Section 15 for certain vehicle types, standards and ages only.
- ✎ The nominated representative must satisfy all normal vehicle licence holder conditions before the licence can be assigned.
- ✎ An assignment is effective only when it has been completely processed by the Authority, including the vehicle suitability inspection and verification of NCT, tax clearance, vehicle ownership and insurance status.
- ✎ The vehicle may not be operated by the nominated representative until that person has received a vehicle licence certificate in their own name from the Authority.

What licences can be assigned?

Active small public service vehicle licences from any category may be assigned under Section 15, i.e. taxis, hackneys, limousines, wheelchair accessible taxis or wheelchair accessible hackneys.

If the vehicle licence expires, you may, within one year of the expiry date, apply to have it assigned. A licence that has expired more than one year is dead and cannot be assigned or used again.

Remember that the licence allows the vehicle to be operated as an SPSV. It is not a licence to drive. When driving the driver must hold an SPSV driver licence.

What licences can *not* be assigned under Section 15?

- ✖ Licences where the correctly completed nomination form has not been received by the National Transport Authority prior to the licence holder's death
- ✖ Licences where the holder's death is more than nine months prior to the application
- ✖ Licences where the nominated representative is under 18 years of age.
- ✖ Dead licences (automatic once 12 months has passed after expiry date)
- ✖ Licences where the vehicle or nominated representative does not satisfy SPSV legislation or standards
- ✖ Licences held in company ownership

Fees

The fee must be paid at the time of booking the vehicle inspection. The fee includes the cost of the inspection, but if the vehicle fails, a re-test fee is required for each subsequent inspection.

Fees for Assignment of Active Licence (i.e. before existing expiry date)

Licence Category	Duration of Licence to be Issued	Renewal Fee (keeping same vehicle)	Renewal plus Change of Vehicle
Taxi, Hackney & Limousine	1 year	€275	€320
Wheelchair Accessible Taxi & Wheelchair Accessible Hackney	1 year	€200	€245
Taxi, Hackney & Limousine	6 months	€200	€245 (limousine only)
Wheelchair Accessible Taxi & Wheelchair Accessible Hackney	6 months	€162.50	N/A

Fees for Assignment of Inactive Licence (i.e. after existing expiry date but not more than 12 months after)

Taxi, Hackney, Wheelchair Accessible Taxi, Wheelchair Accessible Hackney & Limousine	1 year	€625*	€670*
Taxi, Hackney, Wheelchair Accessible Taxi, Wheelchair Accessible Hackney & Limousine	6 months	€375*	€420*

* A graduated refund operates where the licence is successfully assigned within 30 days of the original expiry date:

- a) Refund Payable if any category of SPSV licence is assigned, for 1 year, less than 10 days after expiry date €250
- b) Refund Payable if any category of SPSV licence is assigned, for 1 year, more than 10 and not less than 30 days after expiry date €150
- c) Refund Payable if any category of SPSV licence is assigned, for 6 months, less than 10 days after expiry date €100

Types of assignment under Section 15

There are two ways a nominee can apply to complete a Section 15 assignment.

Section 15 Assignment with Licence Renewal

- ✎ The vehicle licence is being assigned along with the current vehicle, i.e. the nominated representative wishes to continue to operate the vehicle currently associated with the licence.
- ✎ Should you choose to apply for a Section 15 Assignment with Licence Renewal, you must comply with the conditions of licensing applicable to licence renewal and present your vehicle for a Licence Renewal Assessment. Please read *"Information Guide G2 - Renewing an SPSV licence"*.

Section 15 Assignment with a Change of Vehicle:

- ✎ Only the licence is being assigned, i.e. the nominated representative intends to associate a different car with that licence.
- ✎ Should you choose to apply for a Section 15 Assignment with a Change of Vehicle, you must comply with the conditions of licensing applicable to a change of vehicle and present your vehicle for a Initial Suitability Inspection. Please read *"Information Guide G6 - Changing your Vehicle"*; and for a wheelchair accessible licence please read *"Information Guide G9 - Wheelchair Accessible Vehicle Licences"*.

Making an application

Section 15 Nomination Form - S15N

- ✎ Check that the person you wish to register as your nominated representative wishes to accept your nomination and will be in a position to apply to continue to operate your licence in the event of your death.
- ✎ Check that the person you wish to register as your nominated representative is a minimum of 18 years old.

Section 15 Assignment Form - S15A

- ✎ Check that you are the nominated representative for the licence you wish to have assigned to your name.
If in doubt contact the Authority on the SPSV Information Line 0761 064 000.
- ✎ Make sure that you can satisfy the Authority's requirements in relation to tax clearance, SPSV insurance and vehicle ownership status. Please read the Information Guides mentioned above.
- ✎ Make sure that the vehicle that you wish to associate with the licence will meet the applicable vehicle standards at the vehicle inspection. This applies to both types of Section 15 assignment. Please read the relevant Information Guides mentioned above and the notes below.

Vehicle requirements

When a licence is assigned under Section 15, it must be associated with a vehicle which meets all licensing conditions at the date of assignment. Different conditions apply, depending on whether you choose to keep the same vehicle on the licence, or change the vehicle associated to the licence. See relevant Guide on www.nationaltransport.ie

Age of vehicle

The age of the vehicle is calculated from the exact date on which it was first registered (day, month and year). If the vehicle was imported, the age is calculated from the date on which it was originally registered in its country of origin. You must check this date (on the SPSV licence certificate or vehicle logbook) before applying to have the licence assigned. The year shown on the vehicle's number plate is not an accurate indicator of the vehicle's exact age.

If you wish to apply for a **Section 15 Assignment with Renewal**, the vehicle must meet the age rules applicable to that licence. To find out what age rule applies to the vehicle you wish to license, you are advised to consult the website at www.nationaltransport.ie or to contact the SPSV information line on 0761 064 000.

If you wish to apply for a **Section 15 Assignment with a Change of Vehicle** for a taxi or hackney, the vehicle you wish to license must be less than ten years old at date of inspection. There is no age limit for limousines.

Size of vehicle

For taxis and hackneys minimum internal dimensions apply. Many vehicles have been measured and these are listed in the Model Report, indicating whether or not they meet the size requirements.

Before you purchase a vehicle for use as a taxi or hackney, you should check the Model Report on the website, or contact the Authority for advice.

Tinted Windows

All windows (except the rear screen) in taxis and hackneys must be 'clear', i.e. allow at least 70% light transmission. Further information is available in the *Initial Suitability Inspection Manual*.

Door Signage

Official taxi branding must be affixed to both front doors to enable a taxi or wheelchair accessible taxi to pass a licensing inspection. A list of authorised suppliers is on the website.

If you wish to apply for a **Section 15 Assignment with a Change of Vehicle** on a wheelchair accessible vehicle licence please read Information Guide G9 before buying a vehicle as there are strict standards. The vehicle must be certified including the completion of a Technical Assessor's Full Report which requires formal test data from the vehicle convertor.

Section 15 Assignment with Renewal

Make sure that the vehicle has the tamper-proof discs affixed to the front and rear windows. If you do not have the discs, you must apply for a TP2 form. To do this contact the Authority on the SPSV Information Line 0761 064 000.

Section 15 Assignment with a Change of Vehicle

Ensure that you have the tamper proof licence discs from the previous vehicle. If you do not have the discs, you must apply for a TP2 form. To do this contact the Authority on the SPSV Information Line 0761 064 000.

Processing a Section 15 Assignment application

Making a booking for a vehicle inspection

On receipt of a completed application for assignment, the Authority will contact the nominated representative to confirm the information provided and arrange an appointment for an inspection of the vehicle to be associated with the licence, whether the application is for an Assignment with Renewal or an Assignment with a Change of Vehicle. The inspection differs between each so please review the *Licence Renewal Assessment* or *Initial Suitability Inspection* on our website as appropriate.

When booking the nominated representative must be validated electronically as tax cleared. Using the nominated representative's PPSN, the Authority will check his/her tax status with Revenue. Allow a minimum of 48 hours for Revenue's records to be updated.

When booking, the vehicle to be inspected must have a valid National Car Test (NCT), issued no earlier than 90 days before the vehicle inspection. An NCT is not required for a vehicle that is less than three months old and that has travelled less than 3,000 kilometres. The Authority will check directly with the Department of Transport using your vehicle registration number. Again, allow 48 hours after passing the NCT for the system to be updated.

If you have chosen to pay by credit card, you will need to make payment at this point.

You need to bring your original insurance certificate along with you to your suitability inspection. The Authority will verify the insurance policy's validity and check the policy-holder name at inspection. The name on both the electronic tax clearance certificate and the insurance certificate must be exactly the same as that on the Section 15 Assignment application. If it is not, you should contact the Revenue Commissioners or your insurance company before booking a vehicle inspection.

Name on licence	Name on tax clearance certificate and insurance certificate	Suitable for licensing?
James Murphy	Jim Murphy	No
	James Murphy Jnr	No
	James J. Murphy	No
	James Murphy	Yes

After inspection

On successful completion of the inspection, the national register of SPSV licences will be updated. Tamper proof discs will be affixed to the car and a vehicle licence certificate will be given to the nominated representative at the test centre.

From that time, you may operate the vehicle as an SPSV. Please note that this does not mean you can drive the vehicle. Whoever is driving the vehicle must hold an SPSV driver licence.