

## APPLICATION FOR A RENEWAL OF LICENCE

PUBLIC TRANSPORT REGULATION ACT 2009

**This form is for renewal of a current licence only. Any amendments must be applied for separately**  
**The Guidelines for the Licensing of Public Bus Passenger Services should be read before completing the form.** Please complete the application form in BLOCK CAPITALS.

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Licence number:

Date of issue:            D D M M Y Y Y Y

Name:

Address:

Telephone no:

Mobile no:

E-mail:

Fax no:

RPTOL number:

Expiry date:            D D M M Y Y Y Y

If sub-contracting the service, detail RPTOL number and name of the sub-contractor below.

Sub-contractor name:

RPTOL number:

Expiry date:            D D M M Y Y Y Y

## SECTION I: EVIDENCE OF OPERATION

### Detail evidence of operation below

#### Please attach evidence of operation:

- Scheduled service - published timetable, flyer, newspaper ad or up to date website or letter from An Garda Síochana;
  - Tours – letters from a relevant tourism representative body or the operators of a tourist destination on the licence;
  - Colleges – letter from principal, secretary or Students Union;
  - Nightclub/Bingo – letter from club/hall owner.
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#### DECLARATION

- We/I declare that the particulars prescribed in this application are furnished fully and accurately.
- We/I declare that I have complied with national and international legislation on road transport, and that I have included my tax clearance cert to prove my compliance.
- We/I have the capacity to obtain the necessary financial and other resources required to provide the service
- We/I declare that all information detailed in the checklist is included
- We/I declare that all vehicles used in the provision of services under this licence comply with every lawful order, regulation and requirement made in respect of vehicles, e.g. insurance, PSV licences, Road Worthiness Certificates, listed on operator's Road Passenger Transport Operators Licence (RPTOL) or Community Licence
- We/I declare that the provision of the services under this licence complies with all relevant legal requirements for the provision of a public transport service.

AUTHORISED SIGNATURE: .....

DATE: D D M M Y Y Y Y

## **RENEWAL FEE**

A renewal fee of €100 for specific targeted services, or a renewal fee of €300 for regular services must be made payable to the National Transport Authority.

ALL FEES ARE NON REFUNDABLE

Fee payment must be by one of the following means:

### **1. Electronic Funds Transfer (EFT) can be completed with the details below:**

Account Name: National Transport Authority – Bus Licensing Revenue  
Account No: 22535803  
Sort Code: 93-10-12  
IBAN: IE24 AIBK 9310 1222 5358 03  
Swift: AIB KIE 2D

When making EFT payments to the NTA Bus Licensing bank account applicants must include their name or identifiable reference.

A standard EFT transfer allows 18 character spaces – you must detail the EFT name or reference associated with the payment of this application fee in the boxes below:

You must submit this form with evidence (e.g. receipt) of the EFT attached.

### **2. Cheques and Postal Orders** are also accepted if made payable to: National Transport Authority.

**Cash will not be accepted**

**The obligation rests with the applicant to prove payment of the fee.**

**The NTA strongly advises that evidence of payment should be obtained by the applicant.**

**Renewals will not be considered unless the fee has been received.**

## CHECKLIST:

Please ensure that the following information is included in your application form prior to sending it to the NTA.

**Note if the application is invalid, you will be required to re-submit, and will be charged an additional application fee.**



Correct renewal fee

Tax Clearance Cert attached

RPTOL details

Evidence of operation

Statement of Compliance

Declaration signed and dated