

## APPLICATION FOR TRANSFER OF LICENCE

PUBLIC TRANSPORT REGULATION ACT 2009

**The Guidelines for the Licensing of Public Bus Passenger Services should be read before completing the form. Please complete application form in BLOCK CAPITALS.**

The application form is to be completed by the transferee.

Licence number:

### **CURRENT LICENCE HOLDER**

Name:

Address:

Telephone no:

Mobile no:

E-mail:

RPTOL number:

Expiry date:                    D D M M Y Y Y Y

### **PROPOSED NEW LICENCE HOLDER**

Name:

Address:

Telephone no:

Mobile no:

E-mail:

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

Proposed date  
of transfer:                   D D M M Y Y Y Y

---

## SECTION I: DETAILS OF PROPOSED NEW FLEET (if change)

Number of vehicles:

Capacity of each vehicle:

Number of wheelchair accessible vehicles:

Fuel type:   Diesel               Petrol               Bio fuel

Attach a photo/ or describe the livery of the proposed buses for use on the service. Alternatively an electronic attachment on a CD Medium will be accepted.

## **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.

AUTHORISED SIGNATURE: .....

DATE: D D M M Y Y Y Y

---

## **TRANSFER FEE**

A transfer fee of €50 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.**

**Applications 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 transfer fee

Tax Clearance Cert attached

RPTOL details of existing and transfer

Statement of Compliance with national and international legislation

Details of transfer of ownership

Declaration signed and dated