

# Renewing an SPSV licence

Licences are issued for either six months or 12 months and therefore fall due to be renewed every six or 12 months (depending on vehicle age). The National Transport Authority (the Authority) issues a courtesy reminder to the licence holder eight weeks and four weeks prior to the expiry date of the licence where you have subscribed to email communication or only by letter four weeks prior where you have opted out of email communication.

Licence holders are advised to commence the renewal process up to two months before the vehicle licence expires to allow time to organise the necessary paperwork and to arrange the NCT roadworthiness test. It is important to ensure that your vehicle licence does not expire. A new licence will be issued from the date of expiry of an old licence, so there is no loss of licence period for renewing early. Additional late renewal fees apply after a licence expires.

It is a serious offence to operate a vehicle as an SPSV without a current active vehicle licence. A conviction for this offence attracts a maximum penalty of €5,000.

## Requirements for renewal

The requirements for renewal of an SPSV licence are similar to those required for the initial licensing of the vehicle.

### NCT

An NCT roadworthiness certificate must be issued for the vehicle no more than 90 days before the renewal of the licence. Arrange an NCT roadworthiness test by calling their Booking Line - 01 413 5960. The Authority has no connection with the NCT system.

The Authority will check your vehicle's NCT result directly with the Department of Transport at time of booking for your renewal inspection. You should allow a minimum of 2 working days for the Department's records to be updated to allow this.

An NCT certificate is not required for a vehicle that is less than 90 days old *and* that has travelled less than 3,000 kilometres.

### Age of vehicle

In general, licences are renewed only for vehicles that are less than ten years old, i.e. have not passed their 10<sup>th</sup> 'birthday'. The only exceptions are as follows:

1. Vehicles that on 1 January 2013 were associated with standard taxi or hackney licences numbered below 45,000. Licences for these vehicles may be renewed until the vehicle reaches its 15<sup>th</sup> 'birthday' i.e. the 15<sup>th</sup> anniversary of the date of first registration.
2. Vehicles that on 1 April 2014 were associated with wheelchair accessible taxi or wheelchair accessible hackney licences may be renewed indefinitely, i.e. there is no age limit at renewal.
3. Where a vehicle was not associated with the wheelchair accessible taxi or wheelchair accessible hackney licence on 1 April 2014, licences for these vehicles may be renewed until the vehicle reaches its 15<sup>th</sup> 'birthday'. In other words, Change of Vehicle after 1 April 2014 means a 15 year age limit at subsequent renewals.
4. Limousines are not subject to any age restrictions.

The age of the vehicle is calculated from the *exact date* on which it was first registered (day, month and year). Even if the vehicle was imported, the age is still calculated from the date on which it was originally registered in whichever country it was first registered. You should check this date (in the Vehicle Registration Certificate) before applying to renew your licence – the year shown on the vehicle's number plate is not a sufficiently accurate indicator of the vehicle's exact age.

### Licence validity period

Vehicles that are allowed to operate until their 10<sup>th</sup> birthday are licensed for one year, unless the 10<sup>th</sup> birthday occurs within that year, in which case the licence is renewed only up until the vehicle's 10<sup>th</sup> birthday (i.e. the licence could be issued for less than one year).

Vehicles that are allowed to operate until their 15<sup>th</sup> birthday are licensed for one year until the vehicle reaches ten years of age. Thereafter, the licence is issued for six months, unless the vehicle's 15<sup>th</sup> birthday occurs within the six-month period, in which case the licence is renewed only up until the vehicle's 15<sup>th</sup> birthday (i.e. the licence could be issued for less than six months).

Licences for limousines are renewed for twelve months if they are less than ten years old, or for six months if they are ten years old or more. An exception to the latter rule applies to vehicles first registered before 1 January 1980 that are licensed as limousines; licences for such "vintage limousines" are renewed for twelve months.

### Technical Assessor's Basic Report

Modified vehicles require independent certification. Modified vehicles include stretched limousines, replica wedding cars and wheelchair accessible vehicles (except WAV licence numbers above 47,000 or those with a Change of Vehicle after 1<sup>st</sup> April 2014).

From 1<sup>st</sup> January 2016, the first renewal of a licence associated with a modified vehicle requires a Technical Assessor's Basic Report. Thereafter this is required every 5 years. The Technical Assessor's Basic Report is always required where a vehicle has been modified since it was last licensed, for example, seats have been added or moved.

The Technical Assessor's Basic Report is a basic visual inspection of the vehicle by a qualified engineer assessor. This must be completed on the template available from the Authority ([www.nationaltransport.ie](http://www.nationaltransport.ie)). Bring a copy (not the original) of this to leave with the Inspector.

### Tax clearance

Licence holders must be tax clear with Revenue, see [www.revenue.ie](http://www.revenue.ie), or contact your accountant. Using your PPSN, the Authority will check your current tax status with Revenue at the time of booking your appointment and again at the inspection. You should allow a minimum of 48 hours for Revenue's records to be updated. The licence holder name and that returned by Revenue must match *exactly*. If the Revenue tax name is not *identical* to that on the licence, you should contact the Revenue Commissioners.

Examples:

Name of licence holder	Tax result name	Suitable for licensing?
<i>James Murphy</i>	Jim Murphy	No
	James Murphy Jnr	No
	James J. Murphy	No
	<i>James Murphy</i>	Yes

## The renewal process

1. Ensure that your vehicle meets the requirements and is prepared for the inspection. Read the Licence Renewal Assessment Manual on the website. Make sure you have any necessary documents, as outlined above.
2. Call our Information Line, 0761 064 000, to make an appointment for your Licence Renewal Assessment, ensuring that you have all necessary documentation to hand. Your tax status, insurance and vehicle registration details will be checked and verified online.
3. Present the vehicle for assessment at the appointed time and place. Bring your original insurance certificate.

### What do you need when making a booking?

Security questions	Security questions are asked on all booking and licence-related calls. These involve standard identification questions, e.g. name, address, telephone number, date of birth.
Vehicle ownership	To renew a vehicle licence, you must be the licence holder and either be the owner of the vehicle associated with that licence or hold the vehicle under a lease agreement or a hire-purchase agreement. You will be asked to declare your vehicle ownership status at time of booking.
Tax status	You don't need to provide any additional tax information when booking but keep your PPS number at hand to confirm if it is requested.
Vehicle Registration Certificate	Have your vehicle registration certificate in case it is required.
Technical Assessor's Basic Report (where applicable)	See above for when this is required, bring a copy of it with you to the Inspection Centre; this copy will be retained by the Inspector.
Insurance	<p>You will need your insurance expiry date and be able to declare that you are insured to operate an SPSV.</p> <p>Your insurance information may be shared with Insurance Ireland and your insurance disc will also be inspected as part of your vehicle inspection. If your disc is out of date on the day of inspection your vehicle will fail the inspection. It is the responsibility of the vehicle licence holder to provide insurance for the vehicle.</p> <p>The policy holder name on your Insurance Certificate must exactly match the name on your licence.</p>
Contact details update	<p>You will be required to update or confirm your contact details when renewing your licence.</p> <p>Future renewal reminders rely on your details being correct. You are obliged to inform the Authority of any changes.</p>
WAV register update	<p>If you are renewing a wheelchair accessible vehicle licence, you must provide the following information when booking your renewal appointment:</p> <ul style="list-style-type: none"> <li>• Times of operation</li> <li>• Area of operation</li> </ul> <p>This information will be published in the Wheelchair Accessible Vehicle Register.</p>
Payment	Payment must be made at time of booking. Payment can be made by credit or debit card.

### Making your appointment

You can start the renewal process as early as 60 days before your licence expires and, to avoid delays, we strongly recommend you book your appointment at least 10 working days before your licence expires. The new licence period then starts from the expiry date of the old licence, so there is no penalty for renewing early.

Book your Licence Renewal Assessment by calling our Information Line on 0761 064 000. All Licence Renewal Assessments are by advance booking only.

**Do not assume that appointments will be available at short notice. If you leave it to the days before the expiry of your licence, you may not be able to get a booking. If your licence expires, you will need to pay additional Late Fees.**

### Changing your appointment

You can cancel or reschedule an appointment for a Licence Renewal Assessment without charge up to **two working days** before the appointment.

If you cancel or reschedule on the working day immediately before the appointment, a late cancellation fee is charged.

You cannot cancel or reschedule a vehicle licensing inspection on the day of the appointment – if you do not present the vehicle for inspection at the appointed time, the entire fee is forfeit.

### What happens next?

The Licence Renewal Assessment consists mainly of a visual check of the vehicle’s condition, along with inspection of key suitability items, to make sure that the vehicle continues to meet the standards lawfully required. The Inspector will take images of the vehicle for identification and quality control purposes.

If your vehicle passes the Licence Renewal Assessment and your documentation is in order, the Inspector records the details on the Register of Licensed SPSVs, and applies tamper-proof discs to the front and rear windows of the vehicle. The vehicle may then be operated as an SPSV in the category to which the licence applies.

### Replacing an expired vehicle licence

If your vehicle licence expires, you may, *within one year of the expiry date*, apply to have it replaced. A licence that has expired more than one year cannot ever be replaced or used again.

After a year, if you wish to license the vehicle, you must submit a new licence application.

### Renewal fees

The renewal fee must be paid at the time of booking the Licence Renewal Assessment. Payment is accepted by debit or credit card only. The fee includes both administration and the cost of the assessment. If the vehicle fails, a re-test fee is required for each subsequent re-test.

Licence Category	Timeframe	Cost
Renewal of Taxi, Hackney and Limousine	1 year	€150
Renewal Wheelchair Accessible Vehicle	1 year	€75
Renewal of Taxi, Hackney and Limousine	6 months	€75
Renewal Wheelchair Accessible Vehicle	6 months	€37.50
<b>Expired Licence Replacement Fees</b>		
Replacement of any category of SPSV licence	1 Year after expiry date	€500
<i>Refund Payable if any category of SPSV is re-licensed less than 10 days after expiry date</i>	1 Year after expiry date	€250
<i>Refund Payable if any category of SPSV is re-licensed more than 10 and not less than 30 days after expiry date</i>	1 Year after expiry date	€150
Replacement of any category of SPSV licence	6 months after expiry date	€250
<i>Refund Payable if any category of SPSV is re-licensed less than 10 days after expiry date</i>	6 months after expiry date	€100