

## Application to take up the vehicle licence of a deceased person

Use this form to apply to take over the vehicle licence of a deceased person who has nominated you (or the company you represent) as his or her successor.

**For more information:** see *Information Guide G15: Handing on / taking over a vehicle licence* on the Authority's website.

You must make the application within nine months of the death of the person who nominated you, and the vehicle licence must not have expired more than twelve months previously.

The National Transport Authority will process your application within 10 working days

**Note that you may not operate (drive or rent) the vehicle until you have received a vehicle licence certificate in your own name from the National Transport Authority.**

### Checklist of what you need to make an application

Before you make the application, make sure that you have the following to hand:

- ▶ Your PPSN (needed for tax clearance)
- ▶ For the car you intend to operate as an SPSV: the insurance certificate in your name (covering SPSV use); the vehicle registration certificate; and the NCT certificate (required in most cases)
- ▶ Death certificate of the person who has nominated you to take over the vehicle licence
- ▶ Tax clearance (electronic) – check with Revenue that you have tax clearance
- ▶ Credit or debit card (unless you are paying fees by cheque, postal order or draft)

### SECTION 1: LICENCE AND VEHICLE DETAILS

Licence Number	<input type="text"/>
Vehicle Registration*	<input type="text"/>
Date of first registration of vehicle*	<input type="text"/> / <input type="text"/> / <input type="text"/>
NCT issue date*	<input type="text"/> / <input type="text"/> / <input type="text"/>
Insurance expiry date*	<input type="text"/> / <input type="text"/> / <input type="text"/>

\*The vehicle details provided here should be those of the vehicle you wish to license.

### SECTION 2: NOMINATED REPRESENTATIVE DETAILS

**Application for an individual:** Fill in all the details here except the Company name and Company number. Your personal details must exactly match those on your current electronic tax clearance certificate. You must sign and date the form in this section and at SECTION 7.

**Application in a company name:** As company representative, fill in your name as well as the company details and contact details. Sign and date the form on behalf of the company in this section and at SECTION 7.

Surname	<input type="text"/>
First name	<input type="text"/>
Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/> For individual applications only
PPSN	<input type="text"/> For individual applications only
Company name	<input type="text"/> For company applications only
Company number	<input type="text"/> For company applications only

SECTION 2: NOMINATED REPRESENTATIVE DETAILS, *continued*

<b>Current address</b>																							
<b>Contact phone number</b>	Landline										Mobile												
<b>Email address</b>																							

I hereby apply to have the SPSV licence number listed above assigned to my name (for an individual) / to my company's name (for a company).

<b>Signed (proposed licence holder)</b>    	<b>Date</b>  <table border="1" style="display: inline-table;"> <tr> <td>D</td><td>D</td> </tr> <tr> <td>/</td> <td></td> </tr> <tr> <td>M</td><td>M</td> </tr> <tr> <td>/</td> <td></td> </tr> <tr> <td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> </table>	D	D	/		M	M	/		Y	Y	Y	Y
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Section 3: Renewal or change of vehicle?

Indicate if you wish to continue using the deceased person's vehicle (renewal) OR if you wish to associate the vehicle licence with a different car (change of vehicle).	Renewal	<input type="checkbox"/>
	Change of vehicle	<input type="checkbox"/>

Section 4: Modification vehicle declaration

**For more information:** see *Information Guide G15: Handing on / taking over a vehicle licence* on the Authority's website.

Has the vehicle indicated in SECTION 1 above been modified or altered from the base manufacturer's original specification? If Yes, please answer whichever of the following questions is relevant to you.	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>
For completion in respect of a <i>standard taxi or hackney</i> , have you included a <b>Technical Assessor's Full Report</b> dated within the past 60 days?	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>
For completion in respect of a <i>wheelchair accessible vehicle</i> , have you included a <b>Technical Assessor's Full Report</b> dated within the past 60 days?	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>
For a vehicle modified from a <i>mass-produced vehicle</i> , have you included a <b>Technical Assessor's Full Report</b> dated within the past 60 days?	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>
For a <i>vehicle with unique characteristics</i> , have you included a <b>Technical Assessor's Basic Report</b> dated within the past 60 days?	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>

Section 5: Payment details

I hereby grant the National Transport Authority permission to contact me in order to take payment by credit/debit card.	<input type="checkbox"/>
I have enclosed bank draft or postal order made payable to the National Transport Authority for the relevant amount.	<input type="checkbox"/>

**Section 6: Terms and Conditions**

1. I grant the National Transport Authority permission to verify my tax clearance status with Revenue.
2. I confirm that the associated vehicle is taxed and shall remain insured for use as a small public service vehicle during the period of validity of the licence.
3. I accept that the National Transport Authority may check that my vehicle is insured as a small public service vehicle at any point during the validity of the licence and may forward information obtained from any such check to any relevant agency.
4. I confirm that it is my responsibility to make any necessary arrangements in respect of SPSV licensing.
5. I accept that it is illegal to operate more than one vehicle under the same SPSV vehicle licence number.
6. I accept that I am responsible for the annual renewal of this licence. I am aware that the licence renewal fee is non-refundable.
7. I accept that, if the licence expires before a renewal application is completed, a late renewal fee will apply in addition to the standard renewal fee.
8. I accept that, following the expiry of the licence there is a period of 12 months during which it may be replaced; after that the licence becomes dead and cannot be reactivated
9. I accept that it is my responsibility to notify the National Transport Authority of any change to my contact details.
10. I accept that any modifications to the licensed vehicle after the vehicle's Initial Suitability Inspection may invalidate the licence.
11. I accept that, as a licence-holder I am required to ensure that any person operating a licensed vehicle owned by me holds a valid small public service vehicle driver licence as well as being appropriately insured. I am also required to keep records that substantiate this.
12. The National Transport Authority will use the information provided for the purpose of administering the SPSV licensing system and in order to perform the functions assigned to it by the Taxi Regulation Act 2013 including the maintenance of public registers of SPSVs and their operators. Information provided will be shared with certain authorized third parties where necessary in order to carry out our function and for the purposes of law enforcement. The National Transport Authority is registered with the Office of the Data Protection Commissioner and all information sharing will be performed in accordance with the Data Protection Acts 1988 and 2003.
13. The National Transport Authority is authorised to collect Personal Public Service (PPS) Numbers for identification purposes only and will not share same with any unauthorised third party.
14. The operation of an SPSV licence is subject to the provisions of the Taxi Regulation Acts 2013 and 2016, Road Traffic Acts 1961-to date, Roads Act 2007, Public Transport Regulation Act 2009 and any statutory instruments made thereunder.
15. In accepting these terms and conditions I agree to be bound by them.

**Section 7: Declaration**

I hereby apply for the assignment of an SPSV licence in respect of the person or organisation whose details are given above. I declare that the particulars furnished herein are true. I accept that false or misleading information may lead to prosecution and/or the revocation of the licence. I also accept that incomplete or inaccurate information may delay the issue of a licence. I have read and understood the above terms and conditions which apply to the assignment of an SPSV licence by the National Transport Authority.

<b>Signed</b>	<b>Date</b>										
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**Section 8: Submission**

Send this form and relevant documents/payments to:	<p><b>SPSV Licensing Applications</b>  <b>PO Box 436</b>  <b>City North Business Park</b>  <b>Tuam Road</b>  <b>Galway</b></p>
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For further information/assistance please contact SPSV Industry Information Line on 0761 064 000 or visit the NTA's website at [www.nationaltransport.ie](http://www.nationaltransport.ie)