

DEPARTMENT OF TRANSPORT, TOURISM AND SPORT
AN RIONN IOMPAIR TURASÓIREACHTA AGUS SPÓIRT

ELECTRIC SMALL PUBLIC SERVICE VEHICLE GRANT SCHEME 2019 eSPSV19

INFORMATION GUIDE FOR eSPSV19 GRANT SCHEME APPLICANTS

This document is not a legal document and does not purport to be a legal interpretation of the relevant legislation.

Contents

1	Definitions and Interpretation.....	3
2	Background	5
3	Duration of Scheme	5
4	Who can avail of the Scheme?.....	5
5	Level of Grant.....	5
6	What vehicles are acceptable	6
7	Scheme requirements	7
8	Repayment of Grant by the Recipient.....	7
9	How to apply	8
10	Data Protection	9
11	Compliance.....	10

1 Definitions and Interpretation

1.1 Definitions

Definitions

“**2013 Act**” means the Consolidated Taxi Regulation Acts 2013 and 2016;

“**Applicant**” means a person (individual or a company) who signs the eSPSV19 application form (eSPSV19A);

“**Approved Applicant**” means an Applicant who is issued with a Provisional Grant Offer Letter;

“**NTA**” means the National Transport Authority – administrators of eSPSV19 acting as agents of DTTAS with delegated authority;

“**BEV**” means a battery electric vehicle;

“**Change of Vehicle**” means the replacement of a licenced SPSV with another licenced SPSV or eSPSV;

“**Company**” means a company formed and registered under the Companies Act;

“**DTTAS**” means the Department of Tourism, Transport and Sport – funders of eSPSV19;

“**eSPSV**” for the purpose of this eSPSV19 means an LEV licensed as an SPSV in accordance with SPSV legislation;

“**eSPSV19**” means this Electric Small Public Service Vehicle Grant Scheme 2019;

“**eSPSV Grant**” means the sum or sums of money being made available by DTTAS to the Approved Applicant pursuant to, and in accordance with, the Provisional Grant Offer Letter and these Terms and Conditions;

“**LEV**” means either a BEV or a PHEV;

“**Owner**” means, in relation to an eSPSV, any of:

- a) the Registered Owner of the eSPSV; or
- b) the person whom a member of An Garda Síochána or an officer of NTA can reasonably ascertain keeps or has possession or charge or control, whether actual or constructive (including arising from a leasing or similar arrangement) of the eSPSV;

“**PHEV**” means a plug in hybrid electric vehicle;

“**Provisional Grant Offer Letter**” means a letter in which NTA offers to make available to the Approved Applicant an eSPSV Grant subject to certain conditions;

“**Recipient**” means an Applicant who receives or is in the process of receiving a grant under eSPSV19;

“**Scheme**” means the 2019 Electric Small Public Service Vehicle Grant Scheme;

“**Service**” or “**Services**” means the carriage or intended carriage for reward of persons in accordance with SPSV Regulations;

“Services Period” means the aggregate of:

- a) the period of thirty-six (36) months from the date of issue of the grant to the Recipient’s nominated bank account; and
- b) to the extent of paragraph 8.3 of the associated eSPSV19 Terms and Conditions applies, the period during which the eSPSV is not being used in the provision of Services;

“Small Public Service Vehicle” or **“SPSV”** has the meaning assigned to it by section 3 of the Road Traffic Act 1961;

“SPSV Driver Licence” means a licence to drive an SPSV granted to an individual in accordance with SPSV Regulations;

“SPSV Regulations” means the Taxi Regulation (Small Public Service Vehicle) Regulations 2015, and ancillary legislation, codes and legal instruments;

“Tax” means any tax, levy, impost, duty or other charge or withholding of a similar nature (including any penalty or interest payable in connection with any failure to pay or any delay in paying any of the same);

“Working Day” means a day (other than a Saturday or Sunday or public holiday) on which banks are open for general business in Ireland.

1.2 Interpretation

This Information Guide must be read in conjunction with the eSPSV19 Terms and Conditions.

2 Background

2.1 The aim of the eSPSV19 Grant Scheme is to increase the uptake of low emission SPSVs. It is aimed at improving air quality in urban areas, together with influencing the uptake of low emission passenger cars by improving general perception and awareness of the benefits of low emission vehicles. The SPSV Industry is regarded as a champion in the normalisation of electric vehicle use.

2.2 The Scheme is funded by DTTAS and administered by NTA as the licensing authority for SPSVs.

3 Duration of Scheme

3.1 The eSPSV19 Grant Scheme commences on **01 February 2019**, applications will be considered on a first received basis, subject to an application being satisfactorily completed, until the available funding (€500,000) is expended.

3.2 The closing date for the eSPSV19 Grant Scheme is 31 January 2020. In effect, this means that the proposed vehicle must have been licensed as an SPSV and the relevant, correctly completed grant payment form returned to NTA for the Grant to be paid.

3.3 NTA reserves the right to amend or supplement the Terms and Conditions of the Scheme at any time and shall not incur any liability for any revision or supplementation.

4 Who can avail of the Scheme?

This scheme is available nationwide to both Applicants for new vehicle licences and existing vehicle licence holders who wish to upgrade their current vehicle with a replacement vehicle, both subject to a maximum of ten applications per Applicant.

5 Level of Grant

5.1 The levels of grant payable by DTTAS for BEV are as follows:

- New Battery Electric Vehicle (<3,000kms and <3 months old) - € 7,000
- Battery Electric Vehicle less than one year of age - € 6,000
- Battery Electric Vehicle less than two years of age - € 5,000
- Battery Electric Vehicle less than three years of age - € 4,000
- Battery Electric Vehicle less than four years of age - € 3,000

- Battery Electric Vehicle less than five years of age - € 2,000
- Battery Electric Vehicle less than six years of age - € 1,000

5.2 The levels of grant payable by DTTAS for PHEV are as follows:

- New Plug in Hybrid Electric Vehicle (<3,000kms and <3 months old) - € 3,500
- Battery Plug in Hybrid Vehicle less than one year of age - € 3,000
- Battery Plug in Hybrid Vehicle less than two years of age - € 2,500
- Battery Plug in Hybrid Vehicle less than three years of age - € 2,000
- Battery Plug in Hybrid Vehicle less than four years of age - € 1,500
- Battery Plug in Hybrid Vehicle less than five years of age - € 1,000
- Battery Plug in Hybrid Vehicle less than six years of age - € 500

6 What vehicles are acceptable

6.1 For a vehicle to be eligible for eSPSV19, official manufacturer data* must show that the vehicle meets the scheme requirements. In addition, the vehicle must meet all existing SPSV vehicle standards for the relevant licence category.

6.2 The vehicle is required to be a category M1 vehicle (i.e. a car), emit minimal CO₂ per km and meet minimum range and speed requirements. A list of vehicles that either meets the requirements of being a BEV or PHEV and the requirements for SPSV licensing is available at www.nationaltransport.ie

6.3 Battery Electric Vehicle (BEV) specification:

- Range exceeding 100km
- Top speed exceeding 100kph
- Tail pipe emissions of 0g CO₂/km
- Less than 6 years old

6.4 Plug in Hybrid Electric Vehicles (PHEVs) specification:

- All electric range exceeding 20km
- Top speed exceeding 100kph
- Tail pipe emissions less than 75g CO₂/km
- Less than 6 years old

**Vehicle data will be taken from official test figures where available.*

7 Scheme requirements

7.1 Applicants must:

- Read and understand this document and the Terms and Conditions of the eSPSV Grant Scheme 2019;
- Research available vehicles that meet the required standards and age; see the eSPSV Grant Vehicle list available on our website www.nationaltransport.ie and Information Guide G1 (Applying for a new SPSV licence) and G6 (Changing a vehicle);
- Maintain specific SPSV services insurance throughout the Services Period. Researching insurance availability and pricing is a critical stage in the preparation for applying for this Scheme;
- Be the registered owner of the proposed vehicle, or be legally entitled to the use and possession of the proposed vehicle (such as a lease or hire purchase agreement) for a period of not less than 36 months from the date the vehicle is licensed;
- Maintain tax cleared status throughout the Service Period; and
- Have had no prosecutions or complaints (in respect of SPSV operation) upheld against the Applicant in the 24 months preceding the application date and have no prosecutions or complaints (in respect of SPSV operation) in progress during the application process.

7.2 The Applicant's agreement with NTA and DTTAS in the event of a Provisional Grant Offer being accepted will comprise both the Provisional Grant Offer Letter and the Terms and Conditions. The Applicant shall comply with and agrees to be bound by the provisions of the said documentation. NTA will use the information provided for the purpose of administering the SPSV licensing system and in order to perform the functions assigned to the Authority by the Taxi Regulation Acts 2013 and 2016, as amended, and the SPSV Regulations including the maintenance of a public register of SPSVs. Information provided will be shared with certain authorised third parties where necessary in order to carry out our functions and for the purposes of law enforcement. NTA 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.

8 Repayment of Grant by the Recipient

In the event that the Recipient breaches any Terms and Condition of the eSPSV19 Grant Scheme, NTA or DTTAS is entitled to demand the repayment of the Grant in full or pro-rata, as appropriate. The Recipient will repay the amount demanded within ten (10) Working Days of the date of the letter

from NTA or DTTAS containing such demand. The Grant will be required to be repaid under the following circumstances:

- 8.1 Where, in the opinion of NTA, the Service is not being delivered in accordance with the eSPSV19 Terms and Conditions or SPSV licensing conditions or legislation;
- 8.2 Where the vehicle licence falls inactive at any point during the Service Period; or
- 8.3 Where the Recipient sells or changes the vehicle within the Service Period, and does not replace it with another suitable eSPSV.

9 How to apply

9.1 The steps of the application process are outlined below.

The applicant must

- Read and understand the eSPSV Grant Scheme 2019 Terms and Conditions available on www.nationaltransport.ie
- Research appropriate vehicles and ensure insurance cover will be available;
- Complete in full, the application form eSPSV19A (also available on the “Forms and Guides” section of our website). Applications must be hand signed; and
- Post the completed application to “*eSPSV19 Applications, National Transport Authority, PO Box 436, City North Business Park, Tuam Road, Galway*” for consideration.

Before filling out the application form, please ensure you have the following to hand:

- PPSN - Personal Public Service Number (individual) or TRN - Tax Reference Number (company);
- SPSV driver licence details, as appropriate; and
- Electronic Tax Clearance certificate.

In completing the application form, please be aware of the following:

- The Applicant accepts that NTA reserves the right to reject/approve an application for a Grant under the Scheme;
- The Applicant grants permission to NTA to verify any and all information provided on or with the application form;
- The Applicant accepts that if an incomplete application is submitted, it will be rejected and returned and a fresh application will be required;

- Any Provisional Grant Offer Letter issued is valid until the earliest of three calendar months from the date of issue, 31 January 2020 or when the funds are depleted;
- It is the Applicant/Recipient's responsibility to notify NTA of any change of contact details,

If an application is successful, a Provisional Grant Offer Letter, including a copy of the Grant Terms and Conditions, will issue to the Applicant. This Provisional Grant Offer Letter will detail the next steps and the timelines within which those steps must be completed. A vehicle registration number is not required for these first steps.

If an application is unsuccessful, NTA will contact the Applicant to provide the reason. Provision of further information may be required, so Applicants are advised to allow plenty of time for this possibility and subsequent additional processing.

It is important that a vehicle is not purchased prior to receipt of a Provisional Grant Offer Letter. Where an application is not successful, neither NTA nor DTTAS will accept any liability in this matter.

On foot of receipt of a Provisional Grant Offer Letter, an Applicant may complete the licensing process, as follows:

- Review Information Guide G1 (Applying for a new SPSV licence) and G6 (Changing a vehicle); on the NTA website;
- Purchase the approved suitable vehicle and prepare for the Initial Suitability Inspection. Note an Irish registration number is required;
- If a new licence is required, complete the new vehicle licence application form (VL1) and post to NTA at the following address: "eSPSV19, National Transport Authority, PO Box 436, City North Business Park, Tuam Road, Galway". When NTA has received and reviewed the VL1 document, a Conditional Licence Offer letter will issue. It is not possible to book an inspection before this step is completed;
- If a Change of Vehicle is required proceed to the next step;
- Book an Initial Suitability Inspection at one of the network of SPSV inspection centres. When the vehicle is licensed, submit the Grant payment request form to NTA at Harcourt Ln, Dun Sceine, Dublin 2;
- When NTA confirms that all information provided is acceptable, the Grant will be issued to the Recipient's nominated bank account within 20 Working Days.

10 Data Protection

The information provided voluntarily by the Applicant will be used only for the purposes of the administration of this Grant Scheme including associated customer service use. The Application Form requires explicit consent to this use of the Applicant's data: without it the application cannot be assessed. Part of the assessment includes a check on previous SPSV related prosecutions or

complaints and this may involve the sharing of the Applicant's data with other relevant agencies including, but not limited to, An Garda Síochána, Revenue, Legal Metrology Services and Department of Employment Affairs and Social Protection. Certain data may be collected from other agencies, e.g. the Applicant's tax clearance status from the Revenue Commissioners. As the Grant Scheme is a DTTAS programme the Applicant's information is also shared with it.

Where the Applicant is successful the information will also be used for the purposes of SPSV licensing. Separate licensing regulations, terms and conditions apply and are explained during the vehicle licensing process.

Where the Applicant is unsuccessful NTA will keep a copy of the application form and assessment details for a period not exceeding 3 months after the closure of the Scheme; after which these will be securely destroyed.

NTA is a data controller registered with the Office of the Data Protection Commissioner and takes the security of the Applicant's data very seriously. A copy of the Applicant's personal data held by NTA is available upon request. NTA does not share any information for direct marketing purposes.

11 Compliance

NTA's Compliance Officers will follow up directly with every Grant Recipient to ensure that the vehicle is being used to provide the agreed Services.