



UK AUTHORISATION APPLICATION – NEW/ALTERATION/RENEWAL

CHECKLIST: please ensure that the following information is included in your application prior to sending it to the NTA. Incomplete applications will be returned.

- | | | |
|---|-----------|--------------------------|
| 1. A completed application form, signed and dated | . . . | <input type="checkbox"/> |
| 2. The appropriate fee | | <input type="checkbox"/> |
| 3. Copy of Valid Community Licence | | <input type="checkbox"/> |
| 4. Valid Tax Clearance Verification Details | | <input type="checkbox"/> |
| 5. Timetable | | <input type="checkbox"/> |
| 6. Drivers rota | | <input type="checkbox"/> |
| 7. Fare structure – € and Pounds Sterling | | <input type="checkbox"/> |
| 8. Copy of PSV Licence(s) for each vehicle(s) providing the service | | <input type="checkbox"/> |
| 9. Copy of Certificate of Roadworthiness (CVRT) for each vehicle(s) providing the service | | <input type="checkbox"/> |
| 10. Copy of Insurance Certificate(s) for each vehicle(s) providing the service | | <input type="checkbox"/> |
| 11. *A complete map of the proposed route* | | <input type="checkbox"/> |
| 12. *Maps clearly showing each individual stop* | | <input type="checkbox"/> |

Note:

All of the above items (1-12) are required for a new application or a renewal application. Items marked with * are not required if your application is for a variation with no change in route and passenger pick-up/set-down locations.



**APPLICATION FORM FOR AN AUTHORISATION OR RENEWAL OF AN
AUTHORISATION TO CARRY OUT AN INTERNATIONAL REGULAR SERVICE OR AN
INTERNATIONAL SPECIAL REGULAR SERVICE¹**

- To start a regular service
- To start a special regular service
- To renew authorisation for a service
- To alter the conditions of authorisation for a service

National Transport Authority/ Údarás Náisiúnta Iompair

(Authorising authority)

1. Name and first name or trade name of the applicant operator; in the case of an application by a group of operators or by a partnership, the name of the operator entrusted by the other operators for the purposes of submitting the application:

.....
.....
.....

2. Services to be carried out¹

By an operator by a group of operators by a partnership by a subcontractor

3. Names and addresses of the operator or, in the case of a group of operators or of a partnership, the names of all operators of the group or of the partnership; in addition, any subcontractors shall be identified by their names²

3.1 tel.

3.2 tel.

3.3 tel.

3.4 tel.

¹ Tick or complete as appropriate.

² Attach list if appropriate.

4. In the case of a special regular service:

4.1 Category of passengers:³ workers school pupils/students other

5. Duration of authorisation requested or date on which the service ends:

.....

6. Principal route of service (underline passenger pick-up and set-down points, with full addresses):⁴

.....
.....
.....

7. Period of operation:

.....
.....

8. Frequency (daily, weekly, etc.):

9. Fares: Annex attached

10. Enclose a driving schedule to permit verification of compliance with the international rules on driving times and rest time periods: Attached

11. Number of authorisations or of certified true copies of authorisations requested:⁵
.....

12. Any additional information:
.....
.....

(Place and date)

(Signature of applicant)

Important notice

In particular the following must be attached to the application:

- (a) the timetable including the time slots for controls at relevant border crossings;
- (b) a certified true copy of the operator's (or operators') licence(s) for the international carriage of passengers by road provided for according to national or Union legislation;
- (c) a map on an appropriate scale on which are marked the route and the stopping points at which passengers are to be taken up or set down;
- (d) a driving schedule to permit verification of compliance with the international rules on driving times and rest periods;
- (e) any appropriate information concerning coach and bus terminals.

³ Tick or complete as appropriate.

⁴ The authorising authority may request a full list of passenger pick-up and set-down points with full addresses to be attached separately to this application form

⁵ Complete as appropriate. The attention of the applicant is drawn to the fact that, since the authorisation or its certified true copy has to be kept on board the vehicle, the number of authorisations or certified true copies, issued by the authorising authority, which the applicant must have should correspond to the number of vehicles needed for carrying out the service requested at the same time.