

Making a valid application to amend an existing public bus passenger service licence

Every application to amend an existing licence must contain all of the following, at a minimum:

1. A completed application form;
2. Proof of tax cleared status of the Licence Holder and of any sub-contractor;
3. Proof of valid Road Transport Operator Licence; and
4. The relevant fee.

Any changes to the timetable will also require:

1. A detailed timetable showing:
 - a. All proposed departures;
 - b. All proposed stopping place locations; and
 - c. Timings at all stopping place locations.

Any changes to the route will also require:

1. A detailed route map, showing both the complete inbound and out bound routes.
Online mapping tools, such as OSI.ie, Google Maps, Bing Maps, can be used. Please note that other online mapping products are available.
2. A text description of the complete inbound and outbound routes.

If the application proposes to include a sub-contractor to operate some or all of the proposed service, then a copy of the signed sub-contracting agreement will be required before the licence can issue. This does not need to be supplied at application stage.

Applications can be made either electronically or in hard copy.

Email details:

The email address to send applications to: bus.app@nationaltransport.ie

You will receive an auto-response advising you that the application has been received. A further acknowledgement will issue once your application has been verified and accepted.

Postal address:

National Transport Authority
Bus Licensing
Dún Scéine
Harcourt Lane
Dublin 2
D02 WT20

Revised Fees for Public Bus Passenger Service Licences: effective from 01 January 2019

Fee Bands:

	Number of services per year:
Band A	1-624
Band B	625-3,000
Band C	> 3,001

Fees by licence category:

Regular Licence	Band A	Band B	Band C
Application	€100	€100	€100
Licence Issue	€200	€400	€800
Amendment	€50	€100	€200
Transfer	€50	€100	€200
Renewal Fee	€300	€500	€900

Specific Targeted Licence	Band A	Band B	Band C
Application	€100	€100	€100
Licence Issue	€200	€400	€800
Amendment	€50	€100	€200
Transfer	€50	€100	€200
Renewal Fee	€300	€500	€900

Event/ Venue Licence	Band A	Band B	Band C
Application	€50	€50	€50
Licence Issue	0	0	0

Temporary Licence	Band A	Band B	Band C
Application	€100	€100	€100
Licence Issue	0	0	0

How do I calculate the applicable Fee Band?

The Fee Band applicable to any application is based upon the number of services provided each year. The number of services per year will be calculated as follows:

- an outbound service is 1 service; an outbound and return service is 2 services (1 vehicle maximum being used to provide the service)
 - where a service operates a part of the overall route, or an express version of the route, these will be counted as one service.
- where the service has licensed augmenting services (i.e. is licensed to operate with 2 or more vehicles), the augmenting services will be counted as 0.5 of a service (to allow for the fact that they may not operate).
- where a service operates for the college term only, then the service will be calculated as operating for 35 weeks of the year, to allow for college holidays, breaks, lower frequency required for exams, etc.

APPLICATION FOR AN AMENDMENT TO AN EXISTING LICENCE

PUBLIC TRANSPORT REGULATION ACT 2009

Amendment form is for amendments to the existing licence. If the NTA deems that the proposed amendment has a major deviation from the original licence issued, the operator will be informed that a new application will have to be made.

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

Licence number:

Date of issue: D D M M Y Y Y Y

Name:

Address:

Telephone no:

Mobile no:

E-mail:

Fax no:

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

SECTION I: TYPE OF AMENDMENT

Changes to:

- Frequency of existing service
- Existing times on the timetable
- Number of pick-up/set-down points
- Route
- Service type (e.g. multi-stop to express)

SECTION II: TIMETABLE AMENDMENT- EXISTING AND PROPOSED

If the amendment relates to the timetable, (e.g. increasing/reducing frequency, changing current times, changing pick-up points), please attach your licensed timetable in the format provided below, highlighting the proposed changes to be made.

The timetable can be attached to this form or provided in Excel format on a CD medium.

Place of pick-up/set-down must be clearly named indicating a street name and recognised point.

OUTWARD JOURNEY - SAMPLE

Place of pick-up/ set-down	Mon–Fri Existing	Mon- Fri Proposed	Saturday Existing	Saturday Proposed	Sunday Existing	Sunday Proposed
DUBLIN GEORGE’S QUAY (ABC BANK)	1000 1300	1015 1300	1200 1600	1210 1610	1610	1600
CASHEL FRIAR STREET (GARAGE)	1250 1550	1310 1550	1450 1850	1455 1850	1850	1850
CORK MERCHANT’S QUAY (SHOPPING CENTRE)	1425 1725	1425 1725	1625 2015	1625	2025	2025

RETURN JOURNEY- SAMPLE

Place of pick-up/ set-down	Mon–Fri Existing	Mon- Fri Proposed	Saturday Existing	Saturday Proposed	Sunday Existing	Sunday Proposed
CORK MERCHANT’S QUAY (SHOPPING CENTRE)	1030 1300	1015 1310	1210 1600	1210 1610	1610	1600
CASHEL FRIAR STREET (GARAGE)	1255 1550	1315 1550	1450 1850	1455 1855	1850	1850
DUBLIN GEORGE’S QUAY (ABC BANK)	1435 1725	1425 1725	1625 2015	1625	2025	2025

SECTION III: ROUTE AND/OR PICK-UP POINT EXISTING AND PROPOSED

Attach a detailed map, indicating the proposed route and each pick-up and set-down point.

Please ensure that the proposed route is not in conflict with any requirements or restrictions imposed by the national/local authorities, or the Commissioner of An Garda Síochána.

Applicants should be aware that approval will be required from the relevant road authority for each bus stop on a public road, and in the case of bus stops on private land, approval from the landowner.

Note: Ordnance Survey Ireland Maps to a scale of at least 1:20,000 for urban and suburban areas and 1:50,000 for all other areas must be submitted. Alternatively a web based geographical file will be accepted electronically on a CD medium.

SECTION IV: ADDITIONAL INFORMATION

Supply any additional information that will support your application for an amendment

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 proof of my tax clearance.
- We/I have the capacity to obtain the necessary financial and other resources required to provide the service.

AUTHORISED SIGNATURE:

DATE: D D M M Y Y Y Y

AMENDMENT FEE

The appropriate amendment fee 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.