

## **Making a valid application to renew an existing public bus passenger service licence**

Every application must contain all of the following, at a minimum:

1. A completed application form;
2. A signed Statement of Compliance;
3. Proof of tax cleared status of the Licence Holder and of any sub-contractor;
4. Proof of valid RTOL; and
5. The relevant fee.

If the existing licence includes a sub-contractor to operate some or all of the proposed service, an updated signed sub-contracting agreement between the new Licence Holder and the sub-contractor will be required before the licence can issue.

For each licence, the Licence Holder will be notified of a last date by which all documentation and fees must be received by the Authority. Renewal applications received after this date will not be considered.

### **Applications can be made either electronically or in hard copy.**

#### **Email details:**

The email address to send applications to: [bus.app@nationaltransport.ie](mailto: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:**

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

### **Fees by licence category:**

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

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

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

<b>Temporary Licence</b>	<b>Band A</b>	<b>Band B</b>	<b>Band C</b>
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 A RENEWAL OF LICENCE

PUBLIC TRANSPORT REGULATION ACT 2009

**This form is for renewal of a current licence only. Any amendments must be applied for separately**  
**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: EVIDENCE OF OPERATION

**Detail evidence of operation below**

### **Please attach evidence of operation:**

- Scheduled service - published timetable, flyer, newspaper ad or up to date website or letter from An Garda Síochana;
  - Tours – letters from a relevant tourism representative body or the operators of a tourist destination on the licence;
  - Colleges – letter from principal, secretary or Students Union;
  - Nightclub/Bingo – letter from club/hall owner.
- 

### **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
- We/I declare that all vehicles used in the provision of services under this licence comply with every lawful order, regulation and requirement made in respect of vehicles, e.g. insurance, PSV licences, Road Worthiness Certificates, listed on operator's Road Passenger Transport Operators Licence (RPTOL) or Community Licence
- We/I declare that the provision of the services under this licence complies with all relevant legal requirements for the provision of a public transport service.

**AUTHORISED SIGNATURE:** .....

**DATE:**    D   D   M   M   Y   Y   Y   Y

## **RENEWAL FEE**

**The appropriate renewal 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.**

**Renewals will not be considered unless the fee has been received.**