

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

Applications are made by the person or company intending to have the licence transferred into their name.

Every application 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 RTOL;
4. The relevant fee; and
5. Consent in writing from the Licence Holder to the transfer of the licence.

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.

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 TRANSFER OF LICENCE

PUBLIC TRANSPORT REGULATION ACT 2009

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

The application form is to be completed by the transferee.

Licence number:

CURRENT LICENCE HOLDER

Name:

Address:

Telephone no:

Mobile no:

E-mail:

RPTOL number:

Expiry date: D D M M Y Y Y Y

PROPOSED NEW LICENCE HOLDER

Name:

Address:

Telephone no:

Mobile no:

E-mail:

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

Proposed date
of transfer: D D M M Y Y Y Y

SECTION I: DETAILS OF PROPOSED NEW FLEET (if change)

Number of vehicles:

Capacity of each vehicle:

Number of wheelchair accessible vehicles:

Fuel type: Diesel Petrol Bio fuel

Attach a photo/ or describe the livery of the proposed buses for use on the service. Alternatively an electronic attachment on a CD Medium will be accepted.

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

TRANSFER FEE

The appropriate application 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.