

As a courtesy, the NTA sends reminder letters to the licence holder's address eight and four weeks (8 weeks only for email) prior to the expiry date of the licence.

Licence holders are advised to commence the renewal process up to two months before the vehicle licence expires to allow time to organise the necessary paperwork and to arrange an NCT roadworthiness test. It is important to ensure that your vehicle licence does not expire. **The new licence will be issued from the date of expiry of the old licence, so there is no penalty (loss of licence period) for renewing early.**

It is a serious offence to operate a vehicle as an SPSV without a current active vehicle licence. A conviction for this offence attracts a maximum penalty of €5,000.

Requirements for renewal

The requirements for renewal of an SPSV licence are similar to those required for the initial licensing of the vehicle.

NCT

An NCT roadworthiness certificate must be issued for the vehicle no more than 90 days before the renewal of the licence. Using your vehicle registration number the NTA will check your NCT result directly with the Department of Transport at time of booking. You should allow a minimum of 48 hours for the Department's records to be updated.

To book an NCT roadworthiness test, call the NCTS booking line on 01 413 5960.

(Note: An NCT certificate is not required for a vehicle that is less than 90 days old *and* that has travelled less than 3,000 kilometres.)

Age of vehicle

In general, licences are renewed only for vehicles that are less than ten years old, i.e. have not passed their tenth 'birthday'. The only exceptions are as follows:

1. Vehicles that on 1 January 2013 were associated with the standard taxi or hackney licence numbered below 45,000. Licences for these vehicles may be renewed until the vehicle reaches its fifteenth 'birthday' i.e. the 15th anniversary of the date of first registration.
2. Vehicles that on 1 April 2014 were associated with the wheelchair accessible taxi or wheelchair accessible hackney licences may be renewed indefinitely, i.e. there is no age limit at renewal.
3. Where a vehicle was not associated with a wheelchair accessible taxi or wheelchair accessible hackney licence on 1 April 2014 the licence for these vehicles may be renewed until the vehicle reaches its fifteenth 'birthday'. In other words, Change of Vehicle after 1 April 2014 means a 15 year age limit at subsequent renewals.
4. Limousines are not subject to any age restrictions.

The age of the vehicle is calculated from the *exact date* on which it was first registered (day, month and year). Even if the vehicle was imported, the age is still calculated from the date on which it was originally registered in whichever country it was first registered. You should check this date (in the Vehicle Registration Certificate) before applying to renew your licence – the year shown on the vehicle's number plate is not a sufficiently accurate indicator of the vehicle's exact age.

Licence validity period

Vehicles that are allowed to operate until their tenth birthday are licensed for one year, unless the tenth birthday occurs within that year, in which case the licence is renewed only up until the vehicle’s tenth birthday (that is, the licence may be issued for less than one year).

Vehicles that are allowed to operate until their fifteenth birthday are licensed for one year until the vehicle reaches ten years of age. Thereafter, the licence is issued for six months, unless the vehicle’s fifteenth birthday occurs within the six-month period, in which case the licence is renewed only up until the vehicle’s fifteenth birthday (that is, the licence may be issued for less than six months).

Licences for limousines are renewed for twelve months if they are less than ten years old, or for six months if they are ten years old or more. An exception to the latter rule applies to vehicles first registered before 1 January 1980 that are licensed as limousines; licences for such ‘vintage limousines’ are renewed for twelve months.

Technical Assessor’s basic Report

If the vehicle has been modified since it was last licensed, for example, seats have been added or moved, you must obtain a Technical Assessor’s basic Report for the vehicle, and this must be dated within 60 days of the date of your Licence Renewal Assessment.

This is a basic visual inspection of the vehicle by a qualified engineer assessor. The Technical Assessor’s basic Report must confirm that the modifications comply with all aspects of the Road Traffic Acts, Construction Equipment and Use Regulations and, as applicable, regulations relating to vehicle standards made under the Taxi Regulation Act 2013. A template for this is available from the NTA, and this template must be used for the Technical Assessor’s basic Report. Bring a copy of this to leave at the Licence Renewal Assessment.

Tax clearance

A tax clearance certificate can be obtained from your local Revenue office or by visiting www.revenue.ie, or by contacting your accountant. Using your PPSN, the NTA will check your tax status with Revenue at the time of booking your appointment. You should allow a minimum of 48 hours for Revenue’s records to be updated. The name on your licence application and the name on the tax clearance certificate must match *exactly*. If the name on the tax clearance certificate is not the same as that on the licence, you should contact the Revenue Commissioners.

Examples:

Name on licence application	Name on tax clearance certificate	Suitable for licensing?
James Murphy	Jim Murphy	No
	James Murphy Jnr	No
	James J. Murphy	No
	James Murphy	Yes

The renewal process

1. Ensure that your vehicle meets the requirements for renewal and that you have the necessary documents, as outlined above. Read the Licence Renewal Assessment Manual on the website.
2. Call to make an appointment for your Licence Renewal Assessment, (0761 064 000) ensuring that you have all necessary documentation to hand. Your tax clearance, insurance and vehicle registration certificate details will be checked and verified online at time of booking.
3. Present the vehicle for assessment.

What do you need when making a booking?

Security questions	Security questions will be asked on all booking and licence-related calls. These will involve standard identification questions such as name, address, telephone number, date of birth and PPS number.
Vehicle ownership	To renew a vehicle licence, you must be the licence holder and either be the owner of the vehicle associated with that licence or hold the vehicle under a lease agreement or a hire-purchase agreement. You will be asked to declare your vehicle ownership status at time of booking.
Tax clearance	You don't need to provide any additional information regarding your tax clearance when booking but you should keep your PPS number at hand to confirm when it is requested.
Vehicle Registration roadworthiness certificate	You should keep your vehicle registration certificate at hand in case it is required.
Technical Assessor's basic Report (where applicable)	If the vehicle has been modified since last licensing, a Technical Assessor's basic Report is required, you must bring a copy of it with you to the Inspection Centre; this copy will be retained by the Inspector.
Insurance	<p>You will need your insurance expiry date and be able to declare that you are insured to operate an SPSV.</p> <p>Your insurance information may be shared with the Insurance Federation of Ireland and your insurance disc will also be inspected as part of your vehicle inspection.</p> <p>If your disc is out of date on the day of inspection your vehicle will fail the inspection.</p> <p>It is the responsibility of the vehicle licence holder to provide insurance for the vehicle.</p> <p>Your name on your Insurance Certificate must match your name on your licence.</p>
Contact details update	<p>You will be required to update or confirm your contact details when renewing your licence.</p> <p>Future renewal reminders rely on your details being correct: you are obliged to inform us of any changes.</p>
WAV register update	<p>If you are renewing a wheelchair accessible vehicle licence, you must provide the following information when booking your renewal appointment:</p> <ul style="list-style-type: none"> • Times of operation • Area of operation <p>This information will be published in the Wheelchair Accessible Vehicle Register.</p>
Payment	Payment must be made at time of booking. Payment can be made by credit or debit card.

Making your appointment

You can start the renewal process as early as 60 days before your licence expires, and to avoid delays we strongly recommend you book your appointment at least 10 working days before your licence expires. The new licence period then starts from the expiry date of the old licence, so there is no penalty for renewing early.

Renewing an SPSV licence

Book your Licence Renewal Assessment by calling 0761 064 000. All Licence Renewal Assessment appointments are by advance booking only.

Please do not assume that appointments will be available at short notice: if you leave it to the last minute before expiry you may discover that you cannot get a booking and if the licence expires you will then need to pay the additional Late Renewal Fee.

Changing your appointment

You can cancel or reschedule an appointment for a Licence Renewal Assessment without charge up to two working days before the appointment.

If you cancel or reschedule on the working day immediately before the appointment, a late cancellation fee is charged.

You cannot cancel or reschedule a vehicle licensing inspection on the day of the appointment – if you do not present the vehicle for inspection at the appointed time, the entire fee is forfeit.

What happens next?

The Licence Renewal Assessment consists mainly of a visual check of the vehicle's condition, along with inspection of key suitability items, to make sure that the vehicle continues to meet the standards lawfully required.

If your vehicle passes the Licence Renewal Assessment and the documentation is in order, the Licensing Inspector records the details on the Register of Licensed SPSVs, and applies tamper-proof discs to the front and rear windows of the vehicle. The vehicle may then be operated as an SPSV in the category to which the licence applies.

Renewing an expired vehicle licence

If your vehicle licence expires, you may, within two years of the expiry date, apply to have it renewed. A licence that has expired for more than two years cannot ever be renewed. After a year, if you wish to license the vehicle, you must submit a new vehicle licence application.

Renewal fees

The renewal fee must be paid at the time of booking the Licence Renewal Assessment. Payment is accepted by debit or credit card only. The fee includes the cost of the assessment, but if the vehicle fails the assessment, a re-test fee is required for each subsequent test.

Licence Category	Timeframe	Cost
Renewal of Taxi, Hackney and Limo	1 year	€150
Renewal Wheelchair Accessible Vehicle	1 year	€75
Renewal of Taxi, Hackney and Limo	6 months	€75
Renewal Wheelchair Accessible Vehicle	6 months	€37.50
Expired Licence Replacement Fees		
Renewal of any category of SPSV	1 Year after expiry date	€500
<i>Refund Payable if any category of SPSV is renewed less than 10 days after expiry date</i>	1 Year after expiry date	€250
<i>Refund Payable if any category of SPSV is renewed more than 10 and not less than 30 days after expiry date</i>	1 Year after expiry date	€150
Renewal of any category of SPSV	6 months after expiry date	€250
<i>Refund Payable if any category of SPSV is renewed less than 10 days after expiry date</i>	6 months after expiry date	€100