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

Only Licences which operate exactly as licensed will be renewed. If your current operation differs from your licence, a licence amendment will be required. Please note that currently suspended services may be renewed.

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 by email of a final date by which all documentation and fees must be received by the Authority.
THIS DATE CANNOT BE EXTENDED.
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
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

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

Licence holder comments, including non-operational dates of the licence and complete route text description where needed:

Required Documentation:

– A signed Statement of Compliance.

– Proof of tax cleared status of the Licence Holder and of any sub-contractor.

– Proof of valid RTOL, including any sub-contractor.

– Confirmation that licence to be renewed is exactly the same as the current licence e.g. link to website advertising the service, copy of published timetable from local media.

– Relevant fee – see Appendix 1 Fee Bands.

– Operational dates: Confirmation if the licence operates every day of the year or if it does not operate on certain days. Examples would be the service does not operate on Public Holidays, Christmas Eve, Christmas Day, or St. Stephen's Day.

– Route information: text description of inbound and outbound, to include all roads used and highlighting the location of all stopping places – see Appendix 2 Routing Information.

–Timetable updated to the current format – see example Appendix 3 Timetable Information.
     – All stop locations having either a Stop ID or GPS co-ordinates.

DECLARATION

- We/I declare that the particulars prescribed in this application are furnished fully and accurately.

- We/ I declare that all of the information and documentation required to renew this licence has been furnished fully and accurately.

- 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.

DATE: D D M M Y Y Y Y

AUTHORISED SIGNATURE:

NAME & COMPANY POSITION:
BLOCK CAPITALS

RENEWAL FEE

The appropriate renewal fee must be made payable to the National Transport Authority. See Appendix 1 below.

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 <u>received</u>.

Appendix 1: 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.

Appendix 2: Routing Information

The route includes all roads and stops are highlighted in bold text. All roads in between each stop must be included. If writing the route and stops by hand, please underline the stops.

Kildare – Rathcoole
Kildare, Market Square – R445 – **Newbridge, Main Street, Riverbank Theatre** – R445 – Newbridge Road – **Naas, Main Street, Post Office** – Dublin Road – **Naas, Dublin Road, Cinema** – Dublin Road – R445 – N7 – **Rathcoole, Fitzmaurice Road**

Rathcoole – Kildare
Rathcoole, Main Street – N7 – R445 – Dublin Road – **Naas, Dublin Road, Opposite Cinema** – R445 – **Naas, Main Street, Opposite Post Office** – Newbridge Road – R445 – **Newbridge, Main Street** – R445 – **Kildare, Market Square**

Appendix 3: Timetable Information

Timetable example:

Kildare - Rathcoole				
Stop Location	**Stop Name**	**Stop ID**	**Restrictions**	**Monday - Friday**
Kildare	Market Square	104001	**PUO**	07:10
Newbridge	Main Street, Riverbank Theatre	104121	**P/S**	07:25
Naas	Main Street, Post Office	137001	**P/S**	07:45
Naas	Dublin Road, Cinema	104241	**P/S**	07:50
Rathcoole	Fitzmaurice Road	003449	**PUO**	08:15

Rathcoole - Kildare				
Stop Location	**Stop Name**	**Stop ID**	**Restrictions**	**Monday - Friday**
Rathcoole	Main Street	003440	**PUO**	17:30
Naas	Dublin Road, Opposite Cinema	103791	**P/S**	17:45
Naas	Main Street, Opposite Post Office	137031	**P/S**	17:50
Newbridge	Main Street	103921	**P/S**	18:10
Kildare	Market Square	155261	**SDO**	18:25

Bus Stop IDs
Existing Bus Stop IDs can be found here:
https://www.journeyplanner.transportforireland.ie/nta/XSLT_TRIP_REQUEST2?language=en

If your Bus Stop does not have an ID, please provide the GPS co-ordinates. The GPS co-ordinates may be obtained by locating the stop on https://maps.google.ie and right clicking the location. This will display the GPS co-ordinates. Copy these into the Bus Stop ID cells in the timetables.