

Event or Venue Specific Licence Application Cover Notes

1. General information:

- If the proposed service does not fall into the event or venue specific licence category, the Authority will inform you of the category it has determined to be correct based on the information that you have provided in your application.

2. Applying for a licence:

- The Authority recommends applications for Event/ Venue licences are made at least six weeks in advance of the first proposed service.
- Event or venue specific services are to bring patrons to and from the event or venue. Travel between intermediate stopping place locations is not permitted. Therefore, on the outbound journey to the event/ venue passengers may only be setdown (SDO) at the event/ venue itself, all other stopping place locations are pick-up only (PUO). On the return journey, pick up of passengers is only allowed at the event or venue, all other stopping places are for the setdown of passengers only.
- All licensed services are granted on the basis that each departure is provided by one bus only. If you intend to use more than one bus to provide any departure, please enter the maximum number of vehicles proposed into the timetable.
- All vehicle documentation necessary to provide your proposed service in addition to any existing licensed services should be submitted at application stage.
- All sub-contractors should to be declared by you at application stage.
 - a. This includes submission of their operator licence number and tax clearance reference, as well as a copy of the signed sub-contracting agreement and documentation for all vehicles that they will potentially provide.

3. Offers of grant of a licence:

- Unless stopping place approval for each stop location has been submitted with your application, if the application is granted an offer of grant of licence (“Offer”) will issue to you.
- This Offer will require you to provide certain documentation, including stopping place approval from each road authority/ landowner for each location where you propose to either pick-up or setdown passengers. **Stopping place approval can take several weeks to obtain, please ensure that you take this potential timeline into account when making your application.**
- No licence can issue until all of the requirements of the offer have been met.

4. Requirement to have a licence:

- It is an offence under the Public Transport Regulation Act 2009 (as amended) to provide a public bus passenger service without a licence. Each offence is subject, on summary conviction, to a fine of up to €5,000.

5. Example timetable, completed for 3 vehicles:

Ballina - 3Arena					
Stop Location ¹	Stop Name ²	Stop ID ³ or GPS ⁴	Restrictions ⁵	Time	Max. Buses ⁶
Ballina	Humbert Street, Dunnes Stores	559701	PUO	12:45	3
Foxford	Chapel Road	141661	PUO	13:00	
Swinford	Main Street	141761	PUO	13:15	
Dublin City	3Arena, North Wall Quay, Outside The Mayson Hotel	53.347160, -6.232651	SDO	16:30	

3Arena - Ballina					
Stop Location	Stop Name	Stop ID or GPS	Restrictions	Time	Max. Buses
Dublin City	3Arena, North Wall Quay, Outside The Mayson Hotel	53.347160, -6.232651	PUO	22:15	3
Swinford	Main Street	141751	SDO	01:30	
Foxford	Chapel Road	141651	SDO	01:45	
Ballina	Humbert Street, Dunnes Stores	559701	SDO	02:00	

1: The name of the general area of the proposed stop.

2: The more precise location of the proposed stop.

3: If using an existing bus stop, please enter the bus stop number. The stop number and the stop location and stop name can be obtained online here: <https://www.transportforireland.ie/live-travel-info-service-updates/live-departures/>

4: GPS co-ordinates can be obtained by locating the stop using online tools such as <https://maps.google.ie> or www.bing.com/maps/ and right clicking the location. This will display the GPS co-ordinates. These can then be copied into the timetable. Other online mapping tools are available.

5: Event or venue services are to bring patrons to and from the event or venue. Travel between intermediate stopping place locations is not permitted. Therefore on the outbound journey to the event/venue passengers may only be picked-up at all locations except the event/venue itself. On the return journey, pick up of passengers is only allowed at the event or venue, all other stopping places are for the setdown of passengers only.

6: Licensed services are granted for each departure to be provided by one bus only. If you intend to use more than one bus to provide any departure service, please enter the **maximum** number of vehicles proposed into the timetable.

6. Example route text:

Ballina – 3Arena:

Ballina, Humbert Street, Dunnes Stores – N59 – N26 – Foxford, Chapel Road – N26 – Swinford, Main Street – N26 – N5 – N4 – M4 – N4 – M50 – M1 – M50 – R131 – Dublin City, 3Arena, North Wall Quay, Outside The Mayson Hotel

3Arena – Ballina:

Dublin City, 3Arena, North Wall Quay, Outside The Mayson Hotel – R131 – M50 – M1 – M50 – N4 – M4 – N4 – N5 – N26 – Swinford, Main Street – N26 – Foxford, Chapel Road – Station Road – James Connolly Street – N26 – Ballina, Humbert Street, Dunnes Stores

7. Example route map link to Google maps:

Ballina to Dublin: <https://goo.gl/maps/QDhbDyM6PprqJfcBA>

Dublin to Ballina: <https://goo.gl/maps/L41p5HjzQjEYYYi19>

Section 3: Proposed service details

Origin:

Destination:

3.1 Dates of event(s) proposed to be served. Please include all of the dates you wish to operate during the coming year. If an event or series of events please include that information e.g. Electric Picnic or Malahide Castle concert series. **Note:** Event or venue specific services are not required to operate if there is no demand.

3.2 Timetable: Your timetable can be completed below or attached to this form. Please use the layout below if providing a separate timetable. If the stopping place provided does not have an existing bus stop pole for the “Stop ID”, then GPS co-ordinates must be used instead. See cover notes point 5 for a worked example of the required timetable layout.

Origin to Event/ Venue					
Stop Location ¹	Stop Name ²	Stop ID ³ or GPS ⁴	Restrictions ⁵	Time	Max. Buses ⁶
			Pick-up Only		
			Pick-up Only		
			Pick-up Only		
			Setdown Only		

Event/ Venue to Origin					
Stop Location ¹	Stop Name ²	Stop ID ³ or GPS ⁴	Restrictions ⁵	Time	Max. Buses ⁶
			Pick-up Only		
			Setdown Only		
			Setdown Only		
			Setdown Only		

1: The name of the general area of the proposed stop.

2: The more precise location of the proposed stop.

3: If using an existing bus stop, please enter the bus stop number. The stop number and the stop location and stop name can be obtained online here: <https://www.transportforireland.ie/live-travel-info-service-updates/live-departures/>

4: GPS co-ordinates can be obtained by locating the stop using online tools such as <https://maps.google.ie> or www.bing.com/maps/ and right clicking the location. This will display the GPS co-ordinates. These can then be copied into the timetable. Other online mapping tools are available.

5: Event or venue services are to bring patrons to and from the event or venue. Travel between intermediate stopping place locations is not permitted.

6: Licensed services are granted for each departure to be provided by one bus only. If you intend to use more than one bus to provide any departure, please enter the **maximum** number of vehicles proposed into the timetable.

Section 3: Proposed service details continued

3.3 Route text description: Your routing information can be completed below or attached to this form. Routing information for both the outbound and return journeys must be provided. The route must include all roads and streets proposed to be used. Stopping places are to be highlighted in bold text. All roads in between each stop must be included. If writing the route by hand, please underline the stopping places. See cover notes point 6 for a worked example of the required routing layout.

3.4 Route map: A map of both your outbound and return routes must be provided, either by links to online tools inserted below or by maps attached to the application. The maps must show all roads and streets proposed to be used. See cover notes point 7 for a worked example route map in each direction.

Screenshots from online tools that clearly show each street/ road used to provide the service are permitted.

Please ensure that if using online tools that the exact route you propose to take is shown, as some online tools may vary the route to void tolls, save fuel, etc.

Section 4: Proposed fleet information

4.1 Peak Vehicle Requirement, the number of vehicles is required:

4.2 Vehicle Documentation: Complete information for every vehicle should be attached to this form. Every vehicle proposed to be used to provide the service must be registered on the relevant Operator's RTOL. The following documentation is also required for every vehicle, this includes any vehicles provided by a sub-contractor:

1. A copy of the insurance certificate
2. A copy of the PSV licence
3. A copy of the Certificate of Roadworthiness

4.3 Vehicle Emissions: How many of the vehicles proposed to be used are:

Diesel	Hybrid	Electric	Alternative Fuel	Petrol
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Other (please describe):

Section 4: Proposed fleet information continued

4.4 Vehicle Accessibility: How many of the vehicles proposed to be used are:

- Low floor vehicles suitable for wheelchair access: .
- Vehicles with wheelchair lifts suitable for wheelchair access:
- Both low floor and have a wheelchair lift: . .
- Other (please describe):

Section 5: Proposed fare information

Your fare information can be completed below or attached to this form. Note: If fare is a staged fare, please attach details of stages and associated fares.

Section 6: Additional information to support the application

Supply any additional information that will support your application

Section 7: Applicant declaration

- I/ We declare that the particulars prescribed in this application are furnished fully, accurately, and to the best of my/ our knowledge.
- I/ We understand that should a licence be issued with information incorrectly provided, the Authority may take such enforcement action as it may deem necessary.
- I/ We declare that I/ we have complied with national and international legislation on road transport, and that I/ we have included proof of my tax clearance.

I am duly authorised to sign this application on behalf of the Applicant named in Section 1 and do so from facts within my own knowledge and I believe same to be true and accurate.

Signed:

Name in block capitals:

Date:

Company Name in block capitals:

Position in Company in block capitals:

Application Fee:

The application fee for an event or venue public bus passenger service licence is €50.

- **All fees are non-refundable.**
- **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.**

Payments can be made as follows:

1. The details required for payment by EFT are as follows:

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 below:

2. Cheques and Postal Orders are also accepted if made payable to:

National Transport Authority

Postal address:

Bus Licensing, National Transport Authority, Dun Scéine, Iveagh Court, Harcourt Lane, Dublin 2, D02 WT20