

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 must 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 _____

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