

## Making a valid application for a new public bus passenger service licence

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 Road Transport Operator Licence;
4. The relevant fee;
5. A detailed timetable, showing:
  - i. All proposed departures
  - ii. All proposed stopping place locations
  - iii. Timings at all stopping place locations
6. A detailed route map, showing both the complete inbound and out bound routes.  
Online mapping tools, such as OSI.ie, Google Maps, Bing Maps, can be used. Please note that other online mapping products are available; and
7. A text description of both the complete inbound and out bound routes.

If the application proposes to include a sub-contractor to operate some or all of the proposed service, then a copy of the signed sub-contracting agreement will be required before the licence can issue. This does not need to be supplied at application stage.

### **Applications can be made either electronically or in hard copy.**

#### Email details:

The email address to send applications to: [bus.app@nationaltransport.ie](mailto: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:**

	<b>Number of services per year:</b>
<b>Band A</b>	1-624
<b>Band B</b>	625-3,000
<b>Band C</b>	> 3,001

### **Fees by licence category:**

<b>Regular Licence</b>	<b>Band A</b>	<b>Band B</b>	<b>Band C</b>
Application	€100	€100	€100
Licence Issue	€200	€400	€800
Amendment	€50	€100	€200
Transfer	€50	€100	€200
Renewal Fee	€300	€500	€900

<b>Specific Targeted Licence</b>	<b>Band A</b>	<b>Band B</b>	<b>Band C</b>
Application	€100	€100	€100
Licence Issue	€200	€400	€800
Amendment	€50	€100	€200
Transfer	€50	€100	€200
Renewal Fee	€300	€500	€900

<b>Temporary Licence</b>	<b>Band A</b>	<b>Band B</b>	<b>Band C</b>
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 PUBLIC BUS PASSENGER SERVICE

### PUBLIC TRANSPORT REGULATION ACT 2009

The following licence types may be applied for under this application type:

- **Regular service licences:** This category provides for the regular carriage of passengers on a pre-determined route with predetermined pickup/set down points. Services of this nature could include-
  - *Interurban services* - services linking major towns and cities
  - *Express services* (no/limited intermediate stops or limited intermediate stops at major towns/cities on the route e.g. Cork-Limerick-Galway).
  - *Multi-stop services* - with numerous intermediate stops between the terminal points.
  - *Commuter services* - services to centres of employment or education, which are provided to match the travel patterns, which are provided to match the travel patterns of commuters i.e. services to and from the destination are provided predominantly in the peak travel periods.
  - *Rural services* - services linking two or more small towns, villages or rural areas.
  - *Urban/suburban services* - includes the majority of services that operate within urban and suburban areas.

All licences in this category will be granted for 3 years. Licences can be for an all-year round service or for seasonal services e.g. summer months/academic terms.

- **Temporary services:** This is a special category of licence to be made available to facilitate the deployment of bus services in exceptional circumstances.
- **Demand responsive service:** Circumstances may arise where services are warranted that have optional routes that reflect specific demands. An example of this would be a service that addresses the specific needs of particular people living in relatively remote locations. This type of service is normally provided for passengers who have booked in advance.

Licences under this category will have a validity period of 1 year and will be renewable under the terms of section 16 of the PTR Act 2009.

- **Specific targeted services (including tours, social event runs etc.):** This category will be applied in respect of operations which provide dedicated services for tourists or social event attendees. There are two categories of specific targeted services:
  - City/Regional hop-on hop-off services which provide a circular service
  - Services that provide targeted trips for tourists or social event attendees, which may serve one destination or may include intermediate stops.

Licences under this category will have a validity period of 3 years.

**Note:** In the event that a service does not fall precisely within one of the categories described above, a licence should be applied for under the category that most closely matches the predominant features of the service. The Authority will ultimately designate the category based on the information provided.

## APPLICATION FOR PUBLIC BUS PASSENGER SERVICE

PUBLIC TRANSPORT REGULATION ACT 2009

**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.

For an event or venue specific licence, please use the dedicated application form.

**Licence category required:**

Regular

Temporary

Demand responsive

Specific Targeted

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

## SECTION I: SERVICE TYPE

Terminal points of the service

From:

To:

Please indicate below the type of service:

- **Event or venue specific:**

Detail the reason for application of event or venue licence:

- **Regular:**

Interurban - Express                      or Multi-stop service

Commuter service

Rural service

Urban/Suburban service

- **Temporary:**

Detail the reason for application of temporary service licence:

- **Demand responsive:**

Describe the proposed service and explain how passengers avail of the service (e.g. pre-booking)

- **Specific targeted:**

City/regional hop-on hop-off service

Trip for tourist/social event attendees

Please detail specifics around service provided

Proposed Commencement Date:    D   D   M   M   Y   Y   Y   Y

## SECTION II: TARGET MARKET

State the target market for your proposed service (e.g. commuters, event)

Supply any additional information that will support your application

## SECTION III: PROPOSED TIMETABLE

**Attach your proposed timetable in the format illustrated below, indicating the departure time for each pick-up and set-down point along the route.**

Place of pick-up/set-down must be clearly named indicating a street name and recognised point.

Timetables must be completed for all licence application types. They can be attached in this form or provided in Excel format on a CD medium.

### OUTWARD JOURNEY - SAMPLE

Place of pick-up/set-down	Mon–Friday	Saturday	Sunday
DUBLIN GEORGE’S QUAY (ABC BANK)	1000 1300	1200 1600	1600
CASHEL FRIAR STREET (GARAGE)	1250 1550	1450 1850	1850
CORK MERCHANT’S QUAY (SHOPPING CENTRE)	1425 1725	1625 2015	2025

### RETURN JOURNEY- SAMPLE

Place of pick-up/set-down	Mon–Friday	Saturday	Sunday
CORK MERCHANT’S QUAY (SHOPPING CENTRE)	0800	1000	1000
CASHEL FRIAR STREET (GARAGE)	0935	1135	1135
DUBLIN GEORGE’S QUAY (ABC BANK)	1225	1425	1425

## SECTION IV: PROPOSED ROUTE MAP

**Attach a detailed map, indicating the proposed route and each pick-up and set-down point.**

Please ensure that the proposed route is not in conflict with any requirements or restrictions imposed by the national/local authorities, or the Commissioner of An Garda Síochána.

Applicants should be aware that approval will be required the relevant road authority for each bus stop on a public road, and in the case of bus stops on private land, approval from the landowner.

**Note: Ordnance Survey Ireland Maps to a scale of at least 1:20,000 for urban and suburban areas and 1:50,000 for all other areas must be submitted.** Alternatively a web based geographical file will be accepted electronically on a CD medium.

## SECTION V: PROPOSED FLEET

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.

## SECTION VI: FARE STRUCTURE

State the fare structure of your proposed service

Fare type	Amount (€)
Flat fare	
- Single	
- Return	
Seasonal	
Multi-trip	
Weekly pass	
Monthly pass	
Other (please detail below)	

Note: If fare is a staged fare, please attach details of stages and associated fares.

## **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

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## **APPLICATION 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.**