Údarás Náisiúnta Iompair
National Transport Authority

Information Guide G15

Handing on / taking over a vehicle licence

For the person handing on a vehicle licence

This guide outlines how you can nominate someone to take over your vehicle licence after your death.

Note that this process applies only to vehicle licences owned by individuals and not to those owned by companies.

For the person or company taking over a vehicle licence

This guide outlines what you need to do to take over the vehicle licence of a deceased person who has nominated you as his or her successor.
SPSV licences cannot otherwise be transferred to another party at any time.

Handing on a vehicle licence: nominating a successor

If you are a current vehicle licence holder, you may *nominate* someone to take over the licence after your death.

Doing this is relatively straightforward and there is no charge. You simply complete the *Section 15 Nomination Form – S15N* and have this form certified. The form is in three parts:

- Details about you (the current licence holder), including your PPSN and the vehicle licence number.
- Details about the *nominee* (the person or company you wish to take over the licence after your death), including the person's PPSN and date of birth. If the nominee is a company, you need to include the company name and tax reference number.
- Proof of certification provided by a solicitor or a Commissioner for Oaths.

Once the form has been completed, you can send it along with the certified copy of your identification to the address on the form or to taxis@nationaltransport.ie. On receipt of the completed S15N form, the NTA will review them and where they are found to be valid, the NTA will confirm in writing to you that the nomination has been added.

Your nomination is now complete.

Notes on nominating a successor

You must use the *Section 15 Nomination Form – S15N* to nominate your successor. Just telling the person or putting it in your will is not enough. The form must also be independently certified.

Where the nominee is a person, he or she must be at least 18 years old on the date of the nomination.

You should tell those who will be looking after your affairs after your death that you have nominated a successor for your vehicle licence and that they must be informed of your death without delay to ensure they can complete the Section 15 application process in time.

If you change your mind about who is to be the nominee, just fill in and send the *Section 15 Nomination Form – S15N* again. The most recently received and validated form will be used.

If you do not have a Section 15N form on file with the NTA at the time of your death, the NTA will not accept a late submission by any other party, under any circumstances.

Confirmation of Nomination

NTA will provide you with an acknowledgement of receipt of a valid Nomination Form S15N. You must ensure you receive an acknowledgement of a valid nomination. Please contact the NTA if you do not receive an acknowledgement as there may have been an issue with your submission.

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Taking up the vehicle licence of a deceased person

When can you apply?

After the person who nominated you dies, you can then apply to take up the vehicle licence, either in your own right or as the representative of a company nominated by the deceased person, as appropriate. You must make the application within nine months of the death of the person who nominated you, and the vehicle licence must not have expired more than twenty-four months previously by the time you complete the application.

The steps to follow

Making an application is relatively straightforward, but there are a number of steps you need to go through and some requirements you need to meet.

1. You will need to download and fill in the *Section 15 Assignment Form – S15A* – for details on filling this form, see below.
2. NTA will contact you to arrange an inspection of the car you intend to use. The car must meet all the licensing regulations and standards – see the **Vehicle Requirements** panel below.
3. You will need to ensure that the vehicle has appropriate signage, a roof sign, a meter and a printer.
4. You will need to attend the inspection.

Each of these steps is described in turn below.

***CHECKLIST** for the person taking over a vehicle licence*

- Your PPSN (needed for tax clearance)
- For the car you intend to operate as an SPSV:
  - Insurance certificate in your name (covering SPSV use)
  - Vehicle registration certificate (online check)
  - NCT certificate (online check)
- Death certificate of the person who has nominated you to take over the vehicle licence
- Tax clearance (electronic) – check with Revenue that you have tax clearance
- Credit or debit card (unless you are paying fees by postal order or bank draft)
- Technical Assessor's full report and formal test data (for wheelchair accessible licence with change of vehicle)

1. Filling in Section 15 Assignment Form – S15A

The *Section 15 Assignment Form – S15A* is the form you use to formally apply for the assignment of the deceased person's vehicle licence to you. The form is in a number of sections:

- *Section 1: Licence and vehicle details.* This includes details of the vehicle licence (for which you have been nominated) and details about the vehicle you propose to use – registration, NCT and insurance details.
- *Section 2: Nominated representative details*. This includes details about yourself or about the company you represent. You must sign this section.
- *Section 3: Process selection.* Indicate here whether you wish to continue using the deceased person's car (renewal) or associate the vehicle licence with a different car (change of vehicle).
- *Section 4: Modification vehicle declaration.* Details of any modifications made to the vehicle along with any appropriate technical assessors' reports.
- *Section 5: Payment details.* Confirmation of how you intend to pay the relevant S15A fee of €125.
- *Section 6: Terms and conditions.* Your acceptance of the terms and conditions that apply to vehicle licensing.
- Section 7: *Declaration*. Your signed and dated declaration.

Send the signed and completed form to the address indicated on the form. You should include with the form a copy of the deceased person's death certificate and any required technical assessors' reports.

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Taking up the vehicle licence of a deceased person *continued*

2. Booking your car for inspection

When NTA receives your completed Section 15 Assignment Form – S15A, they will contact you to confirm the information you have provided and to book a vehicle inspection.

- If you are continuing with the same vehicle as the deceased licence holder, this will be a *Licence Renewal Assessment*. For more information on the Licence Renewal Assessment, see *Information Guide G2 – Renewing an SPSV Licence*.
- If you are planning to change the vehicle on the licence, the inspection will be an *Initial Suitability Assessment*. For more information, see *Information Guide G6 – Changing Your Vehicle.*

Tax clearance

At the time you are making the inspection booking, NTA will need to confirm that you are tax cleared and will use your PPSN to check this with Revenue. You need to allow a minimum of two working days for the Revenue's records to reflect any change in your status.

NCT certificate

NTA will also need to confirm that the vehicle has a valid NCT certificate issued no earlier than 90 days before the proposed vehicle inspection. NTA will check this directly with the Department of Transport using the vehicle registration number.

This will not be necessary if the vehicle is less than three months old or has travelled less than 3,000km. It may take up to two working days after an NCT test for confirmation that your car has passed to appear on the NTA's system.

Note that an SPSV must be tested and pass the NCT before it is first licenced and each time its licence is renewed – every year for most SPSVs and every six months for SPSVs that are over ten years old.

Payment

If you have chosen to pay by credit card (at section 5 of the *Section 15 Assignment Form – S15A*), you will be asked to make the payment at this stage.

3. Signage, roof sign, meter and printer

If you are continuing with the same taxi vehicle, you may continue to use its door signage, roof sign, meter and printer.

If you are changing vehicle, you may continue to use the roof sign, meter and printer, but you will need to have the meter and printer removed from the deceased's vehicle and installed in the new vehicle by an approved installer. Once you have booked an Initial Suitability Assessment for the new vehicle, you can have the regulation taxi door signage fitted by an authorised supplier.

Following the Initial Suitability Inspection, the meter may then be calibrated and sealed by an approved installer.

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Taking up the vehicle licence of a deceased person *continued*

4. Attending for inspection

When you bring the car for inspection, you must be able to show that you are the owner of the car, and that it is insured for use as a small public service vehicle. Bring the original insurance certificate with you. The name on the insurance certificate must be *exactly* the same as the name on the electronic tax clearance certificate. So, for example, if your tax clearance has your name as James Murphy, then your insurance certificate should have you as James Murphy, and not Jim Murphy, JJ Murphy, Seamus Ó Murchú, or any other variant of your name.

Tamper-proof discs

For a Licence Renewal Assessment (where you are using the same vehicle as the deceased), the original tamper-proof discs must still be affixed to the front and rear windows of the vehicle when you present it for inspection.

For an Initial Suitability Assessment (where you are changing vehicle), you need to have removed the tamper-proof discs from the deceased's vehicle and to bring them with you to the inspection.

If you do not have the tamper-proof discs from the deceased's vehicle, you need to contact the SPSV Information Line on 0818 064000.

After your inspection

Once you have successfully completed the inspection, the National Register of SPSV licences is updated and new tamper-proof discs are affixed to the vehicle. You will also receive a Vehicle Licence Certificate.

If you have changed vehicle, you will need to have the meter calibrated for the replacement car by an approved installer.

From that point, the vehicle may be operated as an SPSV. Remember, though, if you wish to drive the vehicle yourself, you need to have a valid SPSV Driver Licence. For more information, see Information Guide G1 – Applying for a new SPSV licence.

Vehicle licence fees

These fees must be paid at the time of booking the vehicle inspection. The fees include the cost of the inspection, but if the vehicle fails, a re-test fee is required for each subsequent inspection.

Renewal Type	Cost (€)
Vehicle Licence Renewal	€155
Vehicle Licence Renewal plus Change of Vehicle	€170

***Note**: The above fees apply to all licence durations.

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Summary of vehicle requirements

When you take over a licence from a deceased person, the vehicle that you associate with the licence must meet all of the NTA's licensing conditions. A brief summary of the vehicle requirements is included here; for more details, see the Vehicle Requirements page on the NTA website.

Age of vehicle

In general, taxi and hackney licences are issued and renewed only for vehicles that are less than ten years old. There are, however, some exceptions, and you need to satisfy yourself that the vehicle you propose to use meets the age requirements for the licence. See the Vehicle Age Rules page on the Authority's website or contact the NTA via taxis@nationaltransport.ie.

There is no age limit for limousines.

Size of vehicle

For taxis and hackneys, minimum internal dimensions apply. Many vehicles have been measured and these are listed in the Suitable Vehicle List, which indicates whether or not models meet the size requirements. Before you purchase a vehicle for use as a taxi or hackney, you should check the Suitable Vehicle List database or contact the NTA via taxis@nationaltransport.ie for advice.

Tinted windows

All windows (except the rear screen) in taxis and hackneys must be 'clear' – that is, they must allow at least 70 per cent light transmission. Further information is available in the *Initial Suitability Inspection Manual*.

Door signage

Official taxi branding must be affixed to both front doors to enable a taxi or wheelchair accessible taxi to pass a licensing inspection. *A list of authorised suppliers* is available on the Authority's website.

Wheelchair accessible vehicle licences

If you are taking over a wheelchair-accessible taxi or hackney licence and are changing the vehicle, make sure that the vehicle meets all the standards for wheelchair-accessible vehicles.

All wheelchair accessible vehicles are modified vehicles, and you must include with your application a *Technical Assessor's Full Report* complete with formal test proof from the vehicle convertor.

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