



Return this application to:

**Road Transport Operator Licensing Unit
Department of Transport, Tourism and Sport
Clonfert House, Bride Street, Loughrea, Co. Galway**

Adding, Substituting or Removing Vehicles on your Road Transport Operator Licence (Haulage & Passenger)

Use this application form to add, substitute or remove vehicles on a Road Transport Operator Licence. Tick boxes as appropriate. If you need more space for any part of this application, use a separate page and enclose it. The appropriate fee, where applicable, must accompany the application along with any required documents as set out on page 2 of this form.

Section 1 Applicant Details	
Name of Licence Holder	_____
Operator Licence number	_____ Is the Operator Licence Haulage <input type="checkbox"/> or Passenger <input type="checkbox"/> ?

Section 2 Vehicle(s) to be removed (if any)			
List the registration number(s) of any vehicle(s) you wish to have removed from the Licence			
1	_____	2	_____
3	_____		

Section 3 Vehicle(s) to be added to the licence (if any)				
	Registration number	<u>Haulage</u> : Max authorised weight <u>Passenger</u> : No. of seats incl. driver	<u>Passenger</u> PSV valid until	Is vehicle leased? Y/N
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____

(If necessary, continue on a separate page, to be signed and dated by the applicant)

Every operator must have adequate parking spaces and operating premises in the State. Please provide address(es) where vehicles are normally parked.

Address(es): _____

I hereby declare that all vehicles to be used under the licence are insured to operate for hire or reward: Yes No

Section 4 Fees	
The fee for this application (where applicable) is set out in section (ii) page 2 of this form. State the fee enclosed, if any: € _____	
Payment method: Cheque <input type="checkbox"/> Bank Draft <input type="checkbox"/> Postal Order <input type="checkbox"/> Credit/Debit Card <input type="checkbox"/>	

Section 5 Declaration and Signature	
<ul style="list-style-type: none"> I hereby declare that all of the information in this application is true and accurate. I confirm any required documents as set out in section (i) page 2 of this form are enclosed. I agree to abide by the conditions of this application set out in section (iv) page 2 of this form. <p>Signed _____</p> <p>Name in BLOCK CAPITALS _____</p> <p>Date _____</p> <p>Status _____ (sole trader, director, partner, transport manager)</p>	<p><i>Office Use Only</i></p>

Further information to assist you to add, substitute or remove vehicles on your Road Transport Operator Licence

This page provides information on how to complete page 1 of this form.

(i) Documents required to accompany this application

Note: From 18 July 2013, operator licences and transport discs are issued in a new format. The requirements for returning the **original operator licence** in the case of changes to the authorised vehicles differ slightly for the old and new licence formats, as outlined below. For licences issued in the **new** format, there is no need to return the original operator licence for any vehicle additions, substitutions or removals. For **old** format licences (i.e. those issued pre-18 July 2013), the original operator licence must be returned only where a vehicle is being substituted or simply removed (vehicles to be added are no longer written on the licence as before).

The following documents must be returned for any vehicle being substituted or simply removed:

- The original transport disc for the vehicle
- For International licences, the certified true copy of the Community Licence for the vehicle
- For new format licences, the certified copy of the Operator Licence for the vehicle

(ii) Fees

There is NO FEE for the following:

- any changes to the vehicles on a Road Passenger Transport Operator Licence
- deletions from a Road Haulage Operator Licence, where vehicles are simply being removed from a Licence
- substitutions on a Road Haulage Operator Licence, where a vehicle is added in place of one being removed

Fees apply ONLY for the addition of vehicles to a Road Haulage Operator Licence, as follows:

- **National Licence:**
Online application: €20 for each 12-month period or part thereof remaining on the licence, per vehicle.
Post or public office application: €25 for each 12 month or part thereof remaining on the licence, per vehicle.
- **International Licence:**
Online application: €46 for each 12-month period or part thereof remaining on the licence, per vehicle.
Post or public office application: €50 for each 12-month period or part thereof remaining on the licence, per vehicle.

Examples:

- To add 3 vehicles by online application to a National Licence with 20 months remaining, the fee is $3 \times €40 = €120$ and by post or public office application the fee is $3 \times €50 = €150$. With 20 months remaining, there are two "12-month periods or part thereof" on the licence. Each of those periods incurs a fee of €20 or €25, so the fee per vehicle is $€20 \times 2 = €40$ or $€25 \times 2 = 50$. The total fee is therefore $3 \times €40 = €120$ or $3 \times €50 = €150$.
- To remove 1 vehicle from an International Licence with 30 months remaining but also add 3 vehicles, the fee by online application is €276 and by post or public office application the fee is €300. By removing 1 vehicle and adding 3, the overall number of vehicles on the licence is increased by 2. Therefore the fee is payable for 2 vehicles. With 30 months remaining, there are three "12-month periods or part thereof" on the licence. Each of those periods incurs a fee of €46 by online application and €50 by post or public office application, so the fee per vehicle is $€46 \times 3 = €138$ if the application is made online and $€50 \times 3 = €150$ if the application is made by post or at the public office. The total fee is therefore $2 \times €138 = €276$ for online application and €300 for post or public office application.

If paying by Credit/Debit Card please complete Section 6 which is located on the final page of this form.

(iii) Financial Standing Requirements

Every operator must have sufficient financial resources of at least €9,000 for the first vehicle, and €5,000 for each additional vehicle to be authorised for use under the Road Transport Operator Licence. If you are increasing the overall number of vehicles on your licence and your previous financial standing document did not show sufficient net assets to support the additional vehicles, please submit a new financial standing document demonstrating that the net assets of the operator meet the financial standing requirement outlined above. Please refer to Section 7 – Financial Standing of the Guide to Road Transport Operator Licensing, downloadable at www.rtol.ie, which sets out the documents to be submitted to show financial standing.

(iv) Conditions of this Application

- The Minister may refuse any application where he or she considers that any of the requirements to add a vehicle are not met, where any false declaration is made, or if the application is not satisfactory or is abandoned.
- The Minister may undertake such additional checks or seek any additional information before granting an application, as he or she sees fit.
- The information provided in this application will be held on computer by the Minister. Details of the vehicle authorised on a licence are published by the Minister on www.rtol.ie.
- Any false declaration made in this application may be prosecuted and may lead to a fine of up to €50,000.

Contact Details: If you have any queries about completing this form, contact the Road Transport Operator Licensing Unit at 0761 001 601, or e-mail rtol@dttas.ie.

