



Return this application to:

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

### **APPLICATION FOR CHANGE OF ADDRESS**

Please complete in CAPITAL LETTERS. Tick boxes as appropriate in this form. Please ensure that all relevant documents are enclosed (see overleaf).

<b>Section 1</b>	<b>Licence Details</b>	<b><u>Office Use Only</u></b>
<b>1A</b>	Road Haulage Operator Licence <input type="checkbox"/> Road Passenger Transport Operator Licence <input type="checkbox"/>	
<b>1B</b>	Licence No. _____	
<b>1C</b>	National <input type="checkbox"/> International <input type="checkbox"/>	

<b>Section 2</b>	<b>Details of Establishment</b>
<b>2A</b>	Name of Licence Holder _____
<b>2B</b>	New Business Address of Licence Holder _____ _____
<b>2C</b>	Address where vehicles are normally based (if different from above) _____ _____
<b>2D</b>	New Registered Address of Licence Holder (if applicable) _____ _____
<b>2E</b>	Office Phone No. _____
<b>2F</b>	Mobile No. _____
<b>2G</b>	Office E-mail _____
<b>2H</b>	Every operator must have adequate parking space and operating premises in the State. <b>Please tick box to confirm that there is adequate operational base and parking for every vehicle on the licence:</b> <input type="checkbox"/>

<b>Section 3</b>	<b>Declaration and Signature</b>
<b>3A</b>	I hereby declare that all of the information in this application is true and accurate.
<b>3B</b>	I confirm that all the relevant licence documents are enclosed. <i>(See Guide overleaf)</i>
Signed _____	Name in BLOCK CAPITALS _____
Date _____	Status _____ (Sole Trader, Director, Secretary, Partner, Committee Member)

## Checklist of Documents that must accompany an Application for Change of Address

The following documents must be submitted to the Department of Transport, Tourism and Sport in order to be amended to show the change of address:

- For **National** Haulage or Passenger Operators the original Operator Licence must be submitted.
- All Certified Copies of the Road Transport Operator Licence for authorised vehicles - applies to both Haulage and Passenger
  
- For **International** Haulage or Passenger Operators:
  - original Operator Licence – for Haulage
  - original Community Licence – for Haulage }  
}
  - original Community Licence – for Passenger
  - all Certified True Copies for authorised vehicles – applies to both Haulage and Passenger
  - All Certified Copies of the Road Transport Operator Licence for authorised vehicles - applies to both Haulage and Passenger

Further information is available from the Road Transport Operator Licensing Unit at:

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

Telephone Lo-call: 0761 001 601      Fax: 091-872999      E-mail: [rtol@dttas.ie](mailto:rtol@dttas.ie)      Website: [www.rtol.ie](http://www.rtol.ie)