



Return this application to:

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

## **CHANGE OF TRANSPORT MANAGER APPLICATION FORM**

This is an application form to change the Transport Manager on a Road Haulage / Passenger Transport Operator Licence or to appoint an additional Transport Manager.

Please complete in CAPITAL LETTERS. All documentation indicated in this form must be enclosed. Tick boxes as appropriate in this form.

<b>Section 1</b>	<b>Licence Details</b>	<b><i>Office Use Only</i></b>
<b>1A</b>	Road Haulage Operator Licence <input type="checkbox"/> Road Passenger 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>Licensee Details</b>
<b>2A</b>	Name of Licensee _____
<b>2B</b>	Address _____ _____
<b>2C</b>	Office Phone No. _____
<b>2D</b>	Mobile No. _____
<b>2E</b>	Office E-mail _____

**Section 3****Transport Manager Details**

**3A** Name of new or additional Transport Manager \_\_\_\_\_

**3B** Address \_\_\_\_\_

**3C** Mobile \_\_\_\_\_ **3D** Telephone No. \_\_\_\_\_

**3E** E-mail \_\_\_\_\_

**3F** PPSN \_\_\_\_\_ **3G** Date of Birth \_\_\_\_\_

**3H** Country of issue of Certificate of Professional Competence (CPC): \_\_\_\_\_

**3I** Transport Manager's CPC No. \_\_\_\_\_ **3J** Type of CPC: National  International

**3K** Date of issue of CPC \_\_\_\_\_

***Office Use Only***

**Section 4****Good Repute**

The Transport Manager must complete a **Garda Vetting Application Form** and an **Infringement Form** (both forms attached) and fill in details of any convictions or infringements in any jurisdiction for any offence listed in Note A. The Garda Vetting Application form is used to collect information on convictions and the Infringement Form is used to collect information on infringements where a penalty is imposed by an enforcement authority without a Court appearance, such as a fine at a checkpoint, a prohibition, or an administrative penalty. The Garda Vetting Application Form and Infringement Form must be completed and submitted, even if there are no convictions or infringements against the person.

**Section 5****Conditions of Application**

**5A** The Minister may refuse an application where he or she considers that a false declaration is made, or if the application is not satisfactory or is abandoned.

**5B** The Minister may undertake such additional checks or seek any additional information before processing the application, including vetting checks with An Garda Síochána, as he or she sees fit.

**5C** The Minister may share details about operators and relevant persons with enforcement authorities in Ireland and the EU, and on request with other Government Departments and their agencies.

**5D** The information provided in this application will be held on computer by the Minister. Certain licence information (see section 9 of Guide to Road Haulage Operator Licensing or Guide to Road Passenger Transport Operator Licensing for details) is made available by the Minister on [www.rtol.ie](http://www.rtol.ie) and may be inspected by the public at any time.

**5E** Any false declaration made in this application may be prosecuted and can lead to a fine of up to €50,000.

**5F** This form and the appropriate Garda Vetting Form and Infringement Form constitute the application.

**Section 6****Declaration and Signature**

**6A** I hereby declare that all of the information in this application is true and accurate, and all statements or information provided about any person made in this application are made with their agreement.

**6B** Any changes in the details provided in this application will be notified to the Department no later than one month from that occurrence.

**6C** I understand that the Department of Transport, Tourism and Sport may undertake good repute checks on relevant persons before approving this application and during the validity of the licence.

**6D** I agree to inform the Department of Transport, Tourism and Sport of any convictions for relevant offences against any relevant person to whom this application relates, during the validity of the licence.

**6E** I agree to abide by the conditions of this application and with any terms and conditions on the licence.

**6F** I confirm all the following are enclosed:

- Garda Vetting Form for new Transport Manager
- Letter of resignation from previous Transport Manager
- Original Haulage / Passenger Operator Licence
- Copy of Certificate of Professional Competence
- Infringement Form for new Transport Manager

Signed \_\_\_\_\_ Name in BLOCK CAPITALS \_\_\_\_\_

Status in Undertaking \_\_\_\_\_ Date \_\_\_\_\_  
(Sole Trader/Director/Secretary/Partner/Committee Member)

**FURTHER INFORMATION**

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@dtas.ie](mailto:rtol@dtas.ie) Website: [www.rtol.ie](http://www.rtol.ie)

## **RELEVANT OFFENCES**

Any convictions listed below, either Serious Offences or Other Offences, must be declared in the Garda Vetting Application Form. These offences will be considered for the purposes of determining good repute in the case of Serious Offences if convicted at any time, and in the case of Other Offences if convicted in the previous ten years.

### **Serious Offences**

- (a) murder,
- (b) manslaughter,
- (c) a drug trafficking offence (within the meaning of section 3 of the Criminal Justice Act 1994),
- (d) an offence under the Non-Fatal Offences against the Person Act 1997,
- (e) an offence under section 2 of the Illegal Immigrants (Trafficking) Act 2000,
- (f) a sexual offence (within the meaning of section 3 of the Sex Offenders Act 2001),
- (g) an offence under the Criminal Justice (Theft and Fraud Offences) Act 2001,
- (h) an offence relating to money laundering under Part 2 of the Criminal Justice (Money Laundering and Terrorist Financing) Act 2010,
- (i) an offence under the Firearms Acts 1925 to 2009,
- (j) an offence consisting of attempting or conspiring to commit, or aiding, abetting, counselling, soliciting, procuring or inciting the commission of any offence mentioned in *paragraphs (a) to (i)*, or
- (k) an offence under the law of another jurisdiction which corresponds to an offence mentioned in paragraphs (a) to (j), where the conduct constituting the offence under the law of that other jurisdiction would, if committed in the State, constitute an offence referred to in any of those paragraphs.

### **Other Offences**

An offence under -

- the Companies Acts relating to a company established for the purposes of the occupation of road haulage or passenger transport operator,
- the Road Traffic Acts 1961 to 2011,
- Part 2 of the Public Transport Regulation Act 2009 (No. 37 of 2009),
- the Road Transport Act 1933 and any Act or section of any Act construed or read together with it,
- the Dangerous Substances Acts 1972 and 1979,
- the Carriage of Dangerous Goods by Road Act 1998 (No. 43 of 1998),
- the Diseases of Animals Acts 1966 to 2001,
- the Customs and Excise (Miscellaneous Provisions) Act 1988 (No. 10 of 1988),
- section 3 of the Customs Act 1956 (No. 7 of 1956),
- section 10 of the International Carriage of Perishable Foodstuffs Act 1987 (No. 20 of 1987),
- the International Carriage of Goods by Road Act 1990 (No. 13 of 1990),
- section 102 of the Finance Act 1999 (No. 2 of 1999),
- the Agriculture Acts 1931 to 1980 relating to the carriage of animals, meat or agricultural produce,
- the Agricultural Produce (Fresh Meat) Acts 1930 to 1988,
- in so far as it relates to the occupation of road haulage or road passenger transport operator -
  - the Minimum Notice and Terms of Employment Acts 1973 to 2005,
  - section 77 of the Safety, Health and Welfare at Work Act 2005 (No. 10 of 2005),
  - the Protection of Young Persons (Employment) Act 1996 (No. 16 of 1996),

- the Unfair Dismissals Acts 1977 to 2007,
- the Organisation of Working Time Act 1997 (No. 20 of 1997),
- the Terms of Employment (Information) Act 1994 (No. 5 of 1994),
- the Employment Permits Acts 2003 to 2006,
- the Payment of Wages Act 1991 (No. 25 of 1991),
- the Social Welfare Acts,
- the Competition Acts 2002 to 2010,
- the Bankruptcy Act 1988 (No. 27 of 1988),
- Part 3 of the Consumer Protection Act 2007 (No. 19 of 2007),
- the Sale of Goods and Supply of Services Act 1980 (No. 16 of 1980),
- any regulation made under the European Communities Act 1972, relating to the carriage of goods or passengers by road,
- a law in force in a Member State, other than the State, and which corresponds to any of the foregoing offences where the conduct constituting the offence under the law of that other Member State would, if committed in the State, constitute an offence.
- a serious criminal offence.
- a serious infringement of Community rules relating to:
  - the driving time and rest periods of drivers, working time and the installation and use of recording equipment;
  - the maximum weights and dimensions of commercial vehicles used in international traffic;
  - the initial qualification and continuous training of drivers;
  - the roadworthiness of commercial vehicles, including the compulsory technical inspection of motor vehicles;
  - access to the market in international road haulage or, as appropriate, access to the market in road passenger transport;
  - safety in the carriage of dangerous goods by road;
  - the installation and use of speed-limiting devices in certain categories of vehicle;
  - driving licences;
  - admission to the occupation;
  - animal transport.



**Have you ever been convicted of an offence in the Republic of Ireland or elsewhere?**

No  Yes  Please provide details

DATE	COURT	OFFENCE	COURT OUTCOME

**DECLARATION OF APPLICANT**

I, the undersigned, who have applied for a position as a \* \_\_\_\_\_ hereby authorise An Garda Síochána to furnish to *Department of Transport, Tourism and Sport* a statement that there are no convictions against me in the Republic of Ireland or elsewhere, or a statement of convictions and / or prosecutions, successful or not, pending or completed, in the State or elsewhere as the case may be, subject to the administrative filter implemented by the Minister for Justice and Equality on 31<sup>st</sup> March 2014.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
PLEASE PRINT ALSO ( \_\_\_\_\_ )

\* this field is mandatory

*To be completed by Department of Transport, Tourism and Sport*

Line Manager /Contact Person: \_\_\_\_\_ Location: \_\_\_\_\_  
PLEASE PRINT ALSO ( \_\_\_\_\_ )

Authorised Signatory: \_\_\_\_\_ (*Department of Transport, Tourism and Sport*)  
PLEASE PRINT ALSO ( \_\_\_\_\_ )

Authorised Signatory Registration Number: \_\_\_\_\_ Date: \_\_\_\_\_

*To be completed by the Garda Central Vetting Unit*

Checks were carried out by this office in accordance with current Garda Vetting policy and based on the information supplied in this application form. The results are as indicated below:

- No convictions
- Convictions
- Prosecutions are pending

**NOTE:** Checks were carried out by this office based on the information supplied. The convictions may apply to the subject of your enquiry. Please verify information disclosed with the applicant.

Signed: \_\_\_\_\_ Member I/C

**G.C.V.U.**

## INFRINGEMENT FORM

### NOTE TO APPLICANT

- *All members and transport managers must complete an Infringement Form*
- *If the applicant is a company or co-operative, the company or co-operative must complete an Infringement Form listing all convictions for relevant offences and/or infringements*
- *The Infringement Form must be completed in full using **BLOCK CAPITALS** (Please state N/A if details are not applicable)*
- *Writing must be clear and legible*
- *Completed form to be attached to cover letter and returned to RTOL*

<b>SURNAME / NAME OF COMPANY OR CO-OPERATIVE:</b>	<b>PREVIOUS NAME (if any):</b>
<b>FORENAME:</b>	<b>DATE OF BIRTH:</b> (dd/mm/yy)
<b>PPSN:</b>	<b>POSITION IN FIRM:</b>

**Name of Applicant:**

Have you received a penalty for any infringement (conviction for relevant offence if company or co-operative) in the Republic of Ireland or elsewhere?

No  Yes  If yes, please provide details

Date of infringement	Nature of infringement (or company conviction)	Place of Infringement	Penalty

I, the undersigned hereby declare that I have included all infringements (and convictions for relevant offences if applicant is company or co-operative) recorded against me in the Republic of Ireland or elsewhere.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**PLEASE PRINT ALSO (** \_\_\_\_\_ **)**