



Return this application to:

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

### **APPLICATION TO CHANGE OPERATOR NAME**

This is an application form to change the name of the Operator on a Road Haulage/Passenger Operator Licence. This form is to be used where the licence holder has a change of name. **A licence cannot be transferred to a different individual or company.** Please complete in CAPITAL LETTERS. All documentation indicated in this form must be enclosed.

<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>Change of Name Details</b>
<b>2A</b>	Current name of Operator as recorded on Licence _____
<b>2B</b>	New name of Operator to be recorded on Licence _____

<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 the following is enclosed: <ul style="list-style-type: none"><li>• <u>For Change of Name of Company</u>: A Certificate of Change of Name from the Companies Registration Office</li><li>• <u>For Change of Name of Sole Trader</u>: Evidence of change of name (e.g. deed poll, marriage certificate)</li></ul>
<b>3C</b>	I confirm that all the relevant licence documents are enclosed (see overleaf).
<b>Signed</b> _____	<b>Name in BLOCK CAPITALS</b> _____
<b>Date</b> _____	<b>Status</b> _____ (Sole Trader, Director, Secretary, Partner, Committee Member)

## **Checklist of Documents that must accompany an Application to Change Operator Name**

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

- For **National** Haulage or Passenger Operators:
  - the original Operator Licence
  - all Transport Discs for authorised vehicles
  
- 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 Transport Discs 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)