



Return this application to:
Road Transport Operator Licensing Unit
Department of Transport, Tourism and Sport
Clonfert House, Bride Street, Loughrea, Co. Galway H62 ET93

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	Licence Details
Name of Licence Holder _____	
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)			
IMPORTANT NOTE: ALL VEHICLES ENTERED HERE MUST HAVE CURRENT MOTOR TAX, CERTIFICATE OF ROADWORTHINESS, INSURANCE (AND FOR PASSENGER A VALID LPSV LICENCE), OTHERWISE THEY CANNOT BE AUTHORISED ON THE LICENCE. LPSV LICENCE MUST BE IN THE OPERATOR'S NAME UNLESS VEHICLE IS LEASED.	Registration number	Is vehicle leased? Y/N	(Passenger only) LPSV valid until	
	1			
	2			
	3			
	4			

(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:

I hereby declare that all vehicles to be used under the licence are insured to operate for hire or reward in the name of the operator. **(Please tick to confirm):**

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: <input type="checkbox"/> Credit / Debit Card	
<input type="checkbox"/> Cheque <input type="checkbox"/> Bank Draft <input type="checkbox"/> Postal Order <i>(made payable to Department of Transport, Tourism and Sport)</i>	

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. 	
Signed _____ Name in BLOCK CAPITALS _____ Date _____ Status _____ (Sole Trader, Director, Secretary, Partner, Member of Cooperative Committee of Management, Transport Manager)	<div style="border: 1px solid black; padding: 10px; width: 100%;"> <p style="text-align: center; margin: 0;"><u>Office Use Only</u></p> </div>

Further information on the addition, substitution or removal of vehicles on your Road Transport Operator Licence

(i) Documents required to accompany this application

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

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

(ii) Fees

There is NO FEE for the following:

- addition, substitution or removal of vehicles on a Road Passenger Transport Operator Licence
- deletions from a Road Haulage Operator Licence, where vehicles are simply being removed
- 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:

- a. 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 $3 \times €50 = €150$.
- b. 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 $2 \times €150 = €300$ for post or public office application.

If paying by Credit/Debit Card please complete and sign Section 6 on page 3 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 capital and reserves to support the additional vehicles, please submit a new financial standing document demonstrating that the capital and reserves 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 are not met, where any false declaration is made, or if the application is incomplete 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 vehicles authorised on a licence are published by the Minister on www.rtol.ie.
- Any false declaration made in this application may lead to prosecution and 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 091 872950 or Lo-Call 0761 001 601, or by e-mail at rtol@dtas.gov.ie.

