



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

APPLICATION FOR CHANGE OF BUSINESS / REGISTERED / PARKING ADDRESS

Please complete in CAPITAL LETTERS. Tick boxes as appropriate in this form. Please ensure that all relevant documents are enclosed (see page 2).

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

Section 2	Details of Establishment
<p>I wish to make notification of a change of (<i>please tick</i>): <input type="checkbox"/> Business Address <input type="checkbox"/> Registered Office <input type="checkbox"/> Parking Address</p>	
<p>2A New Business Address of Licence Holder (if applicable) _____ _____ 2B Eircode _____</p>	
<p>2C New Registered Office of Licence Holder (if applicable) _____ _____ 2D Eircode _____</p>	
<p>2E New Parking Address of Licence Holder (if applicable) _____ _____ 2F Eircode _____</p>	
<p>2G Office Phone No. _____ 2H Mobile No. _____</p>	
<p>2I Office E-mail _____</p>	
<p>2J Every operator must have adequate parking space and operating premises in the State. Please tick box to confirm that there is adequate operational base and parking for every vehicle on the licence: <input type="checkbox"/></p>	

Section 3	Declaration and Signature
<p>3A I hereby declare that all of the information in this application is true and accurate.</p>	
<p>3B I confirm that all the relevant licence documents are enclosed in the case of a change of Business Address. (<i>See page 2</i>)</p>	
<p>Signed _____ Name in BLOCK CAPITALS _____</p>	
<p>Date _____ Status _____ (Sole Trader, Director, Secretary, Partner, Member of Management Committee)</p>	

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

The following licence documents must be submitted to the Road Transport Operator Licensing Unit for change of business address as this is the address that appears on licence documents:

For **National Licence** holders (Haulage and Passenger)

- The original Operator Licence
- All Certified Copies of the Operator Licence for the vehicles authorised on the licence

For **International Licence** holders (Haulage and Passenger)

- The original Operator Licence
- All Certified Copies of the Operator Licence for the vehicles authorised on the licence
- The original Community Licence
- All Certified True Copies of the Community Licence for the vehicles authorised on the licence

For further information contact the Road Transport Operator Licensing Unit at:

**Department of Transport, Tourism and Sport,
Clonfert House, Bride Street, Loughrea, Co. Galway H62 ET93**
Telephone: 091 872950 Lo-call: 0761 001 601 Fax: 091-872999 E-mail: rtol@dttas.gov.ie
Website: www.rtol.ie

Privacy Statement

The Department of Transport, Tourism and Sport (DTTAS) requires customers to provide certain personal data in order to carry out our legislative and administrative functions. The Department will treat all information and personal data that you provide as confidential, in accordance with the General Data Protection Regulation and Data Protection legislation. Your personal data may be exchanged with other Government Departments or agencies under the remit of DTTAS in accordance with law. Full details of the Department's data protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available at www.dttas.gov.ie/dataprotection. Details of this policy are also available in hard copy upon request by emailing dataprotection@dttas.gov.ie or by writing to Data Protection Unit, Department of Transport, Tourism and Sport, Leeson Lane, Dublin D02 TR60.

Ráiteas Príobháideachta

Éilíonn an Roinn Iompair, Turasóireachta agus Spóirt (DTTAS) ar chustaiméirí faisnéis phearsanta ar leith a sholáthar d'fhonn feidhmeanna reachtacha agus riaracháin a chomhlíonadh. Caithfidh an Roinn le gach faisnéis agus sonraí phearsanta a chuirfidh tú ar fáil mar fhaisnéis agus sonraí atá faoi rún de réir an Rialacháin Ghinearálta um Chosaint Sonraí agus reachtaíocht Cosanta Sonraí.

D'fhéadfai, de réir dlí, do shonraí phearsanta a mhalartú le Ranna Rialtais nó gníomhaireachtaí eile atá ag teacht faoi théarmaí tagartha DTTAS. Tá na sonraí ar fad maidir le beartas cosanta sonraí na Roinne, ina leagtar amach mar a bhainfidh leas as do chuid faisnéise phearsanta, chomh maith le heolas maidir le do chearta mar dhuine is údar do na sonraí le fáil ag www.dttas.gov.ie/dataprotection.

Tá cóip chrua de na sonraí maidir leis an mbeartas seo le fáil freisin ach ríomhphost á iarraidh a sheoladh chuig dataprotection@dttas.gov.ie nó scríobh chuig an Aonad Cosanta Sonraí, An Roinn Iompair, Turasóireachta agus Spóirt, Lána Líosain, Baile Átha Cliath D02 TR60.