



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 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 BLOCK CAPITALS. All documentation indicated in this form must be enclosed.

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

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

Section 3	Declaration and Signature
<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 (only where the Companies Registration Office Number remains the same):</u> A Certificate of Change of Name from the Companies Registration Office</li> <li style="text-align: center;"><u>OR</u></li> <li>• <u>For Change of Name of Sole Trader:</u> Evidence of change of name (e.g. marriage certificate, deed poll)</li> </ul>
<b>3C</b>	I confirm that all the relevant licence documents are enclosed ( <i>see page 2</i> ).
Signed _____	Name in <b>BLOCK CAPITALS</b> _____
Date _____	Status _____ <small>(Sole trader/Director/Secretary/Member of management committee of cooperative/Secretary of cooperative)</small>

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

The following documents must be submitted to the Road Transport Operator Licensing Unit for change of operator name:

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
- All Transport Discs 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
- All Transport Discs 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@dtas.gov.ie](mailto:rtol@dtas.gov.ie)  
Website: [www.rtol.ie](http://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](http://www.dttas.gov.ie/dataprotection). Details of this policy are also available in hard copy upon request by emailing [dataprotection@dtas.gov.ie](mailto:dataprotection@dtas.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 pearsanta 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 pearsanta 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 pearsanta, chomh maith le heolas maidir le do chearta mar dhuine is údar do na sonraí le fáil ag [www.dttas.gov.ie/dataprotection](http://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@dtas.gov.ie](mailto:dataprotection@dtas.gov.ie) nó scríobh chuig an Aonad Cosanta Sonraí, An Roinn Iompair, Turasóireachta agus Spóirt, Lána Liosain, Baile Átha Cliath D02 TR60.