



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>1A Road Haulage Operator Licence <input type="checkbox"/> Road Passenger Transport Operator Licence <input type="checkbox"/></p> <p>1B Licence No. _____</p> <p>1C National <input type="checkbox"/> International <input type="checkbox"/></p> | |

| Section 2 | Details of Change of Name |
|-----------|---|
| 2A | Current name of Operator as recorded on Licence _____ |
| 2B | New name of Operator to be recorded on Licence _____ |

| Section 3 | Declaration and Signature |
|--------------|--|
| 3A | I hereby declare that all of the information in this application is true and accurate. |
| 3B | I confirm the following is enclosed: <ul style="list-style-type: none"> • <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 style="text-align: center;"><u>OR</u> • <u>For Change of Name of Sole Trader:</u> Evidence of change of name (e.g. marriage certificate, deed poll) |
| 3C | I confirm that all the relevant licence documents are enclosed (<i>see page 2</i>). |
| Signed _____ | Name in BLOCK CAPITALS _____ |
| 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**

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