



Return this application to:
Road Transport Operator Licensing Unit
Department of Transport
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"/>	
International <input type="checkbox"/> National <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)			
<p>IMPORTANT NOTE: Where a vehicle is being added to a haulage licence, please specify at column 2 the vehicle type. A Light Commercial Vehicle (LCV) will have a maximum permitted weight of more than 2.5 tonnes, but less than or equal to 3.5 tonnes. A Heavy Goods Vehicle (HGV) will have a maximum permitted weight exceeding 3.5 tonnes. <u>Please read the information below before completing this section.</u></p> <p>International Haulage Operator Licence : Only vehicles which have a maximum authorised weight in excess of 2.5 (metric) tonnes are in scope (i.e., both HGVs and LCVs may be used under an international haulage licence)</p> <p>National Haulage Operator Licence : Only vehicles which have a maximum authorised weight in excess of 3.5 (metric) tonnes are in scope (i.e., only HGVs may be used under a national haulage licence)</p> <p>Passenger Operator Licence (both national and international): Only vehicles with a carrying capacity of 10 or more persons (including the driver) are in scope.</p> <ul style="list-style-type: none"> Each vehicle must be registered in the full and proper name of the applicant unless the vehicle is leased. Where the licence holder is a partner, the vehicle will normally be in the name of just one partner. Each vehicle must be currently taxed, insured for hire or reward in the name of the applicant, and certified as roadworthy. Haulage vehicles with maximum permitted weight of more than 3.5 tonnes (i.e., HGVs) must have a valid tachograph calibration certificate. All passenger vehicles must also have a valid Large Public Service Vehicle (LPSV) Licence. LPSV Licence must be in the name of the operator unless vehicle is leased. 	Registration number	Haulage Only Specify if HGV /LCV	Passenger only LPSV valid until	Is vehicle leased? Y/N
	1			
	2			
	3			
	4			
	5			
	6			

(If necessary, continue on a separate page, to be signed and dated by the applicant)

Every operator must have adequate commercial parking spaces and commercial operating premises in the State. Please provide address(es) including Eircode(s) 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: Credit / Debit Card

Cheque Bank Draft Postal Order (made payable to Department of Transport)

Section 5

Declaration and Signature

- 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)

Office Use Only

FURTHER INFORMATION ON THE ADDITION, SUBSTITUTION OR REMOVAL OF VEHICLES ON YOUR ROAD TRANSPORT OPERATOR LICENCE

Important Note :

- If you hold an international road haulage operator licence, motorised vehicles that have a maximum permitted weight exceeding 2.5 (metric) tonnes may be authorised for hire or reward usage.
- If you hold a national road haulage operator licence (i.e., valid only within the State), only motorised vehicles that have a maximum permitted weight exceeding 3.5 (metric) tonnes may be authorised for hire or reward usage.
- Under legislation, it is a requirement that licence holders have at least one compliant vehicle at their disposal. Where no vehicles are authorised for use under an operator licence, the licence may be suspended or withdrawn.

(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.
Postal/paper 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.
Postal/paper 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 $3 \times \text{€}40 = \text{€}120$ and by post or public office application the fee is $3 \times \text{€}50 = \text{€}150$. 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 $\text{€}20 \times 2 = \text{€}40$ or $\text{€}25 \times 2 = 50$. The total fee is therefore $3 \times \text{€}40 = \text{€}120$ or $3 \times \text{€}50 = \text{€}150$.
- 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 $\text{€}46 \times 3 = \text{€}138$ if the application is made online and $\text{€}50 \times 3 = \text{€}150$ if the application is made by post or at the public office. The total fee is therefore $2 \times \text{€}138 = \text{€}276$ for online application and $2 \times \text{€}150 = \text{€}300$ 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 to support the vehicles at its disposal. The requirements are set down in legislation, and may be summarised by licence type as per the below table:

<ul style="list-style-type: none">• To hold a Road <i>Passenger</i> Transport Operator Licence (national or international) you must have capital and reserves of at least €9,000 for the first vehicle, and €5,000 for each additional vehicle to be authorised for use under the licence.
<ul style="list-style-type: none">• To hold a <i>national</i> (i.e., within the State only) Road <i>Haulage</i> Transport Operator Licence, you must have capital and reserves of at least €9,000 for the first vehicle, and €5,000 for each additional vehicle to be authorised for use under the licence.
<ul style="list-style-type: none">• To hold an <i>international</i> Road <i>Haulage</i> Transport Operator Licence, the required sums are <i>dependent on the type</i> of vehicles in use.<ul style="list-style-type: none">- Where you operate <i>exclusively</i> Light Commercial Vehicles (maximum authorised load of more than 2.5 tonnes, but less than or equal to 3.5 tonnes), then you must have capital and reserves of €1,800 for the first vehicle, and €900 for each additional vehicle to be authorised for use under the licence.- Where you operate <i>any</i> Heavy Goods Vehicles (maximum authorised load of more than 3.5 tonnes), then you must have capital and reserves of €9,000 for the first vehicle, and €5,000 for each additional HGV and/or €900 for each additional LCV to be authorised for use under the 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 electronically 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 091872950 or by email at rtol@transport.gov.ie.

Section 6**Credit / Debit Card Payment****Card Payment Option**Mastercard Visa Other Expiry Date: - MM-YY

Cardholder's Name (as it appears on card):

Card Number:

C V V (last 3 digits on back of card)

Please charge my credit/debit card with

€ . **(If the fee entered on this form is found to be incorrect your credit/debit card will be charged the correct fee for the application.)****Signature of Cardholder:****Privacy Statement**

The Department of Transport (DoT) 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 DoT 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 <https://www.gov.ie/en/publication/fdde77-data-protection/>. Details of this policy are also available in hard copy upon request by emailing dataprotection@transport.gov.ie or by writing to Data Protection Unit, Department of Transport, Leeson Lane, Dublin D02 TR60.

Ráiteas Príobháideachta

Éilíonn an Roinn Iompair (DoT) 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'fhéadfaí, de réir dlí, do shonraí phearsanta a mhalartú le Ranna Rialtais nó gníomhaireachtaí eile atá ag teacht faoi théarmaí tagartha DoT. 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 <https://www.gov.ie/en/publication/fdde77-data-protection/>. Tá cóip chrua de na sonraí maidir leis an mbeartas seo le fáil freisin ach ríomhphost á iarraidh a sheoladh chuig dataprotection@transport.gov.ie nó scríobh chuig an Aonad Cosanta Sonraí, An Roinn Iompair, Lána Liosain, Baile Átha Cliath D02 TR60.