

## Application for a new small public service vehicle (SPSV) licence

This form is for new small public service vehicle licence applications only, **except in respect of a local area hackney licence, see Form LAH 1.**

Applications using this Form are currently accepted only for wheelchair accessible taxis, wheelchair accessible hackneys and limousines. Please make sure that your vehicle satisfies the licensing conditions before submitting your application. **See Information Guide G1 and G9 (wheelchair accessible vehicles) for further information.**

### Section 1: Applicant details

**Application by an individual:** Fill in your name, contact details, PPS number, and your trading name (if different). These details should **exactly** match those on your current electronic tax clearance certificate.

**Application by a non-EEA national:** Fill in the details as above and ensure that in signing the declaration in Section 5 you understand that you are not precluded by any visa permissions or similar conditions from operating a business or being self-employed in the State.

**Application on behalf of a limited company:** Fill in the contact name and contact details, the company name and number, and the trading name (if different).

These details should **exactly** match those on the company's current electronic tax clearance certificate. Note that prior to licence issue the Authority is obliged to record the names and addresses of company directors and all persons who "have control of the company".

Licence holder surname*																										
Licence holder first name(s)*																										
Trading-as																										
PPS number*																										
Date of birth**	D	D	M	M	Y	Y	Y	Y																		
Company number**																										
Current address*																										
Contact phone numbers*	Landline													Mobile												
Email																										

\*Mandatory field

\*\*Date of birth must be provided if applying in personal name. Company number must be provided for any application in relation to a limited company or trading-as details.

### Section 2: Licence type and fees payable (applications cannot be processed without payment)

Licence type sought (please tick ✓)		Licence fee	Initial Suitability Inspection	Total due	Total Enclosed
Wheelchair accessible taxi	<input type="checkbox"/>	€125*	€45	€170	€
Wheelchair accessible hackney	<input type="checkbox"/>	€125*	€45	€170	€
Limousine	<input type="checkbox"/>	€1,000	€45	€1,045	€

## Application for an SPSV licence

\*If your vehicle is more than nine years old, it will be licensed only to its 10<sup>th</sup> birthday. In respect of limousines over 10 years of age a 6 month licence is issued, the fee for such licence is €75. Please see Guide G1 for further details, or telephone the booking line on 0761 064 000.

### Section 3: Vehicle details

<b>Vehicle registration (mandatory)</b>	<input type="text"/>	
Is the application in respect of a wheelchair accessible vehicle?	No <input type="checkbox"/>	
	Yes <input type="checkbox"/> I have a Technical Assessor's full Report dated within the past 60 days. <input type="checkbox"/>	
Is the application in respect of a limousine? <i>(Please see Information Guide G1 for the level of proof required in respect of modified vehicles)</i>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
	If Yes above, has the vehicle been modified or altered from the base manufacturer's original specification?	Vehicle with unique characteristics Yes <input type="checkbox"/> I have a Technical Assessor's basic Report dated within the past 60 days. <input type="checkbox"/>

### Section 4: For wheelchair accessible taxi and wheelchair accessible hackney applications only:

#### Details of operational periods, areas and drivers

Please complete the fields below: you will be requested to confirm or update these details when you call to book the vehicle in for Initial Suitability Inspection prior to the eventual issue of the licence.

	Day/Time	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
<b>Time of Operation</b>	Morning							
	Afternoon							
	Eve/Night							
<b>Area of Operation (Town, County)</b>	<input type="text"/>				<input type="text"/>			
<b>Contact phone numbers</b>	Landline <input type="text"/>				Mobile <input type="text"/>			
<b>Email</b>	<input type="text"/>							
<b>Website</b>	<input type="text"/>							
<b>Driver Names (please supply any others on a separate sheet)</b>	<b>First name</b>				<b>Last Name</b>			
<b>Driver 1</b>	<input type="text"/>				<input type="text"/>			
<b>Driver 2</b>	<input type="text"/>				<input type="text"/>			
<b>Driver 3</b>	<input type="text"/>				<input type="text"/>			

### Section 5: Terms and conditions applying to the operation of a small public service vehicle (SPSV) licence

By applying for the grant of an SPSV licence I agree to the terms and conditions listed below:

1. I grant the National Transport Authority permission to verify my tax clearance status with Revenue.
2. The National Transport Authority will use the information provided for the purpose of administering the SPSV licensing system and in order to perform the functions assigned to it by the Taxi Regulation Act 2013, as amended, including the maintenance of a public register of SPSVs. Information provided will be shared with certain authorised third parties where necessary in order to carry out our licensing function and for the purposes of law enforcement. The National Transport Authority is registered with the Office of the Data Protection Commissioner and all information sharing will be performed in accordance with the Data Protection Acts 1988 and 2003.
3. The National Transport Authority is authorised to collect Personal Public Service (PPS) Numbers for identification purposes only and will not be sharing same with any unauthorised third party.
4. The operation of an SPSV licence is subject to the provisions of the Taxi Regulation Act 2013, Road Traffic Acts 1961-2006, Roads Act 2007, Public Transport Regulation Act 2009 and any statutory instruments made thereunder.
5. I confirm that the associated vehicle is taxed, and shall remain insured for use as a small public service vehicle during the period of validity of the licence, unless ownership is transferred.
6. I accept that the National Transport Authority may check that my vehicle is insured as a small public service vehicle at any point during the validity of the licence and may forward information obtained from any such check to any relevant agency.
7. As the licence-holder, I confirm that it is my responsibility to make the booking application.
8. I am aware that it is illegal to operate more than one vehicle under the same SPSV vehicle licence number.
9. As the licence-holder, I am responsible for the ongoing renewal of this licence. I am aware that the licence fee is non-refundable.
10. I am aware that a licence certificate will be issued only after passing the Initial Suitability Inspection. I am aware that a fee is payable for issue of a duplicate.
11. As the licence-holder, it is my responsibility to notify the National Transport Authority of any change to the above details.
12. I am aware that any subsequent modifications to the licensed vehicle after the vehicle's Initial Suitability Inspection may invalidate the licence.
13. If a wheelchair accessible licence, I consent to these details being added to the wheelchair accessible licence register.
14. If I, as applicant, am a non-national, I declare that I am not precluded, by the conditions pertaining to my permission to be in the State, from operating a business or being self-employed in the State.
15. As a licence-holder I am required to ensure that any person operating a licensed vehicle owned by me holds a valid small public service vehicle driver licence as well as being appropriately insured. I am also required to keep records that substantiate this.

I hereby apply for the grant of a licence in respect of the vehicle specified in Section 3 above. I declare that the particulars furnished herein are true and accurate. I accept that false or misleading information may lead to prosecution and/or the revocation of the licence. I also accept that incomplete or inaccurate information may delay the issue of a licence. I have read and understood the above terms and conditions which apply to the issue of a small public service vehicle licence by the National Transport Authority and agree to be bound by them.

**Signed**

**Date**

D	D	/	M	M	/	Y	Y	Y	Y
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### Section 6: Submission of form

Submit the completed form, along with:

	Tick ✓ to confirm
1. The relevant payment (bank draft, or postal order made payable to the National Transport Authority)	<input type="checkbox"/>
2. For a wheelchair accessible vehicle the completed Technical Assessor's full Report complete with supporting test data	<input type="checkbox"/>
3. For a limousine that is "modified" the completed Technical Assessor's Report	<input type="checkbox"/>

Send to:

SPSV Licensing Section  
PO Box 436  
City North Business Park  
Tuam Road,  
Galway

## Application for an SPSV licence

Upon successful application, a conditional offer letter will be sent with a provisional vehicle licence number within 5 to 10 working days. This letter will provide further instructions on how to complete the licensing process. You are advised to ensure that you fully understand the requirements and responsibilities of a SPSV licence holder.

For further information or assistance please contact the vehicle licensing booking line on 0761 064 000 or visit the Authority's website at [www.nationaltransport.ie](http://www.nationaltransport.ie).

### For office use only

Date of Receipt	Form		Vehicle	Accepted
	OK <input type="checkbox"/>		Unsuitable <input type="checkbox"/>	<input type="checkbox"/>
	Incomplete <input type="checkbox"/>		Already licensed <input type="checkbox"/>	
	Assessor's Report provided	Yes <input type="checkbox"/> No <input type="checkbox"/>		