

## 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 LAH1.**  
**You must include proof of address with this form** which can be a copy of a recent utility bill, bank statement or driver’s licence dated within the last 6 months. 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 the Initial Suitability Inspection manual for further information, [www.nationaltransport.ie](http://www.nationaltransport.ie)**

### Section 1 Applicant details

**Application by an individual:** Fill in your name, contact details, PPS number, and your trading as 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. These details should **exactly** match those on the company’s current electronic tax clearance certificate. Note that prior to licence issue the NTA is obliged to record the names and addresses of company directors and all persons who “have control of the company”. This will be captured when the NTA contacts you.

<b>Licence holder surname</b>	<input type="text"/>										
<b>Licence holder first name(s)</b>	<input type="text"/>										
<b>Trading-as</b>	<input type="text"/>										
<b>PPS number</b>	<input type="text"/>										
<b>Date of birth</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px;">D</td><td style="width: 20px;">D</td><td style="width: 20px;">/</td><td style="width: 20px;">M</td><td style="width: 20px;">M</td><td style="width: 20px;">/</td><td style="width: 20px;">Y</td><td style="width: 20px;">Y</td><td style="width: 20px;">Y</td><td style="width: 20px;">Y</td> </tr> </table>	D	D	/	M	M	/	Y	Y	Y	Y
D	D	/	M	M	/	Y	Y	Y	Y		

**OR**

<b>Company Name</b>	<input type="text"/>
<b>Tax Reference number</b>	<input type="text"/>
<b>Company number</b>	<input type="text"/>
<b>Trading As</b>	<input type="text"/>
<b>Company Director 1 Name &amp; Address</b>	<input type="text"/>
<b>Company Director 2 Name &amp; Address</b>	<input type="text"/>

**AND**

<b>Current address</b>	<input type="text"/>		
<b>Contact phone numbers</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><input type="text"/></td> <td style="width: 50%;"><input type="text"/></td> </tr> </table>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>		
	Landline	Mobile	
<b>Email address</b>	<input type="text"/>		
<b>I would like to opt out of accepting correspondence by</b>	Email	<input type="checkbox"/>	

**Section 2: Licence type and fees payable: (Please tick either Card Payment or Bank Draft/Postal Order)**

Licence type sought (please tick ✓)	Licence fee	Initial Suitability Inspection	Total Due	Card Payment** please tick ✓	Total Enclosed: (If Bank Draft/ Postal Order) please tick ✓
Wheelchair accessible taxi <input type="checkbox"/>	€125	€45	€170	<input type="checkbox"/>	<input type="checkbox"/> €
Wheelchair accessible hackney <input type="checkbox"/>	€125	€45	€170	<input type="checkbox"/>	<input type="checkbox"/> €
Limousine* <input type="checkbox"/>	€1,000	€45	€1,045	<input type="checkbox"/>	<input type="checkbox"/> €

\*In respect of limousines over 10 years of age a 6- month licence will be issued. Please see Guide G1 for further details, or telephone the booking line on 0818 064 000.

\*\*If you tick the card payment box, you will be contacted by an advisor to take payment over the phone.

**Section 3: Vehicle Details**

Vehicle registration (Mandatory)  -  -

Total number of seats (including the driver)  See box S1 of the Vehicle Registration Certificate.

Licence type applied for (tick one)	
Wheelchair accessible taxi or Wheelchair accessible hackney <input type="checkbox"/> I confirm I have a Technical Assessor's full Report dated within the past 60 days, copy to be included. <input type="checkbox"/> Formal in-vehicle test proof required.	Limousine <input type="checkbox"/> If the vehicle is modified and unique, a Technical Assessor's basic Report is required dated within the past 60 days, copy to be included. <input type="checkbox"/> Please see information Guide G1 for the level of proof required in respect of modified limousines.

**Section 4: Application for wheelchair accessible taxis and wheelchair accessible hackneys only: area of operation and booking details.**

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

Times of operation: Please tick	Day/Time	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Morning								
Afternoon								
Evening/ Night								

Area of operation (town, county)

**Booking Information**

Phone number for bookings  
Mobile  Landline

Email for bookings

Website/app for bookings

If you are a WAV grant applicant please provide your case reference number  C  A

*This can be found at the top of your provisional grant offer letter*

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

1. I grant the National Transport Authority permission to verify my tax clearance status with Revenue.
2. The National Transport Authority may 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. SPSV licence holder name, vehicle registration and other details pertinent to the licence will be publicly available on the public register and can be accessed on TransportforIreland.ie and the Driver Check application. Please refer to the SPSV Privacy Notice on www.nationaltransport.ie for further information. 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 share same with any unauthorised third party.
4. The operation of an SPSV licence is subject to the provisions of the Taxi Regulation Acts 2013 and 2016, Road Traffic Acts 1961- to date, 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 public 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. Bank draft or postal order (made payable to 'National Transport Authority'. Please note 'NTA' is not acceptable and will be returned). If not submitting postal payment, you will be contacted by an advisor to take card payment over the phone.	<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 basic Report.	<input type="checkbox"/>

Send to:

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

Upon successful processing of this application, a conditional offer letter will be sent with a provisional vehicle licence number within 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 call 0818 064 000 or visit [www.nationaltransport.ie](http://www.nationaltransport.ie)**