

Vehicle Licence Renewal Notice

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Your CCSN:

Your licence number:

Linked to the vehicle registered:

Licence category

Licence expiry date:

Your SPSV licence is due to expire shortly. The Authority recommends that you begin the renewal process as soon as possible in order to account for any delays. **Note that the Authority cannot guarantee an appointment if you leave it too late.** You are reminded that it is an offence to operate an SPSV with an expired licence.

As a condition of licensing, you are required to declare at the time of booking that you are (1) the registered owner of the vehicle, or (2) that the vehicle is held by you under a lease agreement or a hire-purchase agreement. Confirmation of this is required to complete the booking process

If the vehicle is a taxi, you will be required to have the prescribed door signage installed by a supplier authorised by the NTA on your vehicle at the time of your inspection. Absence of the door signage on taxis, or its installation by an unauthorised supplier, will lead to a failed inspection and your licence will not be renewed.

If your vehicle has been modified since your last renewal, you need to obtain a Technical Assessor's Basic report. This must be less than 60 days old on the date of inspection. Bring a copy to your inspection.

Images of your vehicle will be taken at inspection for vehicle identification and quality purposes.

For age rules and suitability requirements, visit www.nationaltransport.ie.

Documents required for booking

The National Transport Authority validates all documentation at time of booking. You must have the following documents in order when calling to book your licensing appointment:

1. Valid tax clearance certificate. You must successfully complete the electronic tax clearance process with Revenue at least 48 hours before calling to book your inspection.
2. Valid NCT certificate within 90 days of your appointment date. You must complete your NCT roadworthiness test at least 2 working days before calling to book your inspection.
3. Terms and conditions: You must confirm that you have read and accept the terms and conditions.

Important notes:

An appointment will be offered within the time period in which all of your documents are valid. Booking appointments may only be made by the licence holder and security questions will be asked to confirm the caller's identity using the information provided in your application.

A vehicle licence can be reactivated up to one year from its expiry date, subject to payment of the graduated fees in force. There is no possibility to extend this date under any circumstances.

Please note: if the vehicle associated with your licence is over ten years old and the final date of operation has not yet been reached, that licence will be granted for six months at a time. An exemption to this rule applies to 'vintage' limousines, i.e. those vehicles with a first date of registration before 1st January 1980. These are granted licences for 12 months.

Terms and conditions

1. I understand that 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 Acts 2009 and 2016 and any statutory instruments made thereunder.
2. As the licence holder, I am responsible for the ongoing renewal of this licence. If the licence expires before the renewal process is completed, a late renewal fee will apply (currently waived until 1st July 2022) in addition to the standard renewal fee. I understand that the licence renewal fee is non-refundable. It is my sole responsibility to make any renewal application.
3. I understand that a licence certificate will be issued to me after a successful Initial Suitability Inspection and on each successful renewal thereafter. If this is lost after dispatch by the National Transport Authority, a fee is payable for a duplicate. I understand that this certificate remains the property of the National Transport Authority.
4. I understand that it is my responsibility to notify the National Transport Authority of any change to my contact details.
5. I understand that it is an offence to fail to notify the National Transport Authority of any change of address not later than 21 days after the change. Failure to notify the National Transport Authority of such a change may lead to prosecution.
6. I understand that I am required to ensure that any person operating this licensed vehicle owned by me holds a valid small public service vehicle driver licence and is appropriately insured. I am also required to keep records to substantiate this.
7. I understand that I must maintain tax cleared status during the full validity of this licence. I grant the National Transport Authority permission to verify my tax clearance status with Revenue.
8. I confirm that the associated vehicle shall remain appropriately taxed, and insured for use as a small public service vehicle during the period of validity of the licence
9. 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 that information to any relevant agency.
10. I understand that it is illegal to operate more than one vehicle under the same SPSV vehicle licence number.
11. I understand that the National Transport Authority may, at any time, revoke a licence if it is satisfied that the holder of the licence is no longer a suitable person to hold a licence.
12. I understand that, if the licence expires, or if it is revoked or suspended by the National Transport Authority, I must return any disc to the National Transport Authority not later than 21 days after receipt of notification from the National Transport Authority AND provide written confirmation that all SPSV signs have been removed from the vehicle.
13. I understand that any modifications to the licensed vehicle after the vehicle's Initial Suitability Inspection may invalidate the licence.
14. If a wheelchair accessible licence holder, I confirm that all the details I provide are true and consent to my details being added to the Wheelchair Accessible Vehicle Services register.
15. If the licence is held in the name of a company, I consent to my details being added to the company details register.
16. I declare that I am not precluded, by any conditions pertaining to my permission to be in the State, from operating a business or being self-employed in the State.
17. I understand that the National Transport Authority is authorised to collect Personal Public Service (PPS) Numbers for identification purposes.
18. I understand that 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 Acts 2013 and 2016, including the maintenance of a public register and the Driver Check app. Information provided will be shared with certain authorised third parties where necessary in order to carry out our functions and for the purposes of law enforcement. The 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.
19. I confirm that the particulars furnished herein are true and accurate. I accept that false or misleading information may lead to the revocation of my licence and a criminal prosecution. I also accept that incomplete or inaccurate information may delay the issue of a licence.
20. I have read, understood and accept these terms and conditions. I agree to be bound by these terms and conditions, together with the legislation in force for the time being during the validity of this licence period.

Make sure your licence and tax clearance details match

Some examples of variations that would fail on renewal are shown below.

Name on licence	Name on tax clearance	Suitable for licensing
James Murphy	Jim Murphy	No
	James Murphy Jnr	No
	James Joseph Murphy	No
	Seamus Ó Murchú	No
	James J Murphy	No
	James Murphy	Yes

If you require further information please call 0761 064 000