

Confirmation of SPSV Licensing Appointment

	Your CCSN:
	Your licence number:
	Associated to the vehicle registered:
	Licence category:
	Booking reference number:

The details of your agreed vehicle licensing inspection appointment are detailed below. Your vehicle will be photographed at the inspection for identification and quality purposes.

If you fail to show at the inspection centre, date and time below you will forfeit the total transaction fee paid and the booking will be cancelled. It is not possible to reschedule or cancel an appointment on the day of your appointment. If you cancel or reschedule your appointment within one working day of your booking, you will forfeit the inspection fee of €30 for a Licence Renewal Assessment (LRA) or €45 for Initial Suitability Inspection (ISI).

Licensing Centre:	
Address:	
Inspection Date and Time:	
Total Transaction Fee: (€)	
Booking Reference:	
Payment Reference:	

Preparation for your Vehicle Inspection

- The vehicle must meet the requirements set out in the ISI or LRA Inspection Manuals, including the presence and suitability of the safety equipment required by law. These manuals detail exactly what will be examined during the inspection and can be downloaded from our website www.nationaltransport.ie
- Bring your original, current, SPSV-use specific insurance certificate with you.
- The name on your original insurance certificate, on your tax clearance record and on your vehicle licence must all be exactly the same.
- You must return your tamper-proof licence discs whenever you renew or change the vehicle on your licence. If you cannot return the discs, you must submit a signed declaration that they were destroyed beyond use (form TP1). If you cannot confirm this (e.g. theft), you must contact the Authority for further information.
- Any sign or advertisement on the vehicle must comply with the relevant size, location and content regulations.
- If the seating has been modified since the last inspection, you must bring a copy of a Technical Assessor's Basic Report which is less than 60 days old.
- See overleaf for a summary of the Terms and Conditions

Reminder: Drivers are responsible for notifying NTA of the vehicle they are operating. After changing the vehicle on your licence, a new driver link to that vehicle must be completed before beginning to drive.

There are four means of creating a link

1. SPSV Online Services system: <https://spsvonline.nationaltransport.ie>
2. SPSV Online Services App
3. By calling the SPSV Information line 0761 064 000
4. Through the SMS service

Terms and Conditions to be read and understood in conjunction with relevant SPSV legislation

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 there under.
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 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 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 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 understand 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 there is an exact name match on your licence, tax clearance and insurance certificate. Some examples of variants are shown below.

Name on Vehicle Licence	Name on Insurance and Tax Clearance	Suitable for Licensing
James Murphy	Jim Murphy	No
	James Murphy Jnr	No
	James J Murphy	No
	Seamus Murphy	No
	James Murphy Ltd	No
	James Murphy	Yes

Ensuring customer and inspector safety during the COVID-19 Emergency

Customers are advised not to arrive more than five minutes before their appointment time, and not to have more than one person per vehicle.

Use of waiting areas must be minimised, so customers are requested to wait in their vehicles once they have checked in with the inspector. When the vehicle is not available, customers are requested to wait outside. This means considering what is suitable attire for the weather conditions on the day.

Customers will be required to:

- Maintain social distancing when in the waiting room and Inspection Centre environs
- Leave vehicles in a hygienic state for the inspectors to assess. This includes the removal of used tissues and leaving the windows open.
- Further information on vehicle hygiene can be found below

Vulnerable Persons

It is not a requirement for the SPSV licence holder to present the vehicle for inspection. Accordingly, any vulnerable persons are advised to request another person to present their vehicle where possible. The person presenting the vehicle should be provided with the insurance certificate to be presented at the inspection.

All persons are urged to follow Government and HSE guidelines.

Keeping your vehicle clean to reduce the spread of the Coronavirus

- Regularly disinfect surfaces, such as card payment devices, steering wheels, gear stick, handbrake, door handles, seats and the backs of seats and headrests. Pay close attention to all surfaces that are touched often by passengers.
- Wash hands frequently with soap and water (keep a bottle of water, soap and towels in your vehicle or use a sanitizer gel if you have it) and refer to the HSE handwashing guidelines.
- Carry a box of tissues and use tissues to catch coughs and sneezes. Dispose of used tissues in the bin as soon as possible.