

NOTES

Please contact your local Motor Tax Office if you need any assistance completing this form

1. When to use this form

This form may be used to apply for up to six Trade Licences, or for a Replacement Trade Licence if one previously obtained has been lost, stolen or destroyed.

2. How to complete this form

Section A

- Enter name, address and phone number in the space provided. In the case of a LEGAL ENTITY, the full and correct legal title must be declared, e.g. in the case of a registered company, the name should be stated as per the Certificate of Incorporation. In the case of a private firm, the name by which it is ordinarily known and the names of the partners must be given, e.g. "John and Mary Murphy trading as Murphy Motors".
- Enter VAT number, OR, where turnover does not exceed minimum for VAT registration purposes, Revenue and Social Insurance (RSI) number.
- Enter Valuation for Rating purposes, OR, if the premises are new and not yet valued, the Planning Permission number and the date it was granted.
- Enter the name of a person who can be contacted during normal office hours, should this be necessary.

Section B

Enter the name of the **Insurance** Company providing you with cover appropriate to a Motor Trader under the Road Traffic Act 1961, as amended, and the date on which that insurance policy expires. You must include your Insurance Certificate with this application, it must be the original Certificate and not a copy.

Section C

- C1.** Indicate the type of application you are making by ticking the box at (i), (ii) or (iii). If you are applying for a replacement licence (iii), please enter the registration number of the licence to be replaced and tick the box for Lost, Stolen or Destroyed, whichever is closest to the reason why you require the replacement. Please note that any plate which is being replaced which is still in your possession must be surrendered to the Motor Tax Office with this application.
- C2.** Enter the number of trade plates you require of each type. Up to six trade plates in total may be applied for using this form. If you require more than six trade plates, you must complete additional form(s).
- C3.** If you have held a trade plate previously, enter the year in which the most recent trade plate licence(s) you held expired.
- C4.** Enter the year in which the trade plate(s) you are now applying for will commence.

Section D

- The **Signature** on the application must be that of the Motor Trader. In the case of companies registered under the Companies Act 1963, the signature must be that of the Managing Director or Secretary. Where a private firm is concerned, one of the partners' signatures must be inserted.
- It is a serious offence to make a false declaration.

3. What must accompany this form

You **MUST** include the following with this application:

- **Fee** - You must include a cheque or postal order for the correct fee, made payable to the appropriate County Council/Corporation and crossed "Motor Tax Account". Do not send cash through the post. Contact your local Motor Tax Office for clarification of the appropriate fees or other payment methods.
- Evidence of registration for Value Added Tax (VAT Number) OR where turnover does not exceed minimum for VAT registration purposes, the Revenue and Social Insurance (RSI) Number.
- Evidence of valuation for Rating purposes of the applicant's premises or, if the premises are new and not yet valued, evidence of Planning Permission.
- Current Certificate of Insurance under the Road Traffic Act 1961, as amended, appropriate to a Motor Trader.
- If applicable, Plate being replaced which is still in your possession.

INFORMATION ON TRADE PLATES

- The conditions under which Trade Licences may be issued to and used by applicants are set out in Section 21 of the Finance (No. 2) Act, 1992, the Road Vehicles (Registration and Licensing) (Amendment) (No. 2) Regulations, 1992 and the Vehicle Registration and Taxation (No. 2) Regulations, 1992.
- Trade Licences are **NOT** transferable.
- Trade Licences may be issued for a maximum period of one calendar year. There is no reduction in duty where part of the year has expired before the date of issue of a Trade Licence. There is no refund of duty under any circumstances.
- If a Trade Licence is lost, stolen or destroyed, the Motor Tax Office must be notified immediately. If only one plate is involved the other plate should be returned to the Motor Tax Office. If a replacement is required, application should be made to the Motor Tax Office. It is an offence for a licence holder or another person to make or display a copy of a trade licence. The maximum penalty for conviction of an offence related to a trade licence is €1269.74 and/or a prison term not exceeding six months.
- If your application for a Trade Licence is refused, you have a right to appeal against such refusal to the District Court under Section 21(9) of the Finance (No. 2) Act, 1992.

PRIVACY STATEMENT

The Department of Transport, Tourism and Sport (DTTAS) 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 DTTAS 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 www.dttas.gov.ie/dataprotection. Details of this policy are also available in hard copy upon request by emailing dataprotection@dttas.gov.ie or in writing to Data Protection Unit, Department of Transport, Tourism and Sport, Leeson Lane, Dublin D02 TR60.