

# Amusement Machine Licence Renewal Application



**IT IS AN OFFENCE TO TRADE WITHOUT AN EXCISE LICENCE. YOU MUST WAIT UNTIL THE LICENCE ISSUES BEFORE YOU COMMENCE TRADING.**

Please read the notes overleaf before completing this application

Please Complete in **BLOCK CAPITALS**

**Do NOT enclose payment with this application**

## Licence/Permit Details

**Licensee Name:** \_\_\_\_\_  
Please enter the Licensee name. *(These details will appear on the Licence)*

**Premises Address:** \_\_\_\_\_  
Please enter the address of the premises that is to be licensed.

**Tax Reference No:**

--	--	--	--	--	--	--	--	--	--

  
Please enter the Tax Reference Number of the Licensee as named across.

**Amusement Machine Permit - Licence Ref. No:** \_\_\_\_\_

**Please complete this form to request a Renewal Notice for Amusement Machine Licence(s)  
(see overleaf for section When to use this Form)**

## Amusement Machine Licence

You must apply for/hold a valid Amusement Permit to apply for Amusement Machine Licence(s).

Licence category and Excise Duty	Expiry date (please enter year)	Number of Machine Licence(s)
Annual            €125 per machine	30 <sup>th</sup> June _____	
High Season      €38 per machine	31 <sup>st</sup> Aug _____	

## Schedule of Public Places

**To be completed where details have changed from the original Application**

Section 122 (1) of the Finance Act 1992 requires that a schedule of the various public places to be covered by the Amusement Machine Permit be provided to the Revenue Commissioners. Please provide details below. An additional page may be used if required

Public Place(s) - [Address of premises where machines will be located]	Number of Licences

## Declaration

I declare that the person(s)/entity named above is/are the current trading person(s)/entity and I hereby make application for the licence described above.

**Signature** \_\_\_\_\_                      **Date** \_\_\_\_\_

**Position** \_\_\_\_\_                      **Tel. No:** \_\_\_\_\_

Director, Secretary, etc.

## When to use this Form

### Renewal of existing Annual/High Season Amusement Machine Licence(s):

This form can be used to inform Revenue of the number & location of Amusement Machine Licence(s) you wish to acquire. This can be done by email at [exciselicences@revenue.ie](mailto:exciselicences@revenue.ie) or by contacting the **National Excise Licence Office on 1890 500 400**.

### Where additional Amusement Machine(s) are being added during the Licensing Year.

This form can be used to inform Revenue of the additional number of location of new Amusement Machine Licence(s) required.

### Where there has been a change of Location of Amusement Machine Licence(s) during the Licensing Year.

In the event that existing, licensed Amusement Machine(s) have changed location during the Licensing Year, please use the Schedule of Public Places section on this form to advise Revenue of the new location details.

## Application Process

**Requirements:** You must hold a valid Tax Clearance Certificate. However, **do not** submit the Certificate with your Application.

### Process:

- Complete this Application Form and submit to the National Excise Licence Office, Government Offices, The Glen, Waterford. **Do not submit Payment with this Application.**
- The completed Application Form is processed and if approved a Renewal Notice to apply for your Amusement Machine Licence(s) will issue
- On receipt of your Renewal Notice, you can apply for your Amusement Machine Licence(s) using the **Payment Options** below.

## Payment Options

- **Revenue On-Line Service (ROS)** You can renew your Excise Licence on-line using ROS For details visit the Revenue website at [www.revenue.ie](http://www.revenue.ie) or phone **ROS Helpline:1890 201 106**
- **By completion of the Payslip located at the bottom of the Renewal Notice:** Payment should be made by cheque / bank draft and made payable to the Collector-General using the prepaid envelope provided. **Do Not Enclose Cash**

Office of the Revenue Commissioners  
National Excise Licence Office  
Government Offices  
The Glen  
Waterford

Contact us:  
1890 500 400  
[exciselicences@revenue.ie](mailto:exciselicences@revenue.ie)  
[www.revenue.ie](http://www.revenue.ie)

