

NOTES

You may use this form to apply for approval for the following licence types:

1. Wholesale Dealer and Retailer of Spirits, Wine or Sweets (**Please specify**, e.g. Wholesale Dealer in Wine).
2. Distiller of Spirits, Rectifier or Compounder of Spirits, Brewer of Beer for Sale, Manufacturer of Sweets for Sale, Manufacturer of Cider or Perry for Sale.
3. Passenger Vessel.
4. Greyhound Racetrack.
5. Mineral Oil Trader.
6. Methylated Spirits Retailer.

An original court certificate must accompany the following applications:

7. Retailer's Off Licence (Beer and/or Wine and/or Spirits)
8. Wholesale dealer in Beer
9. New Publicans Licence or transfer of Publicans Licence
10. New Special Restaurant Licence

Other documents required

11. A Theatre licence must have a Court issued Public Music and Singing Licence and also a 3-6 month official program of events. (A Revenue Officer must first visit and report on the premises before the First Time Application Notice will be issued).
12. A Wine Retailer's On application must also be accompanied by a Wine Retailer's On Requisition form (Wineap), that must be completed in triplicate. The Courts and An Garda Síochána are informed and allowed 30 days in which to place any objection to the issuing of the Licence.

The Application should be **signed** by the Licensee if a Sole Trader, by one of the Partners if a Partnership or, in the case of an Incorporated Firm by the Company Secretary or a Director of the Company.

If this Application is approved the Revenue Commissioners will issue you with a **First Time Application Notice** to apply for the Licence, at which stage you will be required to declare that you hold in your possession the following documentation (These will also be listed on the First Time Application Notice):

1. A valid **Tax Clearance Certificate** in the name of the Licensee will be required to take up the Licence in all cases **except** Methylated Spirits Retailer.
2. If the Applicant is a Limited Company, under Section 38(a) of the Intoxicating Liquor Act 2000 a **Short Certificate of Incorporation** dated not earlier than **4 weeks** before the date of application, will be required to apply for the Licence. Duplicate Certificates of Incorporation are available at www.cro.ie. LoCall 1890 220 226 or 01 804 5200 (**Applies to Liquor Licences only**).
3. If the Applicant trades using a business name (i.e. the name over the door of the premises) which is not that of the beneficial owner of the business, under Section 38(b) of the Intoxicating Liquor Act 2000, a **Certificate of Registration of the Business Name** will be required to apply for the Licence. Duplicate Certificates of Registration of the Business Name are available at www.cro.ie. LoCall 1890 220 226 or 01 804 5200 (**Applies to Liquor Licences only**).

Once you have received your First Time Application Notice from the National Excise Licence Office you can apply for your Licence using either of the methods below:

Revenue On-Line Services (ROS): You can apply for your Excise Licence on-line using ROS. For details visit the Revenue website at www.revenue.ie or phone **ROS Helpline: 1890 201 106**

OR

By completion of the Payslip located at the bottom of the First Time Application 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
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www.revenue.ie**