

Gaming Licence and Gaming 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

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No:

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

Gaming Licence Ref. No:

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

Gaming Licence

Please submit a valid, original Gaming and Lotteries Act 1956, Section 15 Gaming Court Certificate.

Licence Type	Expiry date (dd/mm/yyyy)	Excise Duty
Annual		€630
3 Month		€175

Gaming Machine Licence(s)

You must hold a valid Gaming and Lotteries Act 1956, Section 15 Gaming Licence to apply for Gaming Machine Licence(s).

Licence Type and Excise Duty	Expiry date (dd/mm/yyyy)	Number of Machine Licence(s)
Annual €505 per machine		
3 Month €145 per machine		

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 _____

Director, Secretary, etc.

Tel. No: _____

When to use this Form

Renewal of a Gaming Licence in conjunction with a valid current Gaming and Lotteries Act 1956 Section 15 Gaming Court Certificate:

This form can be completed to renew an existing Gaming Licence, by attaching a valid Gaming and Lotteries Act 1956 Section 15 Gaming Court Certificate and submitting to the National Excise Licence Office, Government Offices, The Glen, Waterford.

Renewal of existing Gaming Machine Licence(s):

This Form can be used to inform Revenue of the number of Gaming Machine Licence(s) you require.

Where additional Gaming Machine Licence(s) are being applied for during the Licensing year.

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

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 Gaming/Gaming Machine Licence(s) will issue
- On receipt of your Renewal Notice, you can apply for your Gaming/Gaming 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 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:
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www.revenue.ie