

Office of the Revenue Commissioners,  
National Excise Licence Office,  
Government Offices,  
The Glen,  
Waterford, Ireland.  
Tel: 1890 500 400  
Fax: (051) 862 252  
Email: [exciselicences@revenue.ie](mailto:exciselicences@revenue.ie)

**Re: - Application for Wine Retailer's On Licence**

Dear Sir/Madam,

In order to obtain a Wine Retailer's On Licence, which entitles the trading entity named thereon to sell wine for consumption on or off the premises, an application must be made in triplicate on the **Wineap** form. A general application form Genap must also be completed. These forms are available from the National Excise Licence Office, The Glen, Waterford or [www.revenue.ie](http://www.revenue.ie).

When the completed application and requisition forms are received in the National Excise Licence Office at the above address your local Superintendent of An Garda Síochána and the District Court Office will be advised of your application. A statutory period of 30 days must then elapse and if no objection to the issue of the Licence is received, a First Time Application Notice will be issued to you.

The First Time Application Notice will advise of the documentation that must be kept in your possession for a period of six years, and the appropriate fee. You should complete the declaration on this notice, attach your payment (**do not send cash**) and forward it to the Collector-General's Office, Sarsfield House, Francis Street, PO Box 413, Limerick. If everything is in order your Licence will be issued to you.

The Licence expires annually on the 30th September, regardless of the date of issue.

**A Wine Retailer's On Licence entitles the holder to sell wine only. It does not entitle the holder to sell any other intoxicating liquor, i.e. Spirits, Liqueurs, Beers, etc. Wine should not be sold until the Wine Retailer's On Licence is issued.**

**REVENUE COMMISSIONERS**