

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. Greyhound Racetrack.
4. Methylated Spirits Retailer.

An original court certificate must accompany the following applications:

5. Retailer's Off Licence (Beer and/or Wine and/or Spirits)
6. Wholesale dealer in Beer
7. New Publicans Licence or transfer of Publicans Licence
8. New Special Restaurant Licence
9. Theatre Licence applications must include a Court issued Public Music and Singing Licence with a 3-6 month official program of events
10. Producer's Retail On and Off Licences
11. Wine Retailer's On Application must be accompanied by a Wine Retailer's On Requisition form (Wineap), 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 an 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:

1. A valid Tax Clearance Certificate is required where the applicant is an individual. Corporate applications will require valid Tax Clearance Certificates for the company and each relevant officer. Certificates do not need to be submitted. Revenue automated systems will verify that current Tax Clearance Certificates are in place.
2. If the Applicant is a Limited Company, a Short Certificate of Incorporation dated not earlier than 4 weeks before the date of application, will be required to take up the Licence. Duplicate Certificates of Incorporation are available at: **www.cro.ie**, LoCall 1890 220 226 or 01 804 5200.
3. If the Applicant trades using a name which is not that of the beneficial owner of the business, a Certificate of Registration of Business Name will be required to take up the Licence. Duplicate Certificates of Registration of the Business Name can be obtained at: **www.cro.ie**, LoCall 1890 220 226 or 01 804 5200.

Once you have received your 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: 01 738 3699**

OR

By completion of the Payslip located at the bottom of the 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:
01 738 3640
exciselicences@revenue.ie
www.revenue.ie**