

Excise Licence 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)

Licence Type: _____

Please enter the Licence Type being applied for. (See list of licences overleaf)

Tax Reference No:

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Tax Type:

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Please enter the Tax Reference Number of the Licensee as named above and the Tax Type to which it relates e.g. VAT.

Business Details: _____

Describe the Business(s) conducted on this premises, in as much detail as possible e.g. Retail shop and/or Restaurant and/or Public house etc.

Nominee: _____

Please enter a Nominee Name, if applicable e.g. company director or precedent partner.

Business Name: _____

Please enter the Business Name of the premises, i.e. the name over the door of the premises.

Premises Address: _____

Please enter the address of the premises that is to be licensed. _____

When did trading commence?

D	D	/	M	M	/	Y	Y	Y	Y
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Was the premises previously licensed? Yes ☐ No ☐

If Yes, please provide details of the previous owner/licence reference:

Please state relationship with previous owner, if any:

Mailing Name and address: _____

Please enter a Mailing Address if correspondence is to be posted to an address other than the Licensed Premises address. _____

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.

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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. 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: 1890 201 106**

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:
1890 500 400
exciselicences@revenue.ie
www.revenue.ie**