

Gaming Licence and Gaming Machine Licence First Time 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)*

Tax Reference No:

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

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.

Was the premises previously licensed?

Yes

☐

No

☐

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

Mailing Name and address:

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

Gaming Licence Application

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) Application

You must apply for/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.: _____

NOTES

How to apply for a new Gaming Licence and Gaming Machine Licence(s)

Gaming Licence

Requirements:

A valid **Tax Clearance Certificate** is required where the applicant is an individual. Corporate applications will require a valid Tax Clearance Certificate for the company. Certificates do not need to be submitted. Revenue automated systems will verify that current Tax Clearance Certificates are in place.

Required Documents to accompany this Form:

Valid, original Gaming and Lotteries Act 1956, Section 15 Gaming Court Certificate available from the District Court Office.

How to apply for a Gaming Licence:

1. Complete the Application Form and submit with a valid, original Gaming Court Certificate to the National Excise Licence Office, Government Offices, The Glen, Waterford.
2. The completed Application Form is processed and if approved an Application Notice will issue.
3. On receipt of your Application Notice, you can apply for your Gaming Licence using the **Payment Options** below.

Gaming Machine Licence(s)

Requirements:

You must hold a valid Tax Clearance Certificate. However, **do not** submit the Certificate with your Application.

Required Documents:

A current, valid Gaming Licence (see above).

How to apply for a Gaming Machine Licence(s):

1. Complete the Application Form overleaf and submit to the National Excise Licence Office, Government Offices, The Glen, Waterford.
2. The completed Application Form is processed and if approved an Application Notice will issue.
3. On receipt of your Application Notice, you can apply for your 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**
- 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**

Important

The Gaming Licence and the Gaming Machine Licence(s) Application Notice Payslip(s) must be completed separately and returned with payment(s) to the Collector-General, Sarsfield House, Francis Street, P.O. Box 413, Limerick.

Office of the Revenue Commissioners
National Excise Licence Office
Government Offices
The Glen
Waterford

Contact us:
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