

# Passenger Aircraft 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 corre-  
spondence is to be posted to an address  
other than the Licensed Premises address.

### List of Registration Number(s) of Passenger Aircraft Licence(s) being applied for (€500 each)


## 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(s) described above.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Position \_\_\_\_\_

Director, Secretary, etc.

Tel. No: \_\_\_\_\_

## NOTES

### How to apply for a new Passenger Aircraft Licence(s)

#### Requirements:

You must hold the following documents. However, do not submit these documents with your Application.

- A valid Tax Clearance Certificate
- Short Certificate of Incorporation (If Licensee is a Company)
- Certificate of Registration of Business name

#### Required Documents to accompany this Form:

A list of the registration number(s) of the Passenger Aircraft(s) being applied for.

#### How to apply for a Passenger Aircraft Licence(s):

1. Complete the Application Form and submit to the National Excise Licence Office, Government Offices, The Glen, Waterford. **Do not submit Payment with this Application.**
2. The completed Application Form is processed and if approved a First Time Application Notice will issue.
3. On receipt of your First Time Application Notice, you can apply for your Passenger Aircraft 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 First Time 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**