

# 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 correspondence 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** \_\_\_\_\_      **Tel. No.:** \_\_\_\_\_

Director, Secretary, etc.

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

### Requirements:

The registration number of each Passenger Aircraft must be listed on this form.

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, on which 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 Duplicate 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](http://www.cro.ie), LoCall 0818 452 000 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](http://www.cro.ie), LoCall 0818 452 000 or 01 804 5200.

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

1. Complete the Application Form and submit to the National Excise Licence Office, Office of the Revenue Commissioners, Anne Street, Wexford, Y35 E29K. **Do not submit Payment with this Application.**
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 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](http://www.revenue.ie) or phone **ROS Helpline: 01 768 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.**

The information in this document is provided as a guide only and is not professional advice, including legal advice. It should not be assumed that the guidance is comprehensive or that it provides a definitive answer in every case.

The Revenue Commissioners collect taxes and duties and implement customs controls. Revenue requires customers to provide certain personal data for these purposes and certain other statutory functions as assigned by the Oireachtas. Your personal data may be exchanged with other Government Departments and agencies in certain circumstances where this is provided for by law. Full details of Revenue's data protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available on our **Privacy** page on [www.revenue.ie](http://www.revenue.ie). Details of this policy are also available in hard copy upon request.

**National Excise Licence Office**  
**Office of the Revenue Commissioners**  
**Anne Street**  
**Wexford**  
**Y35 E29K**

**Contact us:**  
**01 738 3640**  
**[exciselicences@revenue.ie](mailto:exciselicences@revenue.ie)**  
**[www.revenue.ie](http://www.revenue.ie)**