

Other documents required

The Application should be **signed** by the Owner 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 (these will also be listed on the Application Notice):**

1. A valid **Tax Clearance Certificate** in the name of the Owner will be required to take up the Licence.
2. If the Owner is a Limited Company, under Section 38(a) of the Intoxicating Liquor Act 2000 a **Short Certificate of Incorporation** dated not earlier than **4 weeks** before the date of application, will be required to apply for the Licence. Duplicate Certificates of Incorporation are available at **www.cro.ie**. LoCall 1890 220 226 or 01 804 5200.
3. If the Owner trades using a business name (i.e. the name over the door of the premises) which is not that of the beneficial owner of the business, under Section 38(b) of the Intoxicating Liquor Act 2000, a **Certificate of Registration of the Business Name** will be required to apply for the Licence. Duplicate Certificates of Registration of the Business Name are available at **www.cro.ie**. LoCall 1890 220 226 or 01 804 5200.
4. The operator of a Passenger Vessel is required under the **Merchant Shipping Act 1992 (as amended)** to hold:
 - a Passenger Ship Safety Certificate for the Irish Passenger Ships carrying more than 12 passengers, or
 - a High Speed Craft Safety Certificate for Irish High Speed Crafts carrying 12 passengers or more, or
 - a Passenger Boat Licence for vessels carrying less than 12 passengers.

Please enclose the original document, which will be returned upon receipt of your application.
5. The Owner of the vessel is required to provide Evidence of Proof of Ownership this can be:
 - a Certificate of Registration under the Mercantile Marine Acts 1955, or
 - a signed declaration with regard to ownership will be required for vessels under 15 tonnes where a Certificate of Registration under the Mercantile Marine Acts is not held.

Please enclose the original document, which will be returned upon receipt of your application.

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: 01 768 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.**

**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**