

Passenger Vessel 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 LETTERS
Do NOT enclose payment with this Application



Licence/Permit Details

Licensee Name: _____

Please state the Licensee name and the capacity of the applicant.

1. Master/Captain of the vessel

☐

2. Other person belonging to the vessel nominated by the owner of the vessel

☐

Licence Type:

1. Annual Licence

☐

2. One Day Licence

☐

Vessel Owner: _____

Please enter the trading entity who owns the vessel.

Vessel Owner Address: _____

Please enter the address of
the trading entity who owns
the vessel.

Tax Reference No.:

Tax Type:

Please enter the Tax Reference No. of the Vessel Owner as named above and the Tax Type to which it relates, e.g. VAT.

Vessel Name: _____

Please enter the name of the vessel.

Mooring Place of Vessel: _____

Please enter Mooring Place of the
Vessel that is to be Licensed.

Was the vessel previously Licensed?

Yes

☐

No

☐

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

Type of Authorisation: Please enclose authorisation under the Merchant Shipping Act 1992 (as Amended)
(see overleaf)

Proof of Ownership: Please enclose documents showing proof of ownership with this application (see overleaf)

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.

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: 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**