APPLICATION TO RESERVE A VEHICLE REGISTRATION NUMBER (Form VRT 15A)

APPLICANT DETAILS (the owner of the vehicle only)

Name:

Address:

Telephone No:

Email:

Tax Number (PPSN/VAT/TAN):

I wish to reserve the following Registration Number for assignment to a vehicle owned by the above named applicant:

Year	Half*		District		Number
		—		—	

- I enclose a: Cheque ☐ Bank Draft ☐ Postal Order ☐ (tick as appropriate) for **€1,000**.
- I understand that a reserved registration number can only be assigned to a vehicle when it has been reached in the normal sequence and that it may not be displayed on a vehicle before it has been formally assigned by Revenue following the presentation and acceptance of a completed declaration for registration.
- I understand that a reserved registration number can only be assigned and issued to a vehicle in the year in which the vehicle is first brought into use.
- **I understand that the fee, will not be refunded.**
- **I agree to the conditions listed below.**

*Half – "1" if vehicle will come in to use between 1 Jan & 30 June; "2" if between 1 July & 31 Dec

Signature: Date: D D M M Y Y

Name: (Block Letters)

Company Position: (If signing on behalf of a company)

Please note the following conditions:

- The applicant name must be that of the person or the **legally accountable entity** by whom the vehicle will be kept. A trading name, which is not the name of a legally accountable entity, is **not** acceptable.
- Applications will only be accepted from 1 November of the preceding year. Numbers can only be used in the relevant calendar year.
- The registration number must correspond with the place (licensing authority area) at which the applicant, at the time of registration, will be ordinarily resident. This should correspond with the address linked to the tax number of the applicant. Reserved Registration Numbers are not transferable.
- A reserved registration number can only be assigned and issued to a vehicle in the year in which the vehicle is first brought into use.
- Applicants should note that the fee for a successful application is not refundable.
- The fee of €1,000 (cheque/bank-draft/postal-order made payable to the Revenue Commissioners, Central Vehicle Office) should be enclosed with this form.
- Further information on how to reserve a registration number is available at: **https://www.revenue.ie/en/importing-vehicles-duty-free-allowances/guide-to-vrt/vehicle-registration-tax/registration-plates.aspx**
- The completed application should be sent to: **The Central Vehicle Office, Revenue Commissioners, Rosslare Harbour, Co. Wexford, Y35 D3 93.**

FOR CENTRAL VEHICLE OFFICE USE ONLY

Application has been recorded in :- ☐ **ITP** ☐ **D/B** Notice of reservation has been issued? ☐ **Yes**

Receipt Number: has been issued.

Signature: Date: D D M M Y Y