Excise Licence 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

Complete in BLOCK LETTERS

Do NOT enclose payment with this Application

Licence / Permit Details

Licensee Name:

Please enter the Licensee name. (These details will appear on the Licence)

Licence Type:

Please enter the Licence Type being applied for. (See list of licences overleaf)

Tax Reference Number: **Tax Type:**

Please enter the Tax Reference Number of the Licensee as named above and the Tax Type to which it relates e.g. VAT.

Business Details:

Describe the Business(s) conducted on this premises, in as much detail as possible e.g. Retail shop and / or Restaurant and / or Public house etc..

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 (include Eircode) of the premises that is to be licensed.

When did trading commence?

Was the premises previously licensed? **Yes** **No**

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

Please state relationship with previous owner, if any:

Mailing Name and address:

Please enter a Mailing Address if correspondence is to be posted to an address other than the Licensed Premises address.

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 **Phone Number**

Director, Secretary, etc

NOTES

You may use this form to apply for approval for the following licence types:

1. Wholesale Dealer and Retailer of Spirits, Wine or Sweets (Please specify, e.g. Wholesale Dealer in Wine).
2. Distiller of Spirits, Rectifier or Compounder of Spirits, Brewer of Beer for Sale, Manufacturer of Sweets for Sale, Manufacturer of Cider or Perry for Sale.
3. Greyhound Racetrack.
4. Methylated Spirits Retailer.
5. Wine Retailer's On Application must be accompanied by a Wine Retailer's On Requisition form (Wineap), completed in triplicate. The Courts and An Garda Síochána are informed and allowed 30 days in which to place any objection to the issuing of the Licence.

An original court certificate must accompany the following applications:
Retailer's Off Licence (Beer and / or Wine and / or Spirits)
Wholesale dealer in Beer
New Publicans Licence or transfer of Publicans Licence
New Special Restaurant Licence

6. Theatre Licence applications must include a Court issued Public Music and Singing Licence with a 3-6 month official program of events
7. Producer's Retail On and Off Licences

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, at which stage you will be required to declare that you hold in your possession the following documentation:

1. Current valid tax clearance is required where the applicant is an individual. Corporate applications will require current valid tax clearance for the company. Revenue automated systems will verify that current tax clearance is in place before issuing a licence.
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**, 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**, LoCall 0818 452 000 or 01 804 5200.

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: 01 738 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.

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

Contact us:
01 738 3640
exciselicences@revenue.ie
www.revenue.ie

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**. Details of this policy are also available in hard copy upon request.

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Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs