Amusement Machine Permit and Amusement Machine 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: 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.

Permit Holder Address: Please enter the Business Name of the premises, i.e. the name over the door of the premises.

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.

Amusement Machine Permit Application

Licence Type	Expiry date (please enter year)	Excise Duty
Annual	30th June ☐	€100

Amusement Machine Licence(s) Application

You must apply for/hold a valid Amusement Permit to apply for Amusement Machine Licence(s).

Licence Type and Excise Duty	Expiry date (please enter year)	Number of Machine Licence(s)
Annual €125 per machine	30th June ☐	☐
3 Month €38 per machine	31st Aug ☐	☐

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 Director, Secretary, etc. ☐

Telphone Number: ☐

NOTES

How to apply for a new Amusement Machine Permit and Amusement Machine Licence(s)

Amusement Machine Permit

Requirements:

A valid **Tax Clearance Certificate** is required where the applicant is an individual. Corporate applications will require a valid Tax Clearance Certificate for the company. Certificates do not need to be submitted. Revenue automated systems will verify that current Tax Clearance Certificates are in place.

Required Documents to accompany this Form:

Schedule of Public Places (page 3 of this form).

How to apply for an Amusement Machine Permit:

1. Complete the Application Form and submit to the National Excise Licence Office, Office of the Revenue Commissioners, Anne Street, Wexford, Y35 E29K
2. The completed Application Form is processed and if approved an Application Notice will issue
3. On receipt of your Application Notice, you can then apply for your Amusement Machine Permit using the **Payment Options** below.

Amusement Machine Licence(s)

Requirements:

You must hold a valid Tax Clearance Certificate. However, **do not** submit the Certificate with your Application.

Required Documents:

A current valid Amusement Machine Permit (see above).

How to apply for an Amusement Machine 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
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 Amusement Machine Licence(s) using the **Payment Options** below.

Payment Options

- **Revenue On-Line Service (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**

Important

The Amusement Machine Permit and the Amusement Machine Licence(s) Application Notice Payslip(s) must be completed separately and returned with payment(s) to the Collector-General, Sarsfield House, Francis Street, P.O. Box 413, Limerick.

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

Schedule of Public Places

Section 122 (1) of the Finance Act 1992 requires that a schedule of the various public places to be covered by the Amusement Machine Permit be provided to the Revenue Commissioners. Where there are amendments to the schedule, please contact the National Excise Licence Office prior to applying for the Amusement Machine Licence(s).

Public Places(s) – [Address of premises where machines will be located]	Number of Licences

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.

Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs