

Renewing an SPSV licence

The Authority sends a reminder letter to the licence holder twelve and six weeks prior to the expiry date of the licence.

Licence holders are advised to commence the renewal process up to three months before the vehicle licence expires. This allows time to organise the necessary paperwork and to arrange an NCT roadworthiness test. It is important to commence the renewal process in sufficient time to ensure that your vehicle licence does not expire. The new licence will be issued for one year from the date of expiry of the old licence, so there is no penalty for renewing early.

It is a serious offence to operate a vehicle as an SPSV without a current active vehicle licence. A conviction for this offence attracts a maximum penalty of €5,000.

Requirements for renewal

The requirements for renewal of an SPSV licence are similar to those required for the initial licensing of the vehicle.

NCT

An NCT roadworthiness certificate must be issued for the vehicle no more than 90 days before the renewal date of the licence. Using your vehicle registration number the Authority will check your NCT result directly with the Department of Transport at time of booking. You should allow a minimum of 48 hours for the Department's records to be updated.

To book an NCT roadworthiness test, call the NCTS booking line on **1890 927 177**.

(Note: An NCT certificate is not required for a vehicle that is less than three months old *and* that has travelled less than 3,000 kilometres.)

Age of vehicle

Currently only standard taxi and hackney licences with a licence number above 45,000 are subject to vehicle age rules. These licences may only be renewed using a vehicle less than nine years old.

The age of the vehicle is calculated from the *exact date* on which it was first registered (day, month and year). If the vehicle was imported, the age is calculated from the date on which it was originally registered in its country of origin. You should check this date (on the Vehicle Registration Certificate) before applying to renew your licence – the year shown on the vehicle's number plate is not a sufficiently accurate indicator of the vehicle's exact age.

The easiest way to check if your vehicle meets the age requirements on renewal is to use the National Transport Authority's Vehicle Age Checker. You can access this by visiting <http://vehicleage.nationaltransport.ie/>

Standard taxis and hackneys with licence number <u>above</u> 45,000	Must be less than nine years old.
Standard taxis and hackneys with licence number <u>below</u> 45,000	No age restriction currently applies.
Limousines, wheelchair accessible taxis, wheelchair accessible hackneys	No age restriction currently applies.

Size of vehicle

Existing licence holders should be able to renew using their current vehicles in 2012 as the originally proposed regulations concerning objective vehicle size requirements (taxi and hackney) and upgraded wheelchair accessible taxi standards have been removed for renewal of licences. Vehicle size rules will only apply upon **change of vehicle** from 1 January 2012.

Standard taxi and hackney vehicles with licences above 45,000 remain subject to a nine-year age limit and so if the vehicle is now over nine years of age cannot be renewed for that reason.

Wheelchair Accessible Vehicles

Renewal is possible without upgrading an existing wheelchair accessible vehicle but the replacement vehicles at **change of vehicle** must meet the new standards.

For further information on the new wheelchair accessible vehicle standards please refer to *Information Guide G9: Wheelchair Accessible Vehicle Standards*.

Engineer's Report

If the vehicle has been modified from its original specification since it was last licensed (for example, a converted van, a vehicle fitted with additional or non-standard seating and/or seat belts, a stretched vehicle, or a kit car), you must obtain an Engineer's Report for the vehicle, and this must be dated within 90 days of the date of your Licence Renewal Assessment. The Engineer's Report must confirm that the modifications comply with all aspects of the Road Traffic Acts, Construction Equipment and Use Regulations and, as applicable, regulations relating to vehicle standards made under the Taxi Regulation Act 2003 as amended. A template for this is available from the Authority, and this template must be used for the Engineer's Report

Tax clearance

A tax clearance certificate can be obtained from your local Revenue office or by visiting www.revenue.ie, or by contacting your accountant. Using your PPSN, the Authority will check your tax status with Revenue at the time of booking your appointment. You should allow a minimum of 48 hours for Revenue's records to be updated. The name on your licence application and the name on the tax clearance certificate must match *exactly*. If the name on the tax clearance certificate is not the same as that on the licence, you should contact the Revenue Commissioners.

Name on licence application	Name on tax clearance certificate	Suitable for licensing?
James Murphy	Jim Murphy	No
	James Murphy Jnr	No
	James Joseph Murphy	No
	Séamus Ó Murchú	No
	James J. Murphy	No
	James Murphy	Yes

If the name on the tax clearance certificate is not the same as that on the licence, you should contact the Revenue Commissioners.

Renewal fee

The renewal fee of €125 must be paid at the time of booking the Licence Renewal Assessment. Payment is accepted by debit or credit card only. This fee includes the cost of the assessment, but if the vehicle fails the assessment, a re-test fee of €30 is required for each subsequent re-test.

The renewal process

1. Ensure that your vehicle meets the requirements for renewal and that you have the necessary documents, as outlined above.
2. Call to make an appointment for your Licence Renewal Assessment, ensuring that you have all necessary documentation to hand. Your tax clearance, insurance and vehicle registration certificate details will be checked and verified online at time of booking.
3. Present the vehicle for assessment.

What do you need when making a booking?

Security questions	Security questions will now be asked as standard for all booking and licence-related calls. These will involve standard identification questions such as name, address, telephone number, date of birth and PPS number.
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Tax clearance	<p>You must renew your tax clearance cert with Revenue before booking your appointment. You should allow a minimum of 48 hours for Revenue's records to be updated.</p> <p>You don't need to provide any additional information regarding your tax clearance when booking but you should keep your PPS number at hand to confirm when it is requested.</p>
NCT roadworthiness certificate	<p>You must complete your NCT roadworthiness test and be issued with a certificate before making your appointment. You should allow a minimum of 48 hours for the Department of Transport's records to be updated.</p> <p>You should keep your vehicle registration at hand in case it's required.</p>
Insurance	<p>You will need your insurance expiry date and be able to declare that you are insured to operate an SPSV.</p> <p>Your insurance information will be shared with the Insurance Federation of Ireland and your insurance disc will also be inspected as part of your vehicle inspection.</p> <p>If your disc is out of date on the day of inspection your vehicle will fail its inspection.</p>
Contact details update	<p>You will be requested to update your contact details as required when renewing your licence.</p> <p>The vehicle licence certificate is now posted directly to the licence holder's address so it is important you provide your most up-to-date information to receive this.</p>
WAV register update ¹	<p>If you are renewing a wheelchair accessible licence you must provide the following when booking your renewal appointment:</p> <ul style="list-style-type: none"> • Times of operation • Area of operation <p>This information will be published in the Wheelchair Accessible Vehicle Register.</p>
Payment	<p>Payment must be made at time of booking. Payment can be made by credit or debit card.</p>

Making your appointment

Book your Licence Renewal Assessment by calling 1890 927 977. We strongly recommend you book at least 10 working days before your licence expires to avoid delays. The renewal fees are payable by credit or debit card when you make the booking. You will be given details of where and when to present your vehicle for assessment.

What happens next?

The Licence Renewal Assessment consists mainly of a visual check of the vehicle's condition, along with inspection of key suitability items, to make sure that the vehicle continues to meet the standards set out in the Initial Suitability Inspection.

If your vehicle passes the Licence Renewal Assessment and the documentation is in order, the Licensing Inspector records the details on the Register of Licensed SPSVs, and applies tamper-proof discs to the front and rear windows of the vehicle. The vehicle may then be operated as an SPSV in the category to which the licence applies. The licence is valid for one year.

Reactivating an expired vehicle licence

If your vehicle licence expires, you may, within five years of the expiry date, apply to reactivate it. There is a fee of €375 for reactivating an expired licence.

A licence that has expired for more than five years cannot be reactivated. After that, if you wish to license a vehicle, you must submit a new vehicle licence application.

¹ This requirement is provided for under the Taxi Regulation Act 2003 (Wheelchair Accessible Hackney and Wheelchair Accessible Taxi Licences — Contact Information and Record Maintenance) Regulations 2008 (S.I. No. 234 of 2008). Failure to supply this information is a breach of regulation which could attract a maximum penalty of €2,000.