

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:

6. Retailer's Off Licence (Beer and / or Wine and / or Spirits)
7. Wholesale dealer in Beer
8. New Publicans Licence or transfer of Publicans Licence
9. New Special Restaurant Licence
10. Theatre Licence applications must include a Court issued Public Music and Singing Licence with a 3-6 month official program of events
11. 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.

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.

**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**