

Gaming Licence and Gaming Machine Licence Application Form / Renewal Form



**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

Gaming Licence Ref. No. <input style="width: 100%;" type="text"/>	Licensee Tax Ref. No. <input style="width: 100%;" type="text"/>									
Licensee Name <input style="width: 100%;" type="text"/>										
<small>(Please enter the Licensee name as it appears on your Court Certificate. These details will appear on the Licence)</small>										
Trading Name <input style="width: 100%;" type="text"/>										
Licensee's Address (where they ordinarily reside) or Principal Office Address or Place of Business Address	Address of Premises (to be licensed)									
Eircode <input style="width: 100px;" type="text"/>	Eircode <input style="width: 100px;" type="text"/>									
Body Corporates <small>If the Licensee is a Body Corporate, you must list the Relevant Officers opposite (see note overleaf for definitions)</small>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 45%;">Name</th> <th style="width: 50%;">PPSN</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td><input style="width: 95%;" type="text"/></td> <td><input style="width: 95%;" type="text"/></td> </tr> <tr> <td style="text-align: center;">2</td> <td><input style="width: 95%;" type="text"/></td> <td><input style="width: 95%;" type="text"/></td> </tr> </tbody> </table>		Name	PPSN	1	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	2	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
	Name	PPSN								
1	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>								
2	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>								

**Please complete this Section to request a Pay Notice for a Gaming Licence and / or Gaming Machine Licence(s)
(See 'When to use this Form' section overleaf)**

Gaming Licence												
You must hold a current, valid Court Certificate under S.15 of the Gaming & Lotteries Act 1956 to apply for a Gaming Licence												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">Licence Type</th> <th style="width: 30%;">Expiry date (dd/mm/yyyy)</th> <th style="width: 35%;">Excise Duty</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Annual</td> <td style="text-align: center;">31 December</td> <td style="text-align: center;">€630</td> </tr> <tr> <td style="text-align: center;">3 Month</td> <td></td> <td style="text-align: center;">€175</td> </tr> </tbody> </table>	Licence Type	Expiry date (dd/mm/yyyy)	Excise Duty	Annual	31 December	€630	3 Month		€175			
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Gaming Machine Licence(s)												
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3 Month €145 per machine												

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(s) described above.

Signature _____ **Date** _____

Status _____ **Tel. No:** _____

Director, Secretary, etc.

When to use this Form

- To apply for an Annual Gaming Licence and / or Annual Gaming Machine Licence(s)
- To apply for / renew a 3 Month Gaming Licence and / or 3 Month Gaming Machine Licence(s)
- To apply for additional Gaming Machine Licence(s), where they are provided for under the relevant Court Certificate and where a Gaming Licence is already in force

Application Process

- Secure the necessary Court Certificate, issued under Section 15 of the Gaming & Lotteries Act 1956, from the relevant Court Office
- Ensure that you hold a valid Tax Clearance Certificate (There is no need to submit this with your application, NELO will verify your TCC status from Revenue IT systems)
- Duly complete this form, filling all the required boxes and send it to the National Excise Licence Office, Office of the Revenue Commissioners, Anne Street, Wexford, Y35 E29K. Do not send payment at this time. NELO will examine your application and the supporting documents and issue you with a PAY NOTICE in due course
- On receipt of your PAY NOTICE, you can then finalise the application process by making payment using the following Payment Options

Revenue On-Line Service (ROS) - Visit the Revenue website at www.revenue.ie or phone the ROS Helpline: 01 738 3699 for details

OR

By completion of the Payslip located at the bottom of the PAY NOTICE. Payment should be made by cheque / bank draft, made payable to the Collector General and returned in the pre-paid envelope provided. Please DO NOT enclose cash.

Notes

Body Corporate

A body corporate is a group of persons which has had conferred on it by law a separate identity from the members comprising it. All companies established under the Companies Acts with or without limited liability, and those limited by share capital or by guarantee are included.

Relevant Officer

A Relevant Officer, in relation to a Body Corporate Licensee, means—

- (a) a person who exercises control (within the meaning of section 11 or 432 of the Taxes Consolidation Act 1997) in relation to the body, or
- (b) a member (including the Chairperson) of the body, or the Board or Board of Directors of the body, or any other person acting in such capacity, or
- (c) the Managing Director or Chief Executive Officer of the body, or any other person acting in such capacity.

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 (within State)
+353 1 702 3030 (outside State)
exciselicences@revenue.ie
www.revenue.ie