

How do I renew my vehicle licence?

How do I book?

To book your licence renewal you will still need to contact the Commission vehicle licensing booking line on 1890 927 977. Payment to secure a booking will be required in advance. When booking you will need to provide your vehicle licence number and credit or debit card details.

The Commission network of licensing centres does not operate a walk-in service. You must book in advance in order to guarantee an appointment.

Where do I go?

The service is administered by SGS Ireland Limited through a new dedicated network of 37 inspection and vehicle licensing centres. Please see back of this page for a map of centre locations.

SPSV licensing services are no longer available at NCTS centres.

What does my car need?

Renewing with current vehicle

Your vehicle must pass a Licence Renewal Assessment in order for your licence to be renewed. This is a predominantly visual condition check 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.

From their renewal date in 2011, all standard taxi and hackney licences may be associated only with vehicles that are less than nine years old.

Changing vehicle at renewal?

Your vehicle must be less than nine years old at time of application and will have to pass the new Initial Suitability Inspection. If you carry out a change of vehicle you will receive a 12-month licence from the date it's issued. For further information please call 1890 347 347.

Note that if your licence has been through the transfer of ownership process since June 8th 2010, the replacement vehicle must be no older than the vehicle it replaces.

What about my NCT test?

You will still require an NCT roadworthiness certificate for the vehicle associated with the licence, issued less than 90 days before the renewal date. You will need to visit an NCTS test centre for this.

The NCT roadworthiness test needs to be carried out separately and in advance of the vehicle licence renewal. In order to book an NCT roadworthiness test you must now call the NCTS booking line on 1890 412 413.

What documents will I need?

The documents required will remain the same.

- Valid tax clearance in respect of the licence holder (your tax clearance details MUST match the NAME on the existing licence record exactly)
- Valid SPSV insurance for the vehicle listed on the licence and specifically stating cover for SPSV operation
- A copy of the vehicle registration certificate (logbook or registration book)

Your tax clearance and vehicle registration certificate details will be checked and verified online at the time of licensing but we would still strongly advise you to take all your original documentation with you to the licensing centre in order to ensure your information is correct on the day and to avoid any issues that may arise. Further information on required documentation will be made available at time of booking.

You are now also required to complete a licence renewal form (VL2) in order to renew your licence. A VL2 form will be sent to you in advance of your licence renewal booking.

How much will it cost?

The renewal fee will remain at €125 (provided the licence has not expired). Payment will be required at the time of booking and will be accepted by debit or credit card only.

The cost of your Licence Renewal Assessment is covered by the €125 renewal fee but if you fail this assessment and require a re-test, you must pay a re-test fee of €30 for every subsequent assessment.

Further information on the new vehicle licensing service is available from the Commission website at www.taxiregulator.ie or by phoning the Commission's industry assistance line on lo-call 1890 347 347

SPSV licensing centre network

Administered by SGS Ireland Limited

In January 2010 this service transferred to a new network of 37 regional centres operated by SGS Ireland on behalf of the Commission. The locations of these centres are listed below in the following map.

