

6. DECLARATION OF NON-USE - Complete this section at a Garda station if you are claiming non-use of the trailer in any public place for a period prior to first licensing or between expiry of last trailer licence/new ownership and commencement of the new license.

(i) I declare that the trailer, trailer mark (chassis number if no mark) has not been used by me or with my consent in a public place

In the Period FROM first day of TO last day of
Month Year Month Year

Signature Date

(ii) The foregoing declaration was completed in my presence by the applicant.

Garda Signature Date

Garda Station Stamp

NOTES

Please contact your local Motor Tax Office if you need any assistance completing this form

A. When to use this form

This form may be used to licence (first or renewal) a trailer or semi-trailer with a maximum permissible weight exceeding 3,500 kg, or to register any in trailer particulars.

A. When NOT to use this form

Do NOT use this form to register changes of ownership of a trailer - you must use a Change of Ownership form (TF200), which must be brought or sent to your local Motor Tax Office with the Trailer Licence Card.

C1 Enter the Trailer Mark if the trailer has been licensed before. If the trailer was NOT licensed before, this will be inserted at the Motor Tax Office. Enter the trailer particulars numbered 2 to 9 as indicated on the form.

C2 You MUST complete Section 2. NOTE that Section 2 CANNOT be used to register a change of ownership of any kind - see Note B above.

Enter the names and-address of the person In whose name the trailer is to be licensed. In the case of a LEGAL ENTITY, the full and correct legal title must be declared, e.g. in the case of a registered company, the name should be stated as per the Certificate of Incorporation. If the trader is not a registered company, the form must be completed and signed in the name of a person.

C3 A **Certificate of Roadworthiness (CRW)** is required for trailers licensed for one year or more, if you do not have a current CRW, include a Pass Statement issued by an Authorised Tester and the appropriate fee with this form, to obtain a CRW.

C4 Section 4 is used to calculate the amounts of **Trailer Licence Fees and Arrears** (if any) which are payable. Please follow the instructions at C4.1 to C4.5 below. **If your application is for a first licence without any arrears simply complete 4.5 and 4.6.** Licences are issued for a period of 12 months and are not issued in respect of months already elapsed. ARREARS must be paid for elapsed months after the expiry of the last licence (see 4.4 below), unless a Change of Ownership or Non-use Period applies (see 4.2,4.3 below).

4.1 Enter the expiry month and year of the last Trailer Licence in the boxes provided at 4.1 on the form e.g. if the Licence expired in June 2005, enter this as

4.2 If ownership of the trailer has changed since it was last licensed, you are **not** liable for the arrears period from the expiry of the last licence to the end of the month immediately preceding the date of sale. Enter these dates at the boxes provided at 4.2 on the form.

4.3 If you are declaring non-use of the trailer, you must complete Section 6 at a Garda station. Enter the period of non-use as declared in Section 6 in the boxes provided at 4.3 on the form.

4.4 If there are elapsed months since the expiry of the last licence, which are not covered by a Past Owner Period or Declaration of non-use, arrears are due. Enter the period in 4.4 and the amount of arrears.

4.5 Insert the 12 month period and fee in the boxes.

4.6 If the trailer is being Licensed for the first time, an Initial registration fee is payable.

C5 You MUST complete Section 5.

The signature on this form must be to that of the owner of the trailer. In the case of companies registered under the Companies Act 1963, the signature must be that of the Managing Director or Secretary. Where a private firm is concerned, one of the partners' signatures must be inserted.

C6 Complete Section 6 at a Garda Station if you are declaring **non-use** of the trailer.

You may make a Declaration of Non-use of the trailer, which must be signed by a Garda and stamped with the Garda Station stamp in the following situations:

- a) If you are applying for a trailer licence for a period not immediately following the period covered by the last licence and the period is not covered by payment of arrears, OR
- b) If it is the first licensing of the trailer and the trailer has been in your possession and **not** used in a public place prior to the month of application

D. What must accompany this form

You MUST include the following documents with this Trailer Licensing form :

- Fee - You must include a cheque or postal order for the correct fee, made payable to the appropriate County Council/City Council and crossed "Motor Tax Account". Do not send cash through the post. Contact your local Motor Tax Office for clarification of the appropriate fees or other payment methods,
- Manufacturer's / Assembler's Certificate (form TF300), obtained from your local Motor Tax Office, if the trailer has NOT been licensed before or if trailer weight has been changed since last licensing.
- Trailer Licence Card, if the trailer has been licensed before.
- A valid Certificate of Roadworthiness for trailers licensed for one year or more.

WARNING - FALSE DECLARATIONS

Any person making a false declaration, or who subsequently fails to notify any changes in the licensing particulars now furnished, is liable to heavy penalties. A licensing authority may require appropriate evidence as to the accuracy of particulars declared.

PRIVACY STATEMENT

The Department of Transport, Tourism and Sport (DTTAS) requires customers to provide certain personal data in order to carry out our legislative and administrative functions. The Department will treat all information and personal data that you provide as confidential, in accordance with the General Data Protection Regulation and Data Protection legislation.

Your personal data may be exchanged with other Government Departments or agencies under the remit of DTTAS in accordance with law. Full details of the Department'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 at **www.dttas.gov.ie/dataprotection**. Details of this policy are also available in hard copy upon request by emailing **dataprotection@dttas.gov.ie** or in writing to Data Protection Unit, Department of Transport, Tourism and Sport, Leeson Lane, Dublin D02 TR60.

