

**Requirements for the first-taxation of a goods vehicle in the current ownership:
 Vehicles not exceeding 3,500kg design gross vehicle weight (DGVW)**
 (please see overleaf for requirements re. heavier vehicles)

Where the vehicle is registered in the ownership of a Limited Company

1 2 4 5 & 6 as listed below

For Self-Employed Persons

All documents as listed **1-6** below

AND

- VAT evidence **or**
- Notice of assessment/self-assessment **or**
- Correspondence on Revenue headed paper that indicates you are registered as self-employed **or**
- A letter from a registered accountant on their headed paper stating that "They act as your Agent, that you are registered for income Tax as a Sole Trader and that your business is currently trading"

*(a tax clearance cert or a herd number is **not acceptable**)*

For Employees

All documents as listed **1-6** below

AND

A letter from their employer on company headed paper (showing the VAT/revenue registration number) stating that the vehicle is used **solely** during the course of the applicant's employment with their business.

This letter must contain:

- The applicant's name and address
- Registration number of the vehicle
- The wording "uses vehicle **solely** during the course of their employment with our business"

All documents listed above must be dated within the last 6 months and are solely to satisfy the business or trade requirements to tax a goods vehicle

1. **RF100A/RF100B** – where the vehicle is being taxed for the first time in the current ownership **OR**
RF100 – where the vehicle is newly registered in the state (this includes imported vehicles that have been registered through an NCT centre)
2. A completed goods only declaration form RF111A – to be signed in the presence of your local Garda Station who will verify this by signing and stamping the form.
3. The original certificate of insurance – which must state that the applicant/vehicle concerned is covered for carriage of goods in the course of their business (the nature of this business must match that which is stated on your goods only declaration form RF111A).
4. The CRW (certificate of roadworthiness) must be current if the vehicle is 1 year old or over.
5. A weight docket from an Authorised Weighbridge – this is required for any goods vehicle that is being taxed **unless** the vehicle is **newly-registered** (never taxed before) and was recorded on import as **weighing less than 1,524kg**. (Please see reverse for Laois County Council Authorised Weighbridges).
6. Vehicle Registration Certificate (VRC /Log Book) - original copy only (please note: this will not yet have been issued, and will not be required, if the vehicle is newly registered in the state).

Note:

- If the vehicle is used in **any private capacity**, it must be taxed at the private rate.
- The private rate of tax applied to vehicles deemed to be commercial at the time of first registration in the state is based only on the vehicle engine size and not on emissions.
- The Motor Taxation Office, in its absolute discretion, may require additional information

Requirements for the first-taxation of a goods vehicle in the current ownership:

Vehicles with a design gross vehicle weight (DGVW) over 3,500kg

(please see overleaf for requirements re. lighter vehicles)

1. **RF100A/RF100B** – where the vehicle is being taxed for the first time in the current ownership
OR
RF100 – where the vehicle is newly registered in the state
2. The CRW (certificate of roadworthiness) must be current if the vehicle is 1 year old or over.
3. A weight docket from an Authorised Weighbridge (please see below for Laois County Council Authorised Weighbridges).
 In the case of articulated tractor units, the vehicle must be weighed with the heaviest trailer it will be drawing (both the vehicle registration and trailer mark must be noted on the weight docket). A weighmasters certificate must also be supplied for articulated lorries.
4. Vehicle Registration Certificate (VRC / Log Book) - original copy only (please note: this will not yet have been issued, and will not be required, if the vehicle is newly registered in the state).

Authorised Weighbridges – Laois County Council		
You may wish to contact the weighbridge in advance as opening hours can be subject to change		
Glanbia Country Life Mountmellick Market St, Townparks, Mountmellick, Co. Laois, R32 XF20	(057) 8624268	This store is closed for lunch from 1pm-2pm (except on Saturday) Monday to Friday: 8:45am - 5:30pm Saturday: 9:00am - 4:00pm
Glanbia Raheen Coole, Co. Laois, R32 WK80	(057) 8731104	This store is closed for lunch from 1pm-2pm Monday to Friday: 8:30am - 5:30pm Saturday: 9:00am - 1:00pm
Glanbia Spink Spink, Abbeyleix, Co. Laois, R32 D884	(057) 8731169	This store is closed for lunch from 1pm-2pm Monday to Friday: 9:00am – 5:30pm Saturday: 9:00am - 1:00pm
Glanbia Ballacolla Park, Ballacolla (R433), Co. Laois, R32 VK83	(057) 8734013	This store is closed for lunch from 1pm-2pm Monday to Friday: 8:30pm – 5:30pm Saturday: 8:30am - 1:00pm
Glanbia Agribusiness Donaghmore, Co. Laois, R32 XY61	(0505) 46315	This store is closed for lunch from 1pm-2pm Monday to Friday: 8:30am – 5:30pm Saturday: 8:30am - 1:00pm
Stradbally Town & Country The Maltings, Main Street, Stradbally, Co. Laois.	(057) 8641669	This store is closed for lunch from 1pm-2pm Monday to Friday: 8:00am – 5:30pm Saturday: 8:00am - 1:00pm
Hyland Transport Ltd Birchwood, Rosenallis, Co. Laois.	(057) 862 8541	This store does not close for lunch Monday to Friday: 8:00am - 5:00pm