

A REVIEW AND AUDIT OF
LICENCES ACROSS KEY
SECTORS OF THE IRISH
ECONOMY

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Executive Summary

As part of the Action Plans for Jobs 2012, Forfás was assigned inter alia the following action point: (1.49): *Audit and review the multiplicity of licences required by businesses to assess the potential for discontinuing some licences and for amalgamating licences.*

Over recent months Forfás, together with the Department of Jobs, Enterprise and Innovation (DJEI) and expert consultants, undertook a review of 159 licences for key sectors of the economy, including manufacturing, food and drink, retail, hospitality and leisure, waste management, road haulage and construction.

The overall conclusion from the review of licences is that there is potential to:

- Amalgamate up to 20 sectoral licences; and
- Reduce licensing processes for enterprises by up to one third.

The key recommendation from the review is for the relevant licensing authorities to proceed towards development of integrated licensing systems for retail, food and drink, hospitality and leisure and construction sectors to rationalise the number of licences and to streamline processes so as to reduce the overall administrative burden on business.

Key Findings

- Licensing in general is recognised as essential by business, but the burden of many licences is unnecessarily high;
 - 68 licences were identified as being more significant either because they impact on large numbers of enterprises, they apply across multiple sectors of the economy, or entail particularly high individual licensing and/or compliance costs;
- In certain sectors, such as retail and hospitality and leisure and in the case of SMEs especially, the multiplicity of licences imposes a significant time burden on management/owners;
- There is potential to:
 - improve the way licences are processed and issued such as Integrated Pollution Prevention Control (IPPC) licensing for manufacturing;
 - amalgamate a number of sectoral licences (particularly those connected with the sale of alcohol);
 - extend the renewal frequency of licences to reduce the burden on businesses while maintaining the regulatory objective of the licences in question, for example electrical contractors and public house licences;
- Risk based licensing needs to be more widely used, to reduce the burden and associated costs for low-risk and compliant businesses;
- Licensing process and requirements need to be subject to regular process audit and review to increase efficiencies and reduce the burdens of processes on business;
- Using this study as a base, a comprehensive list of licences for business needs to be developed so that businesses are clear on their licensing requirements and;

- The relevant licensing authorities should proceed towards development of integrated licensing systems to rationalise the number of licences and streamline processes so as to reduce the overall administrative burden on businesses.

A series of recommendations is presented below to reduce the administrative burden on enterprises some of which are sector specific and some of which are overarching in nature that all licensing authorities need to consider and apply.

Manufacturing Sector

The largest licensing requirement for manufacturing plants is in the area of environmental compliance (mainly IPPC - Integrated Pollution Prevention and Control- licensing). The time burden in application and compliance is significant and can be overly complex and costly compared with the licence fee cost itself.

- **Recommendation 1**

In relation to environmental licensing and IPPC licences in particular, review the time taken for processing of licence applications and when reviews should be undertaken and ensure that timelines are complied with, particularly in relation to new investments or plant expansions with employment potential.

Sustain improvements in the application of risk based licensing and inspections for IPPC licences, in particular critically reviewing the frequency of inspections as a means of lowering annual charges.

Review the criteria for deciding between formal licence reviews and technical amendments, as the latter incurs much lower indirect costs to the licensee.

- **Recommendation 2**

In relation to the Industrial Emissions Directive (to be transposed by January 2013), ensure that Ireland can avail of all the derogations provided for, to ensure that the Irish manufacturing and energy sectors are not at a competitive disadvantage to those in other EU Member States.

Food and Drink

There are 23 licences required by food businesses regulated through a number of competent authorities with different remits based on different food products and business activities, placing a significant burden on the food services sector. This is accompanied by a multiplicity of inspections and placing significant indirect costs on smaller and artisan producers.

- **Recommendation 3**

To achieve a significant rationalisation of the inspection regime for food business there is a need for continued rigorous application of risk based principles for food service businesses and for food producers and to reduce the burden of inspections on compliant businesses.

- **Recommendation 4**

Increase the use of integrated licensing in multi-regulated areas such as retail and the use of multi-skilled inspectors who can inspect broader aspects of compliance in the food and beverage sector during individual inspections.

- **Recommendation 5**

Review the standards set for artisan and smaller food service business to ensure requirements are proportionate and risk based and are in line with standards set across the EU.

Retail

There are up to 50 licences in this sector with the licensing regime imposing significant burden on retail operators in the sale of food and excised goods. The sector is regulated by a multiplicity of competent authorities which register and inspect different aspects of food and retail sales. Additionally, the trade effluent licence (Fats, Oil and Grease) is onerous on businesses.

- **Recommendation 6**
Rationalise the registration and licensing for the retail sector with a single integrated licensing system, including excise licences.
- **Recommendation 7**
In the retail sector, move to rigorous application of risk based inspection to achieve a rationalisation of the frequency of inspections.
- **Recommendation 8**
Reduce the renewal frequency of certain licences and increase the validity of licences from 1 to 3 years.

Hospitality and Leisure

There are approximately 49 licence types that apply to this sector. The system for granting Special Exemption Orders (SEOs) for night clubs, while a necessary control, is viewed as being administratively burdensome, and there may be potential to rationalise the SEO process, separate from the proposed integrated licensing arrangements. Music licences (IMRO and PPI) are also perceived as a significant burden by the sector. There are 38 licence variations for the sale of alcohol (with specific licences for the sale of wine, beer, spirits and cider). There is potential to streamline and combine some of the licences required, and to do so in a way that simplifies the application process, but maintains the public health dimensions of the assessment process.

- **Recommendation 9**
Rationalise the application process for late night events and reduce the use of court time in seeking Special Exemption Orders.
- **Recommendation 10**
Consider how best to reduce the renewal frequency of publican licences, with up to three year licences for publicans in good standing and tax compliant.
- **Recommendation 11**
Rationalise the number of excise licences for alcohol sales in a way that simplifies the application process, but maintains the public health dimensions of the assessment process.
- **Recommendation 12**
Consider how to combine the two music licences - businesses under statute currently have to pay two different organisations to play music.

Waste Management

The EPA administers the waste licensing regime for waste facilities with a total of 281 licences being administered by the authority. Processing time is slow, with significant monitoring costs and trans-frontier shipment costs which are perceived as too high relative to the cost of the licensing activity.

- **Recommendation 13**
The key requirement for the waste management sector is to progress actions to reduce the

licensing burden, including integration of licensing, speeding up the licensing process within the EPA and reviewing fees for trans-frontier shipments.

Road Haulage

Overall the burden of licensing is perceived as low within the sector but flexibility to amend vehicle registration numbers on certain transport licences would lessen the licensing burden experienced.

- **Recommendation 14**
In the road haulage sector, licensing is being migrated to a fully online application/renewal system allowing for transfer of vehicle registration numbers which should be completed by Q1 2013.

Construction

Most construction sector-specific licences are focussed on individuals rather than enterprises, but issues for the electrical sector were identified.

- **Recommendation 15**
Combine the two different registrations required by electrical contractors into a single registration and reduce the renewal frequency from 1 to 3 years.
- **Recommendation 16**
Review the charging mechanism for a Private Security Authority (PSA) licence so as to ensure sufficient competition in the market place.

Overarching Recommendations

In addition to the sector-specific recommendations, there are a number of broader recommendations for the reduction of the licensing burden that all licensing authorities need to consider and apply and these are presented below.

Risk based Licensing

- **Recommendation 17**
The roll out of initiatives already underway to apply risk based licensing in areas where health, public safety or the protection of the environment are concerned should be implemented in full as a minimum and, if possible, accelerated and expanded.
- **Recommendation 18**
Licensing authorities and bodies need to examine and seek to reduce licence fees in the sectors where the fees are considered to be most onerous. Fees in this category include the annual registration fees for pharmacies, Court Fees for Special Exemption Orders, Private Security Authority Licence fees and Table and Chairs Licence fees.

Amalgamation of Licences

- **Recommendation 19**
A one-stop-shop on-line registration for licensing in sectors with multi-licensing requirements such as SME retailers as noted above, should be introduced, including the harmonisation of registration and renewal dates. The objective would be to reduce the burden on owners having to apply at various times throughout the year to a multiplicity of state agencies and thereby reduce some of the administrative burden on businesses.

- **Recommendation 20**
Each regulatory authority should be asked to examine all licences or registrations that they currently issue, which require annual or shorter renewal frequency, with a view to reducing the renewal frequency to an appropriate period depending on the sector and based on compliance history. Each regulatory authority should ensure that rigorous risk based systems and processes are in place, in order to identify licences most suitable for extension of their renewal period. All licensing processes and requirements need to be subject to regular process audit and review to increase efficiencies and reduce the burdens of processes on business.

Regulatory Impact Assessments

- **Recommendation 21**
Relevant agencies should ensure that employment and competitiveness impacts are carefully considered as part of the Regulatory Impact Assessment (RIA) process undertaken for all proposals for new licensing or for amending existing licensing arrangements.

Information, Training and Awareness

- **Recommendation 22**
Licensing agencies should develop training and awareness and other initiatives to facilitate SMEs in identifying, understanding and complying with their licensing obligations.
- **Recommendation 23**
A comprehensive on-line tool and list of all mandatory licences required by businesses should be established, building on the www.businessregulation.ie initiative. This should be kept up to date as new regulations emerge and should be designed to enable businesses to understand their key licensing obligations on the basis of their inputs (e.g. from drop down menus) to categorise their activities within defined bounds.

Next Steps

- **Recommendation 24**
The next step is for the relevant licensing authorities to proceed towards development of integrated licensing systems to rationalise the number of licences and streamline processes so as to reduce the overall administrative burden on businesses.

1 Introduction

As part of the Action Plans for Jobs 2012, Forfás has been assigned *inter alia* the following action point:

1.49: Audit and review the multiplicity of licences required by businesses to assess the potential for discontinuing some licences and for amalgamating licences.

(Note: this action point also comes under 7.13.2 of the Action Plan for Jobs 2012)

Regulation by or on behalf of the State plays an essential role in ensuring that economic activity by individual economic actors is consistent with wider social and national objectives, including health and safety, consumer protection, environmental quality, competition, provision of essential services, and others. Whether expressed through primary or secondary legislation, or through the activities and determinations of individual regulators, regulation is the means by which society's priorities can be safeguarded in the operation of economic markets.

It is important, however, that regulation should not place an unnecessary burden on business activity. Inappropriate or excessive regulation can increase costs for business and impair competitiveness. It can disadvantage smaller firms against larger firms, and can disadvantage Irish firms against those in other countries, if it is not well considered and effectively implemented.

The only way to ensure that we have the right regulatory environment is to keep it under continual review, that there are effective feedback loops between regulators and the regulated businesses, to ensure *inter alia* that outmoded regulation is phased out and that any new regulation is well planned and appropriate to the problem being addressed. The cross-government programme to reduce the administrative burden on business by 25 per cent has begun to ease the burden that regulation places on business and progress in this regard needs to be sustained.

An important part of regulation is licensing activity - the issuing of permissions by the State and its agencies for various kinds of economic activity, whether for individual professions and trades or for enterprises to engage in specific activities. The High Level Group on Business Regulation and the Advisory Group for Small Business has highlighted how regulation, including licensing, impacts on business. The number of licences required by a single business, along with the cost and the renewal processes, can be particularly onerous. Accordingly, this study is intended to address this specific aspect of regulation in order to see what improvements can be made in the system.

2 Methodology

The objectives of this study were to identify the mandatory licences¹ issued by the State and its agencies, to assess the burden of these licences and to identify recommendations for the reduction of the burden.

The following sectors were selected for the study²:

- Manufacturing
- Food & Drink
- Retail
- Hospitality & Leisure
- Waste Management
- Road Haulage
- Construction

To support Forfás in this study, Byrne Ó Cléirigh were appointed to carry out a review and assessment of the number of licences needed in the range of sectors, as listed above, and to conduct an audit of the licence requirements. The methodology included the undertaking of a quantitative and qualitative burden assessment exercise on the more significant licences identified.

A total of 159 licences were identified as being required by businesses in the relevant sectors. A licence summary containing details of the licences, including the licence name, the issuing authority, and other data is presented in Appendix 1.

Sixty-eight licences were identified as being more significant because they either:

- Impact on large numbers of enterprises;
- Apply across multiple sectors of the economy;
- Entail particularly high individual licensing and/or compliance costs to the regulated enterprises;
- Were identified in consultations with business as posing particular burdens on the regulated sector(s).

Detailed licence data sheets were prepared for each of these 68 licences - see Appendix 2. The data sheets provide details on: the application, renewal and compliance processes; the direct fees associated with each step; the renewal frequency; and, the results of the qualitative and quantitative burden assessment.

¹ Any mandatory registration required to carry out business activities within the sectors identified.

² Some sectors and permissions were excluded from this study - planning permissions, product licensing and the agriculture sector (which is the subject of a separate study by the Department of Agriculture, Food and Marine).

3 Overall

Licence burdens for enterprises comprise a combination of licence fee costs (which typically consist of once-off application fees and annual renewal fees or charges), non-fee costs (such as legal, consultancy or advertising fees) and time burden (i.e. the business' own staff time in applying for, renewing and complying with licences).

A total of over 230,000 individual licensing or mandatory registrations were transacted in 2011. Of these, approximately 110,000 were mandatory registrations or certifications *of individuals* and approximately 120,000 involved the licensing³ *of enterprises*. These numbers do not include individual inspections, for example, the 45,000 food business operations in the State.

Some licence fees take the form of a flat fee irrespective of turnover, some are a function of turnover of the activity (e.g. Publican Seven Day Licences) and some are a function of the enterprise type. In some cases the licence charge can be dictated by one or more of: the sector; the specific activities undertaken; the complexity or scale of the business operations; and the environmental or health risk posed.

The significance of these different costs varies from sector to sector, from licence to licence and, in some cases, from business to business. The scale of the current burden in financial terms is summarised in Table 1 below.

Table 1: Licences (ranked by numbers issued or renewed annually)

Number of Transactions per Year	Description of Licensing Transaction	Typical Unit Transaction Cost	Estimate of Annual Revenue to State Agencies	Year of Reference Data
50,000 per year and above	Safe Pass Card Renewals (Construction Sector) (70,000 in 2011)	€100 (for training and FÁS application Fee) once every 5 years	€7M (FÁS & Trainers)	2011
	Special Exemption Orders for Nightclubs (late night sales of alcohol -Hospitality Sector) - 64,000 issued in 2009	€410	€26M (Exchequer/Revenue Commissioners €7M; Courts Service €19.2M)	2009
10,000 to 50,000	Excise Licences for Public Houses and Off Licences - 14,703 currently.	Up to €3,805 pa (depends on turnover)	€10M (Exchequer/Revenue Commissioners)	2010
5,000-10,000	Registration of new food businesses	No registration fee (but non fee and	Nil	2012

³ Including applications, renewals and annual charge transactions.

	(currently 45,000 registered)	Time costs)		
2,500 to 5,000	Fats Oil and Grease Licence Fee (annual charge -typically for food businesses)	€330 to €1,250	-€4M (local authorities)	2012
	Registration by individual Pharmacists	€450	€1.6M (Pharmaceutical Society of Ireland)	2012
1,000 to 2,500	Annual Registration of Retail Pharmacies	€2,250	€4.5M (Pharmaceutical Society of Ireland)	2012
500 - 1,000	IPPC Licence (annual charges and new licence applications, includes ~700 IPPC licences)	Varies significantly	€9.7M (EPA)	2010
	Annual Renewal of Hotel Registration with Fáilte Ireland (~883 registered hotels at 1 st Jan 2011. Annual renewal fee charged on a per room basis ⁴)	~€17.40 per double room per year in 3,4 or 5 star hotels	-€1.02M (Fáilte Ireland - hotels only ⁵)	2011

In many cases, cumulative renewal fees can surpass original application fees after a short period and the combination of non-fee costs and time burden can considerably exceed fee costs.

Apart from the fee costs and non-fee costs to third parties, the management and staff time and effort required to comply with the multiplicity of licences and inspections is seen as a definite burden especially among SMEs where, in many cases, the burden falls on the business owner.

In certain sectors, such as retail and hospitality and leisure and in the case of SMEs especially, the multiplicity of licences imposes a significant time burden on management / owners.

Licence validity range from daily to indefinite, with many having annual renewal cycles. The research has identified examples where the frequency of licence renewals would warrant consideration for a reduction in frequency. A review of the licences with the highest burden rankings for the three stages of licensing (application, renewal and ongoing compliance) reveals an interesting pattern of burden in different parts of the licence life cycle- see Table 2 below.

⁴ 59,200 hotel beds in January 2011

⁵ A further €300,000 per annum in registration fees to Fáilte Ireland in respect of registration fees for Guest Houses, hostels, holiday apartment and 2 holiday camps.

Table 2: Licences with Highest Burden (Ranked in Descending Order of Burden)

Licences Ranked with Highest Burden in <i>Application Stage</i>	Licences Ranked with Highest Burden in <i>Renewal Stage</i>	Licences Ranked with Highest Burden in <i>Compliance Stage</i>
Qualified Certifier - Emergency Lighting (EL-0005)	Qualified Certifier - Emergency Lighting (EL-0005)	Waste Licence (EL-0132)
Special Exemption Order (EL-0024)	Private Security Authority Licence (EL-0148)	Integrated Pollution Prevention and Control Licence (EL-0071)
Excise - Special Restaurant Licence (EL-0054)	Waste Collection Permit (EL-0129)	Waste Facility Permit (EL-0131)
Street Furniture Licence (Table and Chairs Licence) (EL-0056)	Integrated Pollution Prevention and Control Licence (EL-0071)	Registration as an Approved Feed Business Operator (EL-0104)
Private Security Authority Licence (EL-0148)	International Road Haulage Operators Licence (EL-0008)	Registration as an Approved Feed Business Operator (EL-0105)

The most burdensome five licences in the application stage included three from the hospitality and leisure sector, with the other two being from the construction sector and private security.

There is no sectoral or regulator focus in the most burdensome licences in the renewal phase. Three of the five licences posing the highest burden during the ongoing compliance phase are environmental licences, with the other two relating to the registration of food businesses.

Unsurprisingly, the typical industry perspective is that any initiative that would reduce the regulatory burden would be welcome. In this regard, risk based approaches can reward compliant operators who have demonstrated lower risk by ongoing adherence to licence conditions with lower licence fees in the future. To reduce the administrative burden imposed by the licences in the key sectors may not necessarily require an amalgamation or discontinuation of licences. The findings of the study suggest that the administration burden is centred on the application process, the frequency of renewal and the compliance burden (in terms of cost and non-cost).

Outlined below are the main issues identified through the research and consultations for each of the sectors examined, with associated sector-specific recommendations.

4 Key Sectoral Findings and Recommendations

4.1 Manufacturing

For manufacturing enterprises the following types of licences were reviewed:

- Environmental Licensing of Large Industrial Sites
- Greenhouse Gas Emissions Permits at Large Manufacturing Sites
- Environmental Licensing of Other Manufacturing Businesses including Air Pollution and Trade Effluent Licences

Key Findings

- There are 37 licence types required within the manufacturing sector, depending on the operations of the business - some of these licences are also applicable to other sectors.
- The largest licensing requirement for manufacturing plants is in the area of environmental compliance, which is regulated by the Environmental Protection Agency (EPA) and local authorities. About €10 million in application fees and annual charges are collected by the EPA annually from all sectors and a large proportion of these fees and charges are collected from the manufacturing sector.
- The main environmental licensing requirement is the Integrated Pollution Prevention and Control (IPPC) licences with approximately 500 manufacturing facilities currently subject to licence. IPPC licensing is enshrined in an EU Directive, which constrains what can be done within the Irish system. The non-fee costs and time burden (ongoing cost of compliance and EPA charges) can be higher than the fee costs for some licensees. IPPC licensing is perceived to be overly complex by some food industries.
- The cost to the Irish manufacturing and energy sectors of purchasing carbon allowances in fulfilment of their obligations under phase III of the EU Emissions Trading Scheme could amount to €150 million per annum by the middle of the decade.
- Environmental licensing at non-IPPC sites is not perceived to be a significant burden. However, other licences which may be required for certain facilities under the Food and Feed hygiene regulations serve to further increase and complicate the licensing burden.

The key recommendations to reduce the licensing burden for manufacturing firms include:

- **Recommendation 1**
In relation to environmental licensing, and IPPC licences in particular, review the time taken for processing of licence applications and when reviews should be undertaken and ensure that timelines are complied with, particularly in relation to new investments or plant expansions with employment potential.
- Sustain the improvements in the application risk based licensing and inspections for IPPC licences, in particular critically reviewing the frequency of inspections as a means of lowering annual charges.
- Review the criteria for deciding between formal licence reviews and technical amendments, as the latter incurs much lower indirect costs to the licensee.
- **Recommendation 2**
In relation to the Industrial Emissions Directive (to be transposed by January 2013), ensure that Ireland can avail of all the derogations provided for, to ensure that the Irish manufacturing and energy sectors are not at a competitive disadvantage to those in other EU Member States.

4.2 Food & Drink

Within this sector the following types of licences were reviewed:

- Environmental Licensing of Large Industrial Sites
- Greenhouse Gas Emissions Permits at Large Manufacturing Sites
- Approved Food Business Operators
- Approved Feed Business Operators
- Animal By-Products Premises

Key Findings

- There are 23 licence types for the food and drinks sector with 12 licences specifically concerning excise.
- The food and beverage manufacture and service sector is highly regulated in terms of the number of registrations required and standards set. Obligations to register food businesses extend along the supply chain in this sector and affect manufacturers (including artisan producers) as well as retailers and businesses in the hospitality and food service sector. While there is general acceptance within the sector that food hygiene rules are essential for society and are a necessary prerequisite for a successful food business, the standards required and levels of inspections are viewed as above the requirements for the potential risks and increase the burden on business.
- Food service licences are regulated under the auspices of the Food Safety Authority of Ireland (FSAI) through a number of *competent authorities* with different remits based on different food product(s) and business activities, including HSE, DoH, and local authorities

- Many registered food businesses in the artisan producer sector perceive a burden associated with the significant indirect costs incurred in meeting the compliance requirements, e.g. the implementation of food management systems. These compliance requirements are the single highest cost burden of any licensing requirement in the State as they apply to over 45,000 food businesses.
- Many businesses are subject to a multiplicity of inspections under this regime, which has been reported as a source of considerable time burden and consequent frustration. The frequency of inspections is related to the risk categorisation of the activity.
- The 100 largest manufacturers/producers in the sector include brewers, distillers and manufacturers of dairy products and are of a scale that they are subject to IPPC licensing. In addition to IPPC licensing, some of these large manufacturing facilities may be subject to registration in accordance with the Food and Feed Hygiene Regulations and the Animal By-Products Regulations.
- Businesses that undertake food preparation processes that give rise to the discharge of oils, fats or greases to the public sewer require a Trade Effluent Licence from the relevant local authority. These licences are referred to as Fats, Oils & Grease (FOG) Licences and are considered a burden in the retail and hospitality sectors. These licences also apply to the manufacturing sector (sites that do not fall under IPPC). While such licensing is essential, it is important the licensing and inspection regimes be harmonised across local authorities and be subject to continuous review to ensure efficiency and risk based inspections.

The recommended actions to reduce the licensing burden for the food and beverage producing sector include:

- **Recommendation 3**
To achieve a significant rationalisation of the inspection regime for food business there is a need for rigorous application of risk based principles for food service businesses and for food producers and to reduce the burden of inspections on compliant businesses.
- **Recommendation 4**
Increase the use of integrated licensing in multi-regulated areas and the use of multi-skilled inspectors who can inspect broader aspects of compliance in the food and beverage sector during individual inspections.
- **Recommendation 5**
Review the standards set for artisan and smaller food service business to ensure requirements are proportionate and risk based and are in line with standards set across the EU.

4.3 Retail

There is a multiplicity of licences in this sector of up to 50. A medium sized supermarket may require up to twenty licences from the State, in addition to standard compliance requirements with a range of other regulations in relation to employment, revenue, CSO etc.

Key Findings

- The licensing regimes that impose the most significant burden on retail operations relate to the sale of food and excised goods in the retail sector, including food business registration and the related inspections; and, Trade Effluent Licences (Fats, Oils & Greases). In this regard, the sector shares common concerns with the hospitality and leisure sectors.
- The multiplicity of competent authorities which register and inspect different aspects of food sales in shops and supermarkets is a cause of frustration and gives rise to significant indirect costs to businesses. There is potential for significant rationalisation of the food safety inspection system.
- Some medium sized supermarkets can require 10 or more licences. A typical medium scale supermarket (with an off-licence and café) would require the following licences: registration as a food business operator; fats, oils and grease licence; sale of tobacco; national lottery licence; licence to sell salmon; licence to sell shellfish; wine, beer and spirits retailers off-licence; music licence from IMRO; music licence from PPI; WEEE registration; sale of video recordings. There is the potential to reduce the administrative burden associated with applying to, and being subject to inspections by a multiplicity of competent authorities. The IPPC licence could be used as an example of a successful model.
- The licensing of alcohol sales across all sectors is exceedingly complex. There are 38 different excise licence variations for the sale of alcohol. There are several different licence types for off-sales of alcohol depending on the product sold.
- Many registered food businesses in the retail sector perceive a burden associated with the significant indirect costs incurred in meeting the compliance requirements, e.g. the implementation of food management systems.
- The pharmacy sector is also subject to multiple inspections, although not all of these are related to licences.

Options for the reduction of the licensing burden for the retail sector include:

- **Recommendation 6**
Rationalise the registration and licensing for the retail sector with a single integrated licensing system to include excise licences.
- **Recommendation 7**
In the retail sector, move to rigorous application of risk based inspection to achieve a rationalisation of the frequency of inspections.
- **Recommendation 8**
Reduce the renewal frequency of certain licences and increase the validity of licences from 1 to 3 years.

4.4 Hospitality and Leisure

There is a multiplicity of licence types (49 in total), several of which are specialised and apply to a small number of businesses only.

Key Findings

- Both the food business registration (ca. 45,000 licences) and Trade Effluent Licences (Fats, Oils & Greases (FOG) ca. 3,000 licences in 2012) are perceived as being a burden by many operators in the hospitality and leisure sector, particularly with regard to compliance time. The introduction of risk based charging by the local authorities is welcome as it is reducing the fee for food service establishments.
- The most common excise licence for the sale of alcohol is the Publicans Seven Day Ordinary Licence, of which there are 8,509 full publican licences for 2011. The initial application process requires applications to both the District Court service and the Revenue Commissioners. The licence is renewed annually without a court appearance (for tax compliant businesses), with the fee based on turnover.
- The system for granting Special Exemption Orders for night clubs is administratively burdensome. Exemption Orders are valid for one night only and must be renewed monthly via Court appearance. The licence and court fee cost for a nightclub open for three nights every weekend would be €62,000 per year. This is probably the highest direct fee cost identified for a single enterprise.
- The licensing of alcohol sales across all sectors is exceedingly complex, with 38 different excise licence variations for the sale of alcohol. In total there were 13,400 registered licences as of June 2012, most of which were in the hospitality and leisure sector. There are up to 6 different licences for off-sales of alcohol depending on the product sold (for example, beer, spirits, wine, cider, sweets). For some excise licences there are none or very few licences held currently.
- In addition, music licences (IMRO and PPI) are perceived as a significant burden by the sector, primarily due to the costs associated with each licence.

Options for the reduction of the licensing burden include through the:

- **Recommendation 9**
Rationalise the application process for late night events and reduce the use of court time in seeking Special Exemption Orders.
- **Recommendation 10**
Consider how best to reduce the renewal frequency of publican licences, with up to three year licences for publicans in good standing and tax compliant.
- **Recommendation 11**
Rationalise the number of excise licences for alcohol sales in a way that simplifies the application process, but maintains the public health dimensions of the assessment process.
- **Recommendation 12**
Consider how to combine the two music licences - businesses under statute currently have to pay two different organisations to play music.

4.5 Waste Management

The Environmental Protection Agency (EPA) administers the waste licensing regime for waste facilities. The regime operates on a three tier system (Certificate of Registration, Waste Facility Permit and a Waste Licence) with Waste Licences being the top tier.

Key Findings

- Within this sector there are 11 licence types, seven of which are specifically related to waste management as a service. The remaining four licences cut across a number of sectors and are required for the discharge of effluent as part of the business operation.
- Of the 281 licences currently being administered by the EPA, 231 have been issued to private sector businesses and 50 licences have been issued to public bodies, e.g. local authorities.
- Licensing of major waste facilities by the EPA is seen as very onerous and slow by the sector. A number of initiatives are required for a prompter turnaround of applications and should be examined notwithstanding the fact that there is a due process in terms of planning, health and safety approvals and waste licensing for the establishment of a waste facility.
- There are significant monitoring costs and regular inspections associated with waste licences, and the increased use of risk based inspections would assist in reducing the overall burden for enterprises.
- There has been a welcome improvement in the issuing of Waste Collection Permits, Waste Transfer Forms and Trans-frontier Shipment Certificates since these systems were centralised in Offaly and Dublin. This study concluded that there is a case for the review of fees for Trans-frontier Shipments, which are perceived to be too high relative to the cost of the licensing activity.

▪ Recommendation 13

The key requirement for the waste management sector is to progress actions to reduce the licensing burden, including integration of licensing, speeding up the licensing process within the EPA and reviewing fees for trans-frontier shipments.

4.6 Road Haulage

Hauliers are subject to regulation and licensing for both general haulage activities (Road Haulage Operator's Licence,) and the transportation of dangerous goods (under the ADR Regulations⁶),. These licensing schemes are operated by a wide range of competent authorities.

Key Findings

- A total of 16 licence types were identified as relevant to the road haulage sector. Of these 12 are sector specific with the remaining 4 licence types applicable across a number of sectors depending on the business activity.
- Overall, the burden of licensing is perceived to be low for the haulage sector - the main concerns of the sector are high diesel prices and labour costs.

⁶ ADR is the acronym given to the *European Agreement Concerning the International Carriage of Dangerous Goods by Road*

- A road haulier requires a road haulage operator's licence (RHOL) to operate a road haulage business in the Republic of Ireland and an International Road Haulage Operator's Licence (IRHOLs) to operate throughout the European Union.
- IRHOLs specify individual vehicle registration numbers, the alteration of which, at short notice can prove problematic for hauliers in the event of a vehicle breakdown.
- This is main area in which the licensing burden could be lessened for hauliers by the introduction of some flexibility to amend vehicle registration numbers on certain transport licences.
- The renewal frequency for a RHOL and for an IRHOL is five years with the application and renewal process for both licences having a similar process. There is scope to reduce this process burden to expedite the issuing/re-issuing of licences by the introduction of an online licence application/renewal system.

- **Recommendation 14**

In the road haulage sector, licensing is being migrated to a fully online application/renewal system allowing for transfer of vehicle registration numbers which should be completed by Q1 2013.

4.7 Construction

Many construction sector-specific licences are focussed on individuals rather than enterprises, i.e. various licences and registrations are conferred on named individuals rather than companies. For example, Construction Skills Certification Scheme, SAFE Pass CARD, Registered Gas Installers and Registered Electrical Contractor.

Key Findings

- A total of 13 licence types were identified for the construction sector. Seven of these licence types are sector specific with the remaining 6 common to a number of sectors.
- Training and registration is required for a large number of construction trades, which can require up to 5 days of training. The skills cards awarded (CSCS cards) are valid for 5 years, so the lost time through training represents about a ~0.5 per cent loss of earnings, which is not a significant burden. There are currently ~9,000 cards issued annually.
- Safe Pass cards are among the most numerous of registrations and are required for access onto construction sites. These entail a very low burden.
- Registration as an electrical contractor or qualified electrical certifier with RECI or ECSSA while not an undue burden has the potential to be streamlined.
- The procedure to allow an electrical contractor to certify emergency lighting is perceived to impose a high burden because the fee costs and time burden (training) are high compared to the typical revenue levels that can be generated from this type of work.
- The fees for a contractor Private Security Authority (PSA) licence are considered excessive by the construction sector, which means that many electricians do not hold such licences for products such as alarms, thereby reducing competition in the sector.

- In the context of the problems facing the sector, the burden posed by licensing is considered to be extremely low.

The actions required to reduce the licensing burden in the construction sector include:

- **Recommendation 15**
Combine the two different registrations required by electrical contractors into a single registration and reduce the renewal frequency from 1 to 3 years;
- **Recommendation 16**
Review the charging mechanism for a Private Security Authority (PSA) licence so as to ensure sufficient competition in the market place.

4.8 Overarching Recommendations - remove, reduce, merge or improve regulations

In addition to the sector-specific recommendations, there are a number of broader recommendations for the reduction of the licensing burden that all licensing authorities need to consider and apply and these are presented below.

Risk based Licensing

- **Recommendation 17**
The roll out of initiatives already underway to apply risk based licensing in areas where health, public safety or the protection of the environment are concerned should be implemented in full as a minimum and, if possible, accelerated and expanded.
- **Recommendation 18**
Licensing authorities and bodies need to examine and seek to reduce licence fees in the sectors where the fees are considered to be most onerous. Fees in this category include the annual registration fees for pharmacies, Court Fees for Special Exemption Orders, Private Security Authority Licence fees and Table and Chairs Licence fees.

Amalgamation of Licences

- **Recommendation 19**
A one-stop-shop on-line registration for licensing in sectors with multi-licensing requirements such as SME retailers as noted above, should be introduced, including the harmonisation of registration and renewal dates. The objective would be to reduce the burden on owners having to apply at various times throughout the year to a multiplicity of state agencies and thereby reduce some of the administrative burden on businesses.

Reduced Frequency

Recommendation 20

Each regulatory authority should be asked to examine all licences or registrations that they currently issue, which require annual or shorter renewal frequency, with a view to reducing the renewal frequency to an appropriate period depending on the sector and based on compliance history. Each regulatory authority should ensure that rigorous risk based systems and processes are in place, in order to identify licences most suitable for extension of their renewal period. All licensing processes and requirements need to be subject to regular process audit and review to increase efficiencies and reduce the burdens of processes on business.

Regulatory Impact Assessments

- **Recommendation 21**
Relevant agencies should ensure that employment and competitiveness impacts are carefully considered as part of the Regulatory Impact Assessment (RIA) process undertaken for all proposals for new licensing or for amending existing licensing arrangements.

Information, Training and Awareness

- **Recommendation 22**
Licensing agencies should develop training and awareness and other initiatives to facilitate SMEs in identifying, understanding and complying with their licensing obligations.
- **Recommendation 23**
A comprehensive on-line tool and list of all mandatory licences required by businesses should be established. This should be kept up to date as new regulations emerge and should be designed to enable businesses to understand their key licensing obligations on the basis of their inputs (e.g. from drop down menus) to categorise their activities within defined bounds.

This on-line resource should allow businesses check the mandatory licences which apply to their activities. Users of the tool should be able to input details of the range of business activities (through a number of drop-down menus and by answering pre-defined questions) and the tool should then identify the licensing requirements of that business, and provide relevant summary information. This should include, inter alia, licence application fees, licence renewal frequency and fees, and overviews of the application process and the inspection regime. Such a tool would be particularly useful for certain SME sectors e.g. retail, hospitality, and food businesses. A useful analogue for such a web-based tool is the BeSMART system which has been developed by the Health and Safety Authority to assist businesses in various sectors to undertake the risk assessments required under different regulatory frameworks.

5 Next Steps

- **Recommendation 24**
The next step is for the relevant licensing authorities to proceed towards development of integrated licensing systems to rationalise the number of licences and streamline processes so as to reduce the overall administrative burden on businesses.

Appendix 1 Licence Summary Table

List of sector title abbreviations used in Appendix 1:

C	Construction
F	Food Industry
H	Haulage
H&L	Hospitality & Leisure
Ma	Manufacturing
Mi	Miscellaneous
Ph	Pharmacy
Pb	Publican
R	Retail
W	Waste

ROL Ref No.	Sectors	Activity	Title	Individuals/organisations who may require licence	Issuer	Regulator	Legislative Driver (IRL)	Number	Year of Reference Data
EL-0001	C	Undertaking of safety critical tasks on construction sites	Construction Skills Registration Card (CSCS Training)	Plant operators, scaffolders, roofers, roadworkers, shotfirers, quarry workers and people working in confined spaces.	Fás	Health & Safety Authority (HSA)	Safety, Health and Welfare at Work (Construction) Regulations 2006	9,000	Approximate (2011)
EL-0002	C	Working on a construction site	Safety Awareness Registration Card (Safe Pass)	Craft and general construction workers (including persons undertaking on-site security work).	Fás	Health & Safety Authority (HSA)	Safety, Health and Welfare at Work (Construction) Regulations 2006	70,000	Approximate (2011)
EL-0003	C	Electrical Contractor	Registered Electrical Contractor	Electrical Contractors	The Electrical Safety Supervisory Bodies: ECSSA & RECI	ECSSA & RECI	Energy (Miscellaneous Provisions) Act 2006	5,500	Approximate (2012)
EL-0004	C	Electrical Contractor	Qualified Certifier - ET101	Electrical Contractors wishing to certify electrical works governed by ET101.	The Electrical Safety Supervisory Bodies: ECSSA & RECI	ECSSA & RECI	Energy (Miscellaneous Provisions) Act 2006	-	-
EL-0005	C	Electrical Contractor	Qualified Certifier - Emergency Lighting	Electrical Contractors wishing to certify emergency lighting works under the Building Emergency Safety System	The Electrical Safety Supervisory Bodies: ECSSA &	ECSSA & RECI	Energy (Miscellaneous Provisions) Act 2006	1,100	Approximate (2012, includes both full and

				(BESS) Scheme.	RECI				provisional registrations)
EL-0006	C	Gas Installer	Registered Gas Installer (RGI)	Gas Installers or undertakers of Gas Works.	The Gas Safety Supervisory Body (GSSB): Register of Gas Installers Ireland (RGII)	Register of Gas Installers Ireland (RGII)	Energy (Miscellaneous Provisions) Act 2006	2,602	Approximate (2012)
EL-0007	H	Haulage	National Road Haulage Operators Licence	An operator who engages in road haulage for hire or reward in Ireland only.	Road Transport Operator Licensing Unit, Department of Transport, Tourism and Sport	Road Safety Authority (RSA)/An Garda Síochána	Section 2 of the Road Traffic and Transport Act 2006	3,800	Actual (2012, includes both National and International)
EL-0008	H	Haulage	International Road Haulage Operators Licence	An operator who engages in road haulage for hire or reward in Ireland and the European Union.	Road Transport Operator Licensing Unit, Department of Transport, Tourism and Sport	Road Safety Authority (RSA)/An Garda Síochána	Section 2 of the Road Traffic and Transport Act 2006	305	Actual (2012)
EL-0009	H	Haulage	Community Licence (Road Haulage)	An operator who engages in road haulage for hire or reward in Ireland and the European Union.	Road Transport Operator Licensing Unit, Department of Transport, Tourism and	Road Safety Authority (RSA)/An Garda Síochána	Regulation (EC) No 1072/2009	305	Actual (2012)

					Sport				
EL-0010	H	Haulage	ECMT Licence	The ECMT licence is a multilateral licence for the international carriage of goods by road for hire or reward by transport undertakings established in an ECMT member country, and is issued on the basis of a quota system.	Road Transport Operator Licensing Unit, Department of Transport, Tourism and Sport	Road Safety Authority (RSA)/An Garda Síochána	The ECMT was established by a protocol signed in Brussels on 17 October 1953 by 19 countries.	4	Actual (2012)
EL-0011	H	Haulage	Bilateral Permit	This permit allows the holder to carry out transport operations for humanitarian aid purposes in Belarus or Russia.	Road Transport Operator Licensing Unit, Department of Transport, Tourism and Sport	Road Safety Authority (RSA)/An Garda Síochána	-	11	Actual (2012)
EL-0012	H	Haulage	Conformity of Production (COP) Document	International hauliers	Road Transport Operator Licensing Unit, Department of Transport, Tourism and Sport	Road Safety Authority (RSA)/An Garda Síochána	Directive 2007/46/EC	28	Actual (2012)
EL-0013	H	Haulage	Driver Attestation	Irish haulage operators who employ non-EU drivers for the purposes of driving in other EU countries.	Road Transport Operator Licensing Unit, Department of Transport,	Road Safety Authority (RSA)/An Garda Síochána	-	6	Actual (2012)

					Tourism and Sport				
EL-0014	H	Haulage	ADR – Driver Training Certification for Drivers of Vehicles carrying Dangerous Goods	Drivers of vehicles transporting dangerous goods.	HSA for all Classes except 1 and 7 which are the DOJELR & RPII respectively.	RSA, NSAI, INAB, DOJELR, RPII, NRA, HSA	Regulations issued under the Carriage of Dangerous Goods by Road Act 1998	1,800	Approximate (issued in 2011)
EL-0015	H	Haulage	Dangerous Goods Safety Advisers (DGSA)	Undertakings of transport dangerous goods by road.	HSA for all Classes except 1 and 7 which are the DOJELR & RPII respectively	RSA, NSAI, INAB, DOJELR, RPII, NRA, HSA	Regulations issued under the Carriage of Dangerous Goods by Road Act 1998	750	Approximate
EL-0016	H	Haulage	Road Transport Management Certificate of Professional Competence	Individuals who wish to act as Road Transport Managers	Chartered Institute of Logistics and Transport in Ireland (CILT)	Department of Transport, Tourism and Sport	Council Directive 98/76	400	Approximate (issued in 2011)
EL-0017	H	Haulage	Driver Certificate of Professional Competence (CPC)	All new drivers of buses and trucks.	Road Safety Authority (RSA)	Road Safety Authority (RSA)	EU Directive 2003/59/EC	-	-
EL-0018	H	Haulage	Commercial Vehicle Test (CVT)	Commercial vehicle owners.	Road Safety Authority (RSA)	Road Safety Authority (RSA), An Garda Síochána.	SI No 771 of 2004 European Communities (Vehicle Testing) Regulations in accordance with EU Directive	-	-

							2009/40/EC		
EL-0019	H&L Pb	Publican	Court Certificate (liquor licence)	Individuals intending to serve alcohol for consumption	District/Circuit Court	Courts / An Garda Siochana	Section 39 of the Intoxicating Liquor Act 2000	-	-
EL-0020	H&L Pb	Publican	Ministerial Approval (Bog Licence)	Publicans applying for a Bog Premises Licence	Ministerial Approval	Courts / An Garda Siochana	Intoxicating Liquor Act 1946 Section 2 (1)	0	Actual (2012)
EL-0021	H&L Pb	Publican	Excise - Publican's Licence (7-Day Ordinary)	Publicans applying for an "full" publican licence.	National Excise Licence Office (NELO)	Courts / An Garda Siochana	Intoxicating Liquor Acts (As amended)	6,892	Actual (2012)
EL-0022	H&L Pb	Publican	Excise - Publican's Licence (6-Day)	Publican	National Excise Licence Office (NELO)	Courts / An Garda Siochana	Intoxicating Liquor Acts (As amended)	9	Actual (2012)
EL-0023	H&L Pb	Publican	Excise - Publican's Licence (6-Day & Early Closing)	Publican	National Excise Licence Office (NELO)	Courts / An Garda Siochana	Intoxicating Liquor Acts (As amended)	2	Actual (2012)
EL-0024	H&L Pb	Publican	Special Exemption Order	Publicans or holders of an existing "on" licence.	District Court	Courts / An Garda Siochana	Section 5 of the Intoxicating Liquor Act, 1927 (as amended)	64,878	Actual (2010)
EL-0025	H&L Pb	Publican	General Exemption Order	Publican	District Court	Courts / An Garda Siochana	Intoxicating Liquor Acts (As amended)	48	Actual (2010)
EL-0026	H&L Pb	Publican	Area Exemption Order	Publican	District Court	Courts / An Garda Siochana	Intoxicating Liquor Acts (As amended)	-	-
EL-	H&L Pb	Publican	Occasional Licence	Publican	District Court	Courts / An	Intoxicating Liquor	-	-

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0027						Garda Siochana	Act, 1927 (As amended)		
EL-0028	H&L Pb	Publican	Excise - Publican's Licence (Ordinary) Bog Premises	Publican	National Excise Licence Office (NELO)	Courts / An Garda Siochana	Intoxicating Liquor Act, 1946 (As amended)	0	Actual (2012)
EL-0029	H&L Pb	Publican	Excise - Publican's Licence (Ordinary) Theatre	Publican	National Excise Licence Office (NELO)	Courts / An Garda Siochana	Intoxicating Liquor Act, 1927 (As amended)	113	Actual (2012)
EL-0030	H&L Pb	Publican	Excise - Publican's Licence (Ordinary) Holiday Camp	Publican	National Excise Licence Office (NELO)	Courts / An Garda Siochana	Intoxicating Liquor Act, 1927 (As amended)	1	Actual (2012)
EL-0031	H&L Pb	Publican	Excise - Publican's Licence (Ordinary) Greyhound Racetrack	Publican	National Excise Licence Office (NELO)	Courts / An Garda Siochana	Intoxicating Liquor Act, 1962 (As amended)	15	Actual (2012)
EL-0032	H&L Pb	Publican	Excise - Publican's Licence (Ordinary) Horse Excise - Publican's Licence (Ordinary) Racecourse	Publican	National Excise Licence Office (NELO)	Courts / An Garda Siochana	Provisions of Section 51 of the Public Health Acts Amendment Act 1890	21	Actual (2012)
EL-0033	H&L Pb	Publican	Excise - Publican's Licence (Ordinary) Railway Refreshment Rooms Licence	Publican	National Excise Licence Office (NELO)	Courts / An Garda Siochana	Intoxicating Liquor Acts (As amended)	6	Actual (2012)
EL-0034	H&L Pb	Passenger Aircraft Operator	Excise - Passenger Aircraft Licence	Operators of aircraft who wish to sell alcohol for consumption on board.	National Excise Licence Office (NELO)	Courts / An Garda Siochana	Intoxicating Liquor Act, 1943 (As amended)	4	Actual (2012)

EL-0035	H&L Pb	Passenger Vessel Operator	Excise - Passenger Vessel Licence	Operators of passenger vessels (e.g. ferries) who wish to sell alcohol for consumption on board.	National Excise Licence Office (NELO)	Courts / An Garda Siochana	Intoxicating Liquor Act, 1927 (As amended)	24	Actual (2012)
EL-0036	H&L Pb	Passenger Vessel Operator	Excise - Passenger Vessel One Day Licence	Operators of passenger vessels (e.g. ferries) who wish to sell alcohol for consumption on board.	National Excise Licence Office (NELO)	Courts / An Garda Siochana	Intoxicating Liquor Act, 1927 (As amended)	0	Actual (2012)
EL-0037	H&L Pb	Publican	Excise - Railway Restaurant Car Licence	Publican	National Excise Licence Office (NELO)	Courts / An Garda Siochana	Intoxicating Liquor Acts (As amended)	2	Actual (2012)
EL-0038	H&L Pb	Publican	Excise - Publican's Licence (Ordinary) Hotel - 1902 Act (Resident's Bar)	Hoteliers	National Excise Licence Office (NELO)	Courts / An Garda Siochana	Licensing (Ireland) Act 1902	82	Actual (2012)
EL-0039	H&L Pb	Publican	Excise - Publican's Licence (Ordinary) Hotel - 1902 Act (Public Bar)	Hoteliers	National Excise Licence Office (NELO)	Courts / An Garda Siochana	Licensing (Ireland) Act 1902	562	Actual (2012)
EL-0040	H&L Pb	Hotelier	Fáilte Ireland Certification/Registration	Hotels	Tourist Accommodation Management Services Ltd (TAMS) on behalf of Fáilte Ireland.	Tourist Accommodation Management Services Ltd (TAMS) on behalf of Fáilte Ireland.	Section 26 of the Tourist Traffic Act, 1939	857	Actual (2011)
EL-	H&L Pb	Guest House Operator	Fáilte Ireland	Guest Houses	Tourist	Tourist	Section 26 of the	262	Actual (2011)

0041			Certification/Registration		Accommodation Management Services Ltd (TAMS) on behalf of Fáilte Ireland.	Accommodation Management Services Ltd (TAMS) on behalf of Fáilte Ireland.	Tourist Traffic Act, 1939		
EL-0042	H&L	Hostel Operators	Fáilte Ireland Certification/Registration	Hostel operators	Tourist Accommodation Management Services Ltd (TAMS) on behalf of Fáilte Ireland.	Tourist Accommodation Management Services Ltd (TAMS) on behalf of Fáilte Ireland.	Section 26 of the Tourist Traffic Act, 1939	112	Actual (2011)
EL-0043	H&L	Holiday Apartments	Fáilte Ireland Certification/Registration	Holiday apartment owners	Tourist Accommodation Management Services Ltd (TAMS) on behalf of Fáilte Ireland.	Tourist Accommodation Management Services Ltd (TAMS) on behalf of Fáilte Ireland.	Section 26 of the Tourist Traffic Act, 1939	203	Actual (2011)
EL-0044	H&L	Caravan Parks	Fáilte Ireland Certification/Registration	Caravan park owners	Tourist Accommodation Management Services Ltd (TAMS) on behalf of Fáilte Ireland.	Tourist Accommodation Management Services Ltd (TAMS) on behalf of Fáilte Ireland.	Section 26 of the Tourist Traffic Act, 1939	93	Actual (2011)
EL-0045	H&L PBR	Gaming	Excise - Gaming Licence (3 Months)	Gaming Machine Operators	National Excise Licence Office	Courts Service	Gaming and Lotteries Act, 1956,	-	-

					(NELO)		Finance Act 1975 (as amended)		
EL-0046	H&L Pb R	Gaming	Excise - Gaming Licence (Annual)	Gaming Machine Operators	National Excise Licence Office (NELO)	Courts Service	Gaming and Lotteries Act, 1956, Finance Act 1975 (as amended)	-	-
EL-0047	H&L Pb R	Gaming	Excise - Gaming Machine Licence (3 Months)	Gaming Machine Operators	National Excise Licence Office (NELO)	Courts Service	REQUIREMENT: Gaming and Lotteries Act, 1956, FEES: Finance Act 1975 (as amended)	-	-
EL-0048	H&L Pb R	Gaming	Excise - Gaming Machine Licence (Annual)	Gaming Machine Operators	National Excise Licence Office (NELO)	Courts Service	Gaming and Lotteries Act, 1956, Finance Act 1975 (as amended)	-	-
EL-0049	Mi	Gaming	Excise - Lottery Licence	Individuals/companies who wish to operate a lottery.	District Court	Same as issuer	Gaming and Lotteries Act, 1956	-	-
EL-0050	H&L Pb R	Gaming	Excise - Amusement Machine Permit	Amusement hall operators, funfairs etc.	National Excise Licence Office (NELO)	Revenue	Chapter III, Finance Act 1992	-	-
EL-0051	H&L Pb R	Gaming	Excise - Amusement Machine Licence	Amusement hall operators, funfairs etc.	National Excise Licence Office (NELO)	Courts Service	Section 120(1) and (2) Finance Act 1992	-	-
EL-0052	H&L	Book Making	Excise - Bookmaker's Licence	Bookmakers	National Excise Licence Office (NELO)	Department of Justice, Equality and Law Reform / Courts Service	Betting Act 1931	-	-

						/ An Gardaí Siochana			
EL-0053	H&L	Book Making	Excise - Registration in Register of Bookmaking Offices	Bookmakers	National Excise Licence Office (NELO)	Department of Justice, Equality and Law Reform / Courts Service / An Gardaí Siochana	Betting Act 1931	-	-
EL-0054	H&L Pb	Restaurant	Excise - Special Restaurant Licence	Restaurants wishing to serve alcohol with meals	National Excise Licence Office (NELO)	District/Circuit court	S.I. No. 147/1988 – Special Restaurant Licence (Standards) Regulations, 1988	380	Actual (2012)
EL-0055	H&L Pb R	Discharges of Fats, Oils and Grease (FOG)	Fats, Oils and Grease Licence (Trade Effluent Licence)	Food Service Establishments (Pubs, hotels, restaurants, takeaways)	Local Authority	Same as issuer	Local Government (Water Pollution) Act 1977	3,000	Approximately (2012)
EL-0056	H&L Pb R	Placing of table and chairs in a public place for the purpose of serving food and drink.	Street Furniture Licence (Table and Chairs Licence)	Bars, hotels, restaurants etc.	Local Authority	Same as issuer	Planning and Development Regulations 2001	-	-
EL-0057	Mi	The hosting of an event in a public place under the control of a Local Authority	Event Licence	Event organisers	Local Authority	Same as issuer	Part XVI of the Planning and Development Act 2000	-	-

EL-0058	Mi	Owners of Equine Premises	Registration of an Equine Premises	Owners of farms, shows, sales, gymkhanas, racecourses, hunts, veterinary hospitals, farriers, pounds, studs, fairs etc. where horses are kept on a permanent basis or transferred to/from.	Department of Agriculture, Food and Marine (DAFM)	Same as issuer	Diseases of Animals Act 1966 (Registration of Horse Premises) Order 2012	4,000	Approximate (2012)
EL-0059	H&L Pb	Public Dancing	Public Dance Hall Licence	Dance venue operators	District Court	Same as issuer	Public Dance Halls Act 1935	-	-
EL-0060	H&L Pb	Public Music and Singing	Public Music and Singing Licence	Music venues, dance halls etc.	District Court	Same as issuer	Public Dance Halls Act, 1935	-	-
EL-0061	H&L Pb	Club Registrations	Club Operators	Club Operators	District Court	Same as issuer	District Court Rules 1997 (as amended)	-	-
EL-0062	H&L	Gaming	Certificate Authorising the Granting of a Gaming Licence	Amusement hall operators, funfairs etc.	District Court	Same as issuer	Gaming and Lotteries Act, 1956 (No. 2 of 1956)	-	-
EL-0063	Mi	Promotion of a Lottery	Lottery Licence	Individuals/organisations promoting a Lottery	District Court	Same as issuer	Gaming and Lotteries Act, 1956 (No. 2 of 1956)	-	-
EL-0064	Ma F	Maker of Methylated Spirits	Excise - Manufacturers Licence - Methylated Spirits	Manufacturers of methylated spirits	National Excise Licence Office (NELO)	National Excise Licence Office (NELO)	Finance Act (as amended)	8	Actual (2012)
EL-0065	Ma F	Alcohol manufacture	Excise - Manufacturers Licence (Grouped)	Manufacturers of products containing alcohol	National Excise Licence Office (NELO)	National Excise Licence Office (NELO)	Finance Act (as amended)	67	Actual (2012)

EL-0066	Ma F	Rectifier or compounder of spirits	Excise - Manufacturers Licence - Rectifier/Compounder	Manufacturers/rectifiers of compounds	National Excise Licence Office (NELO)	National Excise Licence Office (NELO)	Finance Act (as amended)	20	Actual (2012)
EL-0067	Ma F	Brewer of Beer for sale	Excise - Manufacturers Licence - Brewer	Brewers of beer for sale	National Excise Licence Office (NELO)	National Excise Licence Office (NELO)	Finance Act (as amended)	26	Actual (2012)
EL-0068	Ma F	Maker for sale of Sweets	Excise - Manufacturers Licence - Sweets Manufacturer	Manufacturers of sweets	National Excise Licence Office (NELO)	National Excise Licence Office (NELO)	Finance Act (as amended)	1	Actual (2012)
EL-0069	Ma F	Maker of Cider or Perry for sale	Excise - Manufacturers Licence - Cider Manufacturer	Manufacturers of cider	National Excise Licence Office (NELO)	National Excise Licence Office (NELO)	Finance Act (as amended)	6	Actual (2012)
EL-0070	Ma F	Distillers of Spirits	Excise - Manufacturers Licence - Distiller	Manufacturers of spirits	National Excise Licence Office (NELO)	Same as issuer	Finance Act (as amended)	6	Actual (2012)
EL-0071	Ma F	Manufacturing (various)	Integrated Pollution Prevention & Control (IPPC) Licence	Various industrial activities	Environmental Protection Agency (EPA)	Same as issuer	IPPC Directive 2008/1/EC	750	Approximate
EL-0072	Ma	Manufacturing (various)	Greenhouse Gas Permit	Various industrial activities	Environmental Protection Agency (EPA)	Same as issuer	EU Greenhouse Gas Emissions Trading Directive 2003/87/EC	100	Approximate
EL-0073	Mi	Excavation for archaeological purposes	Archaeological Excavation Licence	Archaeologists	National Monuments Service	Same as issuer	National Monuments Act 1930 (as amended)	251	Actual (2011)

EL-0074	Mi	Use of a detection device for archaeological purposes	Consent to use a Detection Device	Archaeologists	National Monuments Service	Same as issuer	Section 2 (2) of the National Monuments (Amendment) Act, 1987	91	Actual (2011)
EL-0075	Mi	Dive/survey of wrecks/sites	Licence to Dive/Survey	Archaeological/survey divers	National Monuments Service	Same as issuer	Section 3 (5) of the National Monuments (Amendment) Act 1987	22	Actual (2011)
EL-0076	Mi	Undertake any direct work upon or in the vicinity of a National Monument	Application for Consent	Scientific and Archaeological Divers	National Monuments Service	Same as issuer	Section 14 of the National Monuments Act 1930 (as amended)	28	Actual (2011)
EL-0077	Mi	Activities on in or in the vicinity of the foreshore	Foreshore Consent (Lease, permit, licence)	Erectors of long term structures (e.g. piers, marinas, bridges, roads, carparks) and other works (e.g. laying of submarine pipelines and cables) and purposes (e.g. aquaculture)	Minister for the Environment, Heritage and Local Government/Minister for Agriculture, Fisheries and Food/EPA	Same as issuer	The Foreshore Acts 1933-2005	-	-
EL-0078	H&L Pb Ma F W	Discharge to Sewer	Application for a Licence/Licence Review to discharge Trade Effluent or Other Matter to a Sewer	Individuals/companies discharging to sewers.	Local Authority	Same as issuer	Local Government (Water Pollution) Acts, 1977 & 1990 and Local Government (Water Pollution) Regulations 1978 & 1992	-	-

EL-0079	H&L Pb Ma F W	Discharge to Water	Application for a Licence/Licence Review to discharge Trade Effluent or Sewage Effluent to Waters	Individuals/companies discharging to a water course	Local Authority	Same as issuer	Local Government (Water Pollution) Acts, 1977 & 1990 and Local Government (Water Pollution) Regulations 1978 & 1992	-	-
EL-0080	H&L R	Wine retail	Excise - Wine Retailer's On Licence	Restaurant owners, wine bar operators.	National Excise Licence Office (NELO)	An Garda Siochana	Intoxicating Liquor & Refreshment Houses and Wine Licences Acts, 1860 (as amended)	1,563	Actual (2012)
EL-0081	H&L	Wine and Beer Retail	Restaurant Certificate	Restaurants, licensed premises	District Court	Same as issuer	Section 12(1A) of the Intoxicating Liquor Act 1927, Section 26 of the Intoxicating Liquor Act 2000	-	-
EL-0082	R	Wine retail	Excise - Wine Retailer's Off Licence (may also include Sweets)	Individuals/companies wishing to sell wine for off premises consumption	National Excise Licence Office (NELO)	Same as issuer	Intoxicating Liquor Act (as amended)	1,564	Actual (2012)
EL-0083	R	Alcohol Retail	Excise - Full Off Licence (Wine, Beer & Spirits)	Off-licence operators	National Excise Licence Office (NELO)	Courts / An Garda Siochana	Intoxicating Liquor Act (as amended)	1,538	Actual (2012)
EL-0084	R	Beer retail	Excise - Beer & Wine Retailer's Off Licence	Individuals/companies wishing to sell beer & wine for off	National Excise Licence Office	Same as issuer	S.43 & Part A Sch. 1, Finance (1909-10)	8	Actual (2012)

				premises consumption	(NELO)		Act 1910		
EL-0085	R	Spirit & Beer retail	Excise - Spirit & Beer Retailer's Off Licence (may also include Cider)	Individuals/companies wishing to sell spirits & beer for off premises consumption	National Excise Licence Office (NELO)	Same as issuer	S.43 & Part A Sch. 1, Finance (1909-10) Act 1910	26	Actual (2012)
EL-0086	R	Spirit & Wine retail	Excise - Spirit & Wine Retailer's Off Licence	Individuals/companies wishing to sell spirits & wine for off premises consumption	National Excise Licence Office (NELO)	Same as issuer	S.43 & Part A Sch. 1, Finance (1909-10) Act 1910	4	Actual (2012)
EL-0087	R	Methylated spirits retail	Excise - Methylated Spirits - Retailer	Manufacturers/retailers of same, Pharmacies.	National Excise Licence Office (NELO)	Same as issuer	S.43 & Part A Sch. 1, Finance (1909-10) Act 1910	0	Actual (2012)
EL-0088		Spirit retail	Excise - Spirit Retailer's Off Licence	Individuals/companies wishing to sell spirits & wine for off premises consumption	National Excise Licence Office (NELO)	Same as issuer	S.43 & Part A Sch. 1, Finance (1909-10) Act 1910	4	Actual (2012)
EL-0089	R	Cider retail	Excise - Cider Retailer's Off Licence	Individuals/companies wishing to sell cider for off premises consumption	National Excise Licence Office (NELO)	Same as issuer	S.43 & Part A Sch. 1, Finance (1909-10) Act 1910	0	Actual (2012)
EL-0090	R	Sweet retail	Excise - Sweets Retailer's On Licence Ordinary	Individuals/companies wishing to sell sweets for on premises consumption	National Excise Licence Office (NELO)	Same as issuer	S.43 & Part A Sch. 1, Finance (1909-10) Act 1910	0	Actual (2012)
EL-0091	R Ma F	Wholesale Beer, Wine & Spirits	Excise - Wholesale dealer in beer, wine and spirits	Wholesalers of beer, wine and spirits	National Excise Licence Office (NELO)	Same as issuer	S.43 & Part A Sch. 1, Finance (1909-10) Act 1910	141	Actual (2012)
EL-0092	R Ma F	Wholesale retail - beer	Excise - Wholesale Dealer in Beer	Individuals/companies wholesaling beer (e.g.	National Excise Licence Office	Same as issuer	Licensing Acts 1833 to 2008	68	Actual (2012)

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				breweries and distributors)	(NELO)				
EL-0093	R Ma F	Wholesale retail - wine	Excise - Wholesale Dealer in Wine	Individuals/companies wholesaling wine (e.g. distributors)	National Excise Licence Office (NELO)	Same as issuer	S.43 & Part A Sch. 1, Finance (1909-10) Act 1910	160	Actual (2012)
EL-0094	R Ma F	Wholesale retail - spirits	Excise - Wholesale Dealer in Spirits	Individuals/companies wholesaling spirits (e.g. Distillers and distributors)	National Excise Licence Office (NELO)	Same as issuer	S.43 & Part A Sch. 1, Finance (1909-10) Act 1910	35	Actual (2012)
EL-0095		Wholesale Dealer in Wine & Spirits	Excise - Wholesale Dealer in Wine & Spirits	Individuals/companies wholesaling wine & spirits (e.g. Distillers and distributors)	National Excise Licence Office (NELO)	Same as issuer	S.43 & Part A Sch. 1, Finance (1909-10) Act 1910	35	Actual (2012)
EL-0096	R Ma F	Wholesale retail - spirits of wine	Excise - Wholesale Dealer in Spirits of Wine	Individuals/companies wholesaling spirits of wine (e.g. distributors)	National Excise Licence Office (NELO)	Same as issuer	S.43 & Part A Sch. 1, Finance (1909-10) Act 1910	2	Actual (2012)
EL-0097	R	Hydrocarbon retail	Excise - Auto-Fuel Trader's Licence (With effect from 1 July 2012)	National Excise Licence Office (NELO)	National Excise Licence Office (NELO)	Same as issuer	Mineral Oil Regulations, 2001 (S.I. No. 442 of 2001), Finance Acts (as amended)	1,007	Actual (2012)
EL-0098	R	Hydrocarbon retail	Excise - Marked Fuel Trader's Licence (With effect from 1 October 2012)	National Excise Licence Office (NELO)	National Excise Licence Office (NELO)	Same as issuer	Mineral Oil Regulations, 2001 (S.I. No. 442 of 2001), Finance Acts (as amended)	-	New licence
EL-0099	Mi	Auctioneering	Excise - Auctioneer's Licence	Auctioneers	Property Services	Same as issuer	Auctioneers and House Agents Acts	-	-

					Regulatory Authority		of 1947, 1967 and 1973		
EL-0100	Mi	Auctioneering	Excise - Auction Permit	Auctioneers	Property Services Regulatory Authority	Same as issuer	Auctioneers and House Agents Acts of 1947, 1967 and 1973	-	-
EL-0101	Mi	Auctioneering	Excise - House Agent's Licence	House Agent	Property Services Regulatory Authority	Same as issuer	Auctioneers and House Agents Acts of 1947, 1967 and 1973	-	-
EL-0102	Pb R Ph Ma F	Food processing	Registration as a Food Business Operator	Individuals/organisations involved in the production or processing of food for sale.	The Competent Authorities including the HSE, DAFM, Local Authority & the SFPA.	Same as issuer	Hygiene of Foodstuffs Regulation (EC) No 852/2004	45,000	Approximate (2006 data).
EL-0103	Ma F	Food processing	Registration as an Approved Food Establishment	Establishments handling products of animal origin for which hygiene conditions are laid down in Regulation (EC) No 853/2004.	The Competent Authorities including the HSE, DAFM, Local Authority & the SFPA.	Same as issuer.	Regulation (EC) No 853/2004	644	Actual (2012)
EL-0104	H R Ma	Feed Business Operators	Registered Feed Business Operator	Manufacturers, Importers, hauliers and storers of feedingstuffs for animals.	Department of Agriculture, Food and Marine (DAFM)	Same as issuer	Regulation (EC) No 183/2005	2,140	Actual (2012)
EL-	R Ma	Feed Business	Registration as an Approved Feed	Manufacturers, Importers, hauliers and storers of feeding	Department of Agriculture,	Same as issuer	Regulation (EC) No.	816	Actual (2012)

0105		Operators	Business Operator	stuffs for animals.	Food and Marine (DAFM)		183/2005		
EL-0106	Ma W	Animal By-products Processing	Registration as an Approved Animal By-products (ABP) Premises	Plants handling or processing animal by-products	The Competent Authorities including the HSE, DAFM, Local Authority & the SFPA.	Same as issuer	Regulation (EC) No. 1774/2002	196	Actual (2012)
EL-0107	R Ma	Storage of Petroleum	Retail/Private Petroleum Store Licence	Petrol Stations	Local Authority, Harbour Authority or HSA	Same as issuer.	Dangerous Substances (Retail and Private Petroleum Stores) Regulations, S.I. 311 of 1979	-	-
EL-0108	R	Sale of firearms and ammunition	Registration as a firearms dealer	Firearm & ammunition dealer	Department of Justice, Equality and Law Reform (DOJE&LR)	An Garda Síochána & DOJE&LR	Firearms Acts (as amended)	202	Actual (2012)
EL-0109	R	Sale of firearm ammunition	Registration as an ammunition dealer	Ammunition dealer	Department of Justice, Equality and Law Reform (DOJE&LR)	An Garda Síochána & DOJE&LR	Firearms Acts (as amended)	68	Actual (2012)
EL-0110	R	Sale of realistic imitation firearms	Register of Dealers in Realistic Imitation Firearms	Imitation firearms retailer	Department of Justice, Equality and Law Reform (DOJE&LR)	An Garda Síochána & DOJE&LR	Firearms Acts (as amended)	-	New licence

EL-0111	R	Sale of restricted firearms	Authorisation to Trade in Restricted Firearms	Firearms dealers	Department of Justice, Equality and Law Reform (DOJE&LR)	An Garda Síochána & DOJE&LR	Firearms Acts (as amended)	73	Actual (2012)
EL-0112	H&L Pb R	Sale of Tobacco	Tobacco Retailer Registration	Tobacco Retailers (e.g. Pubs, shops)	National Office of Tobacco Control	HSE Environmental Health Officer (EHO)	Section 37 of the Public Health (Tobacco) Acts, 2002 and 2004	13,139	Actual (2012)
EL-0113	H&L Pb R Ph	Public performance of copyrighted music	Public Performance Licence (IMRO)	Irish Music Rights Organisation (IMRO)	Irish Music Rights Organisation (IMRO)	Same as issuer	Copyright and Related Rights Act 2000	25,000	Approximate (2012)
EL-0114	H&L Pb R Ph	Public performance of copyrighted music	For the Public Performance of Sound Recordings And Broadcasts as Background Music	Phonographic Performance (Ireland) Limited	Phonographic Performance Ireland (PPI)	Same as issuer	Copyright and Related Rights Act 2000	-	-
EL-0115	C R Ma	Import of Commercial Explosives	Authorisation to Import Commercial Explosives	Quarries, explosive retailers	Department of Justice, Equality and Law Reform (DOJE&LR)	An Garda Síochána & DOJE&LR	Explosives Act, 1875 (As amended)	70	Actual (2012)
EL-0116	R Ph	Sale of electrical goods	WEEE (Waste Electrical and Electronic Equipment) Registration	Distributors of electrical goods or batteries (i.e. shops, pharmacies etc.)	European Recycler Platform (ERP), WEEE Ireland or the Local Authority	European Recycler Platform (ERP), WEEE Ireland or the Local Authority	WEEE Directive 2002/96/EC	7,797	Actual to date

EL-0117	R	Sale of video recordings	Retail licences for the sale, etc. of video recordings.	Shops, supermarkets etc.	Irish Film Classification Office (IFCO)	Same as issuer	Video and Recording Act 1989 (As amended)	1,475	Actual (2011)
EL-0118	R	Sale of video recordings	Wholesale licences for the sale, etc. of video recordings.	Video recording wholesalers	Irish Film Classification Office (IFCO)	Same as issuer	Video and Recording Act 1989 (As amended)	5	Actual (2011)
EL-0119	R	Sale of National Lottery Tickets	Authorised National Lottery Agent	Shops, newsagents etc.	National Lottery	Same as issuer	Section 7 of the National Lottery Act 1986	3,780	Actual (2011)
EL-0120	R F	Sale of salmon	Salmon dealer's licence	Fish mongers, supermarkets	Inland Fisheries Ireland	Inland Fisheries Ireland	Fisheries (Consolidation) Act, 1959 (As amended)	119	Actual (2010)
EL-0121	R F	Sale of eels	Eel dealer's licence	Fish mongers, supermarkets	Inland Fisheries Ireland	Inland Fisheries Ireland	Fisheries (Consolidation) Act, 1959 (As amended)	0	Actual (2010)
EL-0122	R F	Sale of shellfish	Molluscan shellfish dealer's licence	Fish mongers, supermarkets	Inland Fisheries Ireland	Inland Fisheries Ireland	Fisheries (Consolidation) Act, 1959 (As amended)	102	Actual (2010)
EL-0123	R	Import of Fireworks	Authorisation to Import Fireworks	Firework retailers	Department of Justice, Equality and Law Reform (DOJE&LR)	An Garda Síochána & DOJE&LR	Explosives Act, 1875 (As amended)	150	Actual (2012)
EL-0124	Mi	Mixing of Ammonium Nitrate Mixtures	Licence to mix Ammonium Nitrate Mixture (Quarry Licence)	Quarries, road builders etc.	Department of Justice, Equality and Law Reform (DOJE&LR)	An Garda Síochána & DOJE&LR	Explosives Act, 1875 (As amended)	5	Actual (2012)

EL-0125	Ma	Manufacture of Explosives	Factory Licence	Manufacturers of explosives	Department of Justice, Equality and Law Reform (DOJE&LR)	An Garda Síochána & DOJE&LR	Explosives Act, 1875 (As amended)	1	Actual (2012)
EL-0126	C R Ma	Storage of Explosives	Explosive Store Licence (Local Authority Store)	Firearms dealers (ammunition), explosives retailers	Local Authority	Same as issuer	Explosives Act, 1875 (As amended)	-	-
EL-0127	C R Ma	Storage of Explosives	Registration of premises for storage of explosives	Firearms dealers (ammunition), explosives retailers	Local Authority	Same as issuer	Explosives Act, 1875 (As amended)	-	-
EL-0128	Ma	Storage of Explosives	Magazine Licence	Manufacturers of explosives	Department of Justice, Equality and Law Reform (DOJE&LR)	An Garda Síochána & DOJE&LR	Explosives Act, 1875 (As amended)	0	Actual (2012)
EL-0129	W	Collection/transport of waste	Waste Collection Permit	Waste Hauliers, Waste Facility Operators	National Waste Collection Permit Office (NWCPO)	Same as issuer	Waste Management Act 1996 (As amended)	1,632	Actual (2012)
EL-0130	W	Operation of a Waste Recovery or Disposal	Waste Certificate of Registration	Waste Recovery or Disposal Facility Operators	Local Authority	Same as issuer	Waste Management (Facility Permit & Registration) Regulations 2007	176	Actual (2012)
EL-0131	W	Operation of a Waste Recovery or Disposal	Waste Facility Permit	Waste Recovery or Disposal Facility Operators	Local Authority	Same as issuer	Waste Management (Facility Permit & Registration) Regulations 2007	419	Actual (2012)

EL-0132	W	Operation of a Waste Recovery or Disposal	Waste Licence	Waste Recovery or Disposal Facility Operators	Environmental Protection Agency (EPA)	Same as issuer	Waste Management (Licensing) Regulations 2004 to 2011	231	Actual (2012)
EL-0133	W	Shipment of Waste within the EC	Transfrontier Shipment (TFS) Certificate	Waste Recovery or Disposal Facility Operators	National Transfrontier Shipment Office (NTFSO)	Same as issuer	Regulation (EC) No. 1013/2006	-	
EL-0134	W	Collection and transport of waste	Waste Transfer Form (WTF)	Waste Recovery or Disposal Facility Operators	Waste Regulations Management System (WRMS)	Same as issuer	Waste Management Act 1996 (As amended); European Communities (Shipments of Hazardous Waste Exclusively within Ireland) Regulations 2011	-	
EL-0135	W	Provision of waste collection skips	Skip Operators Licence	Waste Recovery or Disposal Facility Operators	Local Authority	Same as issuer	Section 72 of the Road Traffic Act, 1992; Local Authority By-Laws	-	
EL-0136	Ma	Paint Application	Certificate of Approval - Paints Licence	Coating installations	Local Authority	Same as issuer	Limitations of Emissions of Volatile Organic Compounds due to the use of Organic Solvents in Certain paints, Varnishes and	-	

							Vehicle Refinishing Products Regulations 2007 SI 199 of 2007		
EL-0137	Ma	Emission of Organic Solvents	Volatile Organic Compound Certification of Compliance	Coating activities, surface cleaning, printing, dry cleaning etc.	Local Authority	Same as issuer	Emissions of Volatile Organic Compounds from Organic Solvents Regulations 2002 (SI 543 of 2002)	1,400	Approximately
EL-0138	Ma	Hydrocarbon Storage and Transfer	Volatile Organic Compound (VOC) Permit	Companies storing or loading hydrocarbons at Terminals	Environmental Protection Agency (EPA)	Same as issuer	Environmental Protection Agency Act, 1992 (Control of volatile organic compound emissions resulting from the storage of petrol and its distribution) Regulations, 1997 S.I. No. 374 of 1997	12	Approximately (2012)
EL-0139	Ma	Hydrocarbon Storage and Transfer	Bulk Storage Licence	Companies storing or loading hydrocarbons at Terminals	Local Authority	Same as issuer	Dangerous Substances (Petroleum Bulk Stores) Regulations, 1979	13	Approximately (2012)
EL-0140	R Ma	Hydrocarbon Storage and Transfer	Jetty Consent	Companies berthing petroleum tankers or loading/unloading hydrocarbons at jetties	Local Authority	Same as issuer	Dangerous Substances (Oil Jetties) Regulations, 1979	13	Approximately (2008)

EL-0141	R Ma	Mineral Oil Trading	Mineral Oil Tax Warehouse	Mineral Oil Traders, terminal operators	National Excise Licence Office (NELO)	Revenue/Customs & Excise	Section 109 of the Finance Act 2001	65	Actual (2012)
EL-0142	R Ma F	Alcohol trading	Tax Warehouse	Alcohol manufacturers, alcohol importers	National Excise Licence Office (NELO)	Revenue/Customs & Excise	Section 109 of the Finance Act 2001	-	-
EL-0143	Ph	Pharmacist	Certificate of Registration - Pharmacist	Pharmacists	Pharmaceutical Society of Ireland (PSI)	Same as issuer	Pharmacy Act 2007; Pharmaceutical Society of Ireland (Registration) Rules 2008	4,793	Actual (2011)
EL-0144	Ph	Retail Pharmacy Business	Certificate of Registration - Pharmacy Business	Pharmacies	Pharmaceutical Society of Ireland (PSI)	Same as issuer	Pharmacy Act 2007; Pharmaceutical Society of Ireland (Registration) Rules 2008	1,757	Actual (2011)
EL-0145	Ph	Pharmaceutical Assistant	Certificate of Registration - Pharmaceutical Assistant	Retail Pharmaceutical Assistants	Pharmaceutical Society of Ireland (PSI)	Same as issuer	Pharmacy Act 2007; Pharmaceutical Society of Ireland (Registration) Rules 2008	510	Actual (2011)
EL-0146	Ph	Druggist	Certificate of Registration - Druggist	Retail Pharmacy Druggists	Pharmaceutical Society of Ireland (PSI)	Same as issuer	Pharmacy Act 2007; Pharmaceutical Society of Ireland (Registration) Rules 2008	2	Actual (2012)
EL-	Ph	Supervising	Certificate of	Supervising Pharmacist	Pharmaceutical	Same as issuer	Pharmacy Act 2007;	1,766	Actual (2012)

0147		Pharmacist	Registration - Supervising Pharmacist		Society of Ireland (PSI)		Pharmaceutical Society of Ireland (Registration) Rules 2008		
EL-0148	Ph	Pharmacies	Registration with the data protection commissioner	Organisations that process personal data	Data Protection Commissioner	Same as issuer	Data Protection Acts 1988 & 2003	1,075	Actual (2012)
EL-0149	C	Contractor Licences	Private Security Authority Licence	Installers of intruder alarms/door security contractors	Private Security Authority (PSA)	Same as issuer	Private Security Services Act 2004	690	Approximate (2012)
EL-0150	H&L	Individual Licences	Private Security Authority Licence	Door supervisor (licensed premises) and security guard (static)	Private Security Authority (PSA)	Same as issuer	Private Security Services Act 2004	27,000	Approximate (2012)
EL-0151	R	Postage Stamp Retail	Sale of Postage Stamps	Retailers of postage stamps	An Post	Same as issuer	-	750	Actual (2012)
EL-0152	Ma F	Use of ionising radiation	Radiation Licence	Industrial Users, industrial Radiography	Radiological Protection Institute of Ireland (RPII)	Same as issuer	Radiological Protection Act, 1991 (Ionising Radiation) Order, 2000	1,743	Actual (2012)
EL-0153	Ma F	Radiation Protection Advisor (RPA)	Registered Radiation Protection Advisor (RPA)	Individuals wishing to act as Radiological Protection Advisors under the Ionising Radiation Order 2000.	Radiological Protection Institute of Ireland (RPII)	Same as issuer	Radiological Protection Act, 1991 (Ionising Radiation) Order, 2000 (Statutory Instrument No. 125 of 2000)	21	Approximate (based on voluntary disclosure to register)

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EL-0154	C H Ma W	Electronic Communication	Business Radio Licence	Hauliers, construction, waste operators	ComReg	Same as issuer	Wireless Telegraphy Act, 1926	1,826	Actual (2011)
EL-0155	R	Street Trading	Casual Traders Licence	Street traders, flowers sellers, mobile catering stalls etc.	Local Authority	Same as issuer	Casual Trading Act 1995	-	-
EL-0156	R	Occasional Trading	Occasional Trading Permit	Temporary Retailers	Department of Jobs, Enterprise and Innovation	Same as issuer	Occasional Trading Act 1979-1995	-	-
EL-0157	R	Roadworthiness testing of commercial road vehicles	Commercial Vehicle Test (CVT)	An individual or organisation who owns a commercial road vehicle	Road Safety Authority (RSA)	Same as issuer	Directive 2009/40/EC	-	-
EL-0158	C H	Transport of abnormal loads on public roads	Abnormal Load Permit	Transporters of abnormal loads on public roads	Local Authority	Same as issuer	Road Traffic (Construction and Use of Vehicles) Regulations 2003; Directive 96/53/EC.	-	-
EL-0159	C H	Transport of abnormal loads on public roads	Permit for Specialised Vehicles	Transporters of abnormal loads on public roads	An Garda Síochána	Same as issuer	Road Traffic (Permits for Specialised Vehicles) Regulations	-	-

Appendix 2 Licence Data Sheets

As explained in Section 2, when compiling the Licence Data Sheets we undertook a semi-quantitative burden assessment of the most significant licences in each sector. The aim of the burden assessment was to gauge as accurately as possible the burden associated with each licence. We assessed three different *aspects* of the perceived level of burden at three different *stages* in the licensing process (initial application, renewal; and ongoing compliance). The three aspects were:

- *Fee*: the direct fee payments associated with a particular licence, including initial application fee(s), renewal fee(s) and annual charges levied to cover licence administration costs.
- *Time Burden*: the time incurred internally by the licensee in applying for, renewing or administering a licence.
- *Non-fee Cost (NFC)*: monetary costs borne by the licensee, other than the direct payments to the licensor, e.g. legal fees, consultancy fees, newspaper advertising costs, upgrades to facilities mandated by licence conditions.

The semi-quantitative burden assessment involved the scoring of these *aspects* for each relevant *stage* in the process on a scale from 1 to 5, as follows:

- 1 equates to a burden deemed 'least significant';
- 5 denotes a burden considered to be 'very significant';
- If a certain aspect was not relevant to a particular stage of the licence process (e.g. if there was no renewal fee), this was recorded as N/A.

The semi-quantitative burden assessment was undertaken by the project team based on inputs from the consultees - the consultees were invited to score the extent of the burden for relevant licences.

Due to space constraints within the Data Sheets, it was not possible to include the full sector titles to which each licence applied, especially in the case of where a licence could apply in more than one sector. Therefore, the following sector abbreviations were used within the Data Sheets.

Sector title abbreviations used in Appendix 2:

- C Construction
- F Food Industry
- H Haulage
- H&L Hospitality & Leisure
- Ma Manufacturing
- Mi Miscellaneous
- Ph Pharmacy
- Pb Publican
- R Retail
- W Waste

Summary Information

Ref No.	EL-0001	Activity	Undertaking of safety critical tasks on construction sites
Sector	C	Licence Title	Construction Skills Registration Card (CSCS Training)
Individuals/Organisations who may require Licence			Plant operators, scaffolders, roofers, roadworkers, shotfirers, quarry workers and people working in confined spaces.

Regulatory Information

Issuer	Fás
Regulator	Health & Safety Authority (HSA)
Legislative Driver	Safety, Health and Welfare at Work (Construction) Regulations 2006
Number	9,000 Approximate (2011)

Licensing & Enforcement Process

Description	The Construction Regulations require that construction workers carrying out certain safety critical tasks must complete Construction Skills Certification Scheme (CSCS) training.
Application Process	Applicants must complete a training course of between 1 and 10 days duration depending on their occupational category. These training courses are offered by FÁS and also by a number of other approved training providers. The fee charged for this training varies from provider to provider.
Renewal Process	To renew a CSCS Card the holder must have spent at least 300 hours, over the 5 years (from date card first issued) carrying out tasks applicable to each skill/category for renewal. Holders unable to achieve 300 hours must re-sit the relevant programme. Operators apply for a renewal card by submitting the completed renewal form, a passport sized photograph and €23 to Fás. CSCS Health and Safety at Roadworks Card holders will need to re-sit the one day programme.
Compliance/Enforcement Process	The HSA may visit construction sites and request employers to provide copies of employee CSCS Cards.
Application Fee (€)	23 (flat rate)
Renewal Fee (€)	23
Renewal Frequency (Yrs)	5

Licensing "Burden"

Application Time (Scale: 1 to 5)		4	Application Fee	1	Application NFC	3
Renewal Time (Scale: 1 to 5)		1	Renewal Fee	1	Renewal NFC	2
Compliance Time (Scale: 1 to 5)		N/A	Compliance Fee	N/A	Compliance NFC	N/A
Comment		This is not seen as an onerous requirement by industry given the frequency of renewal. Typical training requires NFC of approx. €300-400 and is approx. 3-5 days in duration.				

Summary Information

Ref No.	EL-0002	Activity	Working on a construction site
Sector	C	Licence Title	Safety Awareness Registration Card (Safe Pass)
Individuals/Organisations who may require Licence	Craft and general construction workers (including persons undertaking on-site security work).		

Regulatory Information

Issuer	Fás
Regulator	Health & Safety Authority (HSA)
Legislative Driver	Safety, Health and Welfare at Work (Construction) Regulations 2006
Number	70,000 Approximate (2011)

Licensing & Enforcement Process

Description	The Construction Regulations require that workers on construction sites must be in possession of a valid safety awareness registration card.
Application Process	Applicants are required to undergo a 1-day training course followed by a written exam. This course typically costs €100.
Renewal Process	Applicants are required to repeat the training course once their safety awareness registration has expired.
Compliance/Enforcement Process	The HSA may visit construction sites and request employers to provide copies of employee safety awareness registration cards.
Application Fee (€)	23 (flat rate)
Renewal Fee (€)	23
Renewal Frequency (Yrs)	5

Licensing "Burden"

Application Time (Scale: 1 to 5)	2	Application Fee	1	Application NFC	2
Renewal Time (Scale: 1 to 5)	2	Renewal Fee	1	Renewal NFC	2
Compliance Time (Scale: 1 to 5)	N/A	Compliance Fee	N/A	Compliance NFC	N/A
Comment	This is not seen as an onerous requirement by industry given the frequency of renewal. Training requires NFC of approx. €100 and is 1 day in duration.				

Summary Information

Ref No.	EL-0003	Activity	Electrical Contractor
Sector	C	Licence Title	Registered Electrical Contractor
Individuals/Organisations who may require Licence		Electrical Contractors	

Regulatory Information

Issuer	The Electrical Safety Supervisory Bodies: ECSSA & RECI
Regulator	ECSSA & RECI
Legislative Driver	Energy (Miscellaneous Provisions) Act 2006
Number	5,500 Approximate (2012)

Licensing & Enforcement Process

Description	Under legislation, only registered electrical contractors can self-certify works undertaken on controlled works and only registered electrical contractors may work on restricted works. Controlled works can be undertaken by non-registered electrical contractors but certification is required by an Inspector of a Safety Supervisory Body, of which there are currently two (RECI & ECSSA).
Application Process	Applicants are required to complete a 1-page application form and to make a number of declarations as well as to agree to be bound by the by the Criteria Document (Commission for Energy Regulation Decision 08/071) as well as any rules specified by the Safety Supervisory Body. Evidence of qualifications and insurance must be provided by applicants.
Renewal Process	Similar to application process.
Compliance/Enforcement Process	Registered Electrical Contractors are visited by Inspectors of the Safety Supervisory Bodies on Registration and approximately once per year thereafter, with an installation on which they have undertaken work/certified being inspected.
Application Fee (€)	ECSSA: 300 RECI: 530 (flat rate)
Renewal Fee (€)	ECSSA: 260 RECI: 350
Renewal Frequency (Yrs)	1

Licensing "Burden"

Application Time (Scale: 1 to 5)	1	Application Fee	1	Application NFC	N/A
Renewal Time (Scale: 1 to 5)	1	Renewal Fee	1	Renewal NFC	N/A
Compliance Time (Scale: 1 to 5)	3	Compliance Fee	2	Compliance NFC	N/A
Comment	This is not seen as a significant burden by the industry as it is relevant to the core activities of an electrical contractor. While it is acknowledged that the insurance requirement for registration is a valid one, there are concerns that some electrical contractors are working without registration/insurance in the "black economy".				

Summary Information

Ref No.	EL-0004	Activity	Electrical Contractor
Sector	C	Licence Title	Qualified Certifier - ET101
Individuals/Organisations who may require Licence		Electrical Contractors wishing to certify electrical works governed by ET101.	

Regulatory Information

Issuer	The Electrical Safety Supervisory Bodies: ECSSA & RECI
Regulator	ECSSA & RECI
Legislative Driver	Energy (Miscellaneous Provisions) Act 2006
Number	- -

Licensing & Enforcement Process

Description	In order for a Registered Electrical Contractor to be eligible to certify electrical works they must have a Qualified Certifiers Number (as issued by the Safety Supervisory Body).
Application Process	Applicants are required to undergo a half-day training course on ET101 in order to be eligible to certify electrical works.
Renewal Process	Certifiers are required to undertake a refresher course once every 3-years to maintain their Qualified Certifier Status.
Compliance/Enforcement Process	Registered Electrical Contractors are visited by Inspectors approximately once per year, with a works on which they have undertaken work/certified being inspected.
Application Fee (€)	150 (flat rate)
Renewal Fee (€)	150
Renewal Frequency (Yrs)	3

Licensing "Burden"

Application Time (Scale: 1 to 5)	3	Application Fee	2	Application NFC	N/A
Renewal Time (Scale: 1 to 5)	3	Renewal Fee	2	Renewal NFC	N/A
Compliance Time (Scale: 1 to 5)	N/A	Compliance Fee	N/A	Compliance NFC	N/A
Comment	This licence is not seen as a significant burden by the sector as it is relevant to the core activities of an electrical contractor.				

Summary Information

Ref No.	EL-0005	Activity	Electrical Contractor
Sector	C	Licence Title	Qualified Certifier - Emergency Lighting
Individuals/Organisations who may require Licence		Electrical Contractors wishing certify emergency lighting works under the Building Emergency Safety System (BESS) Scheme.	

Regulatory Information

Issuer	The Electrical Safety Supervisory Bodies: ECSSA & RECI		
Regulator	ECSSA & RECI		
Legislative Driver	Energy (Miscellaneous Provisions) Act 2006		
Number	1,100	Approximate (2012, includes both full and provisional registrations)	

Licensing & Enforcement Process

Description	Registered electrical contractors require a BESS Registration Number in order to be able to certify emergency lighting installations. This registration operates under a two tier scheme. The more basic certification requires electrical contractors to undergo a 1-day training course with the higher certification requiring a 4-day course. The course will ensure contractors have sufficient knowledge to complete works to IS 3217 - Code of Practice for Emergency Lighting.		
Application Process	Applicants are required to undergo either a 1-day or a 4-day training course (FETAC Level 6) on emergency lighting installation and design, in order to be eligible to certify electrical works.		
Renewal Process	As this is a relatively new scheme the renewal details have not yet been finalised. The renewal frequency is expected to be approx. 3 years with Certifiers required to undergo refresher training.		
Compliance/Enforcement Process	Registered Electrical Contractors are visited by Inspectors approximately once per year, with a works on which they have undertaken work/certified being inspected.		
Application Fee (€)	895	(flat rate)	
Renewal Fee (€)	-		
Renewal Frequency (Yrs)	-		

Licensing "Burden"

Application Time (Scale: 1 to 5)	5	Application Fee	5	Application NFC	5
Renewal Time (Scale: 1 to 5)	5	Renewal Fee	5	Renewal NFC	5
Compliance Time (Scale: 1 to 5)	N/A	Compliance Fee	N/A	Compliance NFC	N/A
Comment	This licence is perceived as particularly burdensome by the sector, given the cost to benefit ratio.				

Summary Information

Ref No.	EL-0006	Activity	Gas Installer
Sector	C	Licence Title	Registered Gas Installer (RGI)
Individuals/Organisations who may require Licence		Gas Installers or undertakers of Gas Works.	

Regulatory Information

Issuer	The Gas Safety Supervisory Body (GSSB): Register of Gas Installers Ireland (RGII)
Regulator	Register of Gas Installers Ireland (RGII)
Legislative Driver	Energy (Miscellaneous Provisions) Act 2006
Number	2,602 Approximate (2012)

Licensing & Enforcement Process

Description	Under the 2006 Energy (Miscellaneous Provisions) Act only registered gas installers can undertake "gas work". It has also become a legal requirement for all RGIs to issue a Declaration of Conformance (completion cert) for all "Gas Work" carried out.
Application Process	Applicants are required to complete a 2-page application form. Among other things, they must declare possession and knowledge of the current domestic gas installation standards, as well as to adhere to the CER Criteria Document for gas safety and provide evidence of insurance. The application fee is €75; once an application is approved the applicant will have to pay a further €175 annual subscription fee. The subscription fee for a trainee is €50 and for a company is €65.
Renewal Process	Similar to application.
Compliance/Enforcement Process	<p>RGIs are subject to inspection by RGII Inspectors as follows:</p> <p>New RGI: Minimum two inspections in first year Existing RGI: Minimum one inspection per annum</p>
Application Fee (€)	250 (flat rate)
Renewal Fee (€)	175
Renewal Frequency (Yrs)	1

Licensing "Burden"

Application Time (Scale: 1 to 5)	1	Application Fee	2	Application NFC	N/A
Renewal Time (Scale: 1 to 5)	1	Renewal Fee	2	Renewal NFC	N/A
Compliance Time (Scale: 1 to 5)	N/A	Compliance Fee	N/A	Compliance NFC	N/A
Comment	This licence is not perceived to be particularly burdensome.				

Summary Information

Ref No.	EL-0007	Activity	Haulage
Sector	H	Licence Title	National Road Haulage Operators Licence
Individuals/Organisations who may require Licence		An operator who engages in road haulage for hire or reward in Ireland only.	

Regulatory Information

Issuer	Road Transport Operator Licensing Unit, Department of Transport, Tourism and Sport		
Regulator	Road Safety Authority (RSA)/An Garda Síochána		
Legislative Driver	Section 2 of the Road Traffic and Transport Act 2006		
Number	3,800	Actual (2012, includes both National and International)	

Licensing & Enforcement Process

Description	This licence grants access to the profession of road haulage operator within Ireland only. An operator who engages in road haulage for hire or reward is required to have this licence.		
Application Process	Applicants are required to complete an 11-page application form. Fields to be completed included: applicant details, professional competence and transport manager details, good repute and financial standing. The applicant, applicants transport manager and solicitor are required to sign an affidavit. A Garda Vetting Application must also be completed and submitted with the application.		
Renewal Process	Same as application.		
Compliance/Enforcement Process	Operators are liable to receive roadside and office based inspections. The RSA and An Garda Síochána are the bodies which are responsible for enforcing the conditions of licences.		
Application Fee (€)	69.54 (95.23 per subsequent vehicle)	(flat rate per vehicle)	
Renewal Fee (€)	Same as application fee		
Renewal Frequency (Yrs)	3		

Licensing "Burden"

Application Time (Scale: 1 to 5)	2	Application Fee	3	Application NFC	2
Renewal Time (Scale: 1 to 5)	4	Renewal Fee	3	Renewal NFC	2
Compliance Time (Scale: 1 to 5)	3	Compliance Fee	1	Compliance NFC	N/A
Comment	The processing times for the renewal of these licences is seen as slow by the sector. There is a preference for this application process to be migrated to an online system.				

Summary Information

Ref No.	EL-0008	Activity	Haulage
Sector	H	Licence Title	International Road Haulage Operators Licence
Individuals/Organisations who may require Licence		An operator who engages in road haulage for hire or reward in Ireland and the European Union.	

Regulatory Information

Issuer	Road Transport Operator Licensing Unit, Department of Transport, Tourism and Sport		
Regulator	Road Safety Authority (RSA)/An Garda Síochána		
Legislative Driver	Section 2 of the Road Traffic and Transport Act 2006		
Number	305	Actual (2012)	

Licensing & Enforcement Process

Description	This licence grants access to the profession of road haulage operator within Ireland and the member states of the European Union. An operator who engages in road haulage for hire or reward is required to have this licence.		
Application Process	Applicants are required to complete an 11-page application form. Fields to be completed included: applicant details, professional competence and transport manager details, good repute and financial standing. The applicant, applicants transport manager and solicitor are required to sign an affidavit. A Garda Vetting Application form must also be completed and submitted with the application.		
Renewal Process	Same as application.		
Compliance/Enforcement Process	Operators are liable to receive roadside and office based inspections. The RSA and An Garda Síochána are the bodies which are responsible for enforcing the conditions of licences.		
Application Fee (€)	69.84 (228.55 per subsequent vehicle)	(flat rate)	
Renewal Fee (€)	Same as application fee		
Renewal Frequency (Yrs)	5		

Licensing "Burden"

Application Time (Scale: 1 to 5)	2	Application Fee	4	Application NFC	2
Renewal Time (Scale: 1 to 5)	4	Renewal Fee	4	Renewal NFC	2
Compliance Time (Scale: 1 to 5)	3	Compliance Fee	1	Compliance NFC	N/A
Comment	The processing times for the renewal of these licences is seen as slow by the sector. There is a preference for this application process to be migrated to an online system.				

Summary Information

Ref No.	EL-0009	Activity	Haulage
Sector	H	Licence Title	Community Licence (Road Haulage)
Individuals/Organisations who may require Licence		An operator who engages in road haulage for hire or reward in Ireland and the European Union.	

Regulatory Information

Issuer	Road Transport Operator Licensing Unit, Department of Transport, Tourism and Sport		
Regulator	Road Safety Authority (RSA)/An Garda Síochána		
Legislative Driver	Regulation (EC) No 1072/2009		
Number	305	Actual (2012)	

Licensing & Enforcement Process

Description	This licence entitles the holder to engage in the international carriage of goods by road for hire or reward within the member states of the European Union and is issued in conjunction with the International Road Haulage Operator's Licence.		
Application Process	See International Road Haulage Operators Licence (IRHOL)		
Renewal Process	See IROL		
Compliance/Enforcement Process	See IRHOL		
Application Fee (€)	See IRHOL	See IRHOL	
Renewal Fee (€)	See IRHOL		
Renewal Frequency (Yrs)	See IRHOL		

Licensing "Burden"

Application Time (Scale: 1 to 5)	N/A	Application Fee	N/A	Application NFC	N/A
Renewal Time (Scale: 1 to 5)	N/A	Renewal Fee	N/A	Renewal NFC	N/A
Compliance Time (Scale: 1 to 5)	N/A	Compliance Fee	N/A	Compliance NFC	N/A
Comment	This licence is granted in conjunction with the International Road Haulage Operators Licence (IRHOL); see EL-0008 for more details.				

Summary Information

Ref No.	EL-0014	Activity	Haulage
Sector	H	Licence Title	ADR – Driver Training Certification
Individuals/Organisations who may require Licence		Drivers of vehicles transporting dangerous goods.	

Regulatory Information

Issuer	HSA for all Classes except 1 and 7 which are the DOJELR & RPII respectively.
Regulator	RSA, NSAI, INAB, DOJELR, RPII, NRA, HSA
Legislative Driver	Regulations issued under the Carriage of Dangerous Goods by Road Act 1998
Number	1,800 Approximate (issued in 2011)

Licensing & Enforcement Process

Description	Drivers of vehicles transporting dangerous goods are required to hold a valid ADR Training Certificate issued by the competent authority or by an organisation recognised by that authority stating that they have participated in a training course and passed an examination on the particular requirements to be met during the carriage of dangerous goods.
Application Process	To obtain the appropriate certificate, drivers must attend an approved Basic and/or Tanker Specialisation Driver Training Course and successfully complete an exam. The duration of the course varies from 3 to 5 days depending on the modules taken. The management of examinations under the remit of the HSA was awarded to the Chartered Institute of Logistics, Ireland (CILT) in April 2007.
Renewal Process	Applicants are required to attend a refresher course and refresher examinations in order to renew their certificates after 5 years.
Compliance/Enforcement Process	The Road Safety Authority (RSA) and An Garda Síochána enforce the licensing provisions of the Road Transport Acts.
Application Fee (€)	180 (flat rate)
Renewal Fee (€)	180
Renewal Frequency (Yrs)	5

Licensing "Burden"

Application Time (Scale: 1 to 5)	3	Application Fee	1	Application NFC	1
Renewal Time (Scale: 1 to 5)	2	Renewal Fee	1	Renewal NFC	1
Compliance Time (Scale: 1 to 5)	2	Compliance Fee	N/A	Compliance NFC	2
Comment	The application fee covers both the basic & specialisation examinations. This is not seen as a significant burden by the sector given the renewal frequency.				

Summary Information

Ref No.	EL-0015	Activity	Haulage
Sector	H	Licence Title	Dangerous Goods Safety Advisers (DGSA)
Individuals/Organisations who may require Licence	Undertakings that transport dangerous goods by road.		

Regulatory Information

Issuer	HSA for all Classes except 1 and 7 which are the DOJELR & RPII respectively.		
Regulator	RSA, NSAI, INAB, DOJELR, RPII, NRA, HSA		
Legislative Driver	Regulations issued under the Carriage of Dangerous Goods by Road Act 1998		
Number	750	Approximate	

Licensing & Enforcement Process

Description	The Regulations prohibit the transport of dangerous goods by road within the State and Europe by an undertaking unless it has appointed a DGSA. The safety adviser is required to fulfil specified functions including advising the undertaking as to health, safety and environmental matters in connection with the transport of the dangerous goods. A safety adviser cannot be appointed unless he /she holds a vocational training certificate appropriate to the dangerous goods transported.				
Application Process	To Qualify as a DGSA, one must pass an examination in three subjects as follows: - Core - Mode paper (ROAD) - One class paper The management of these examinations was awarded to the Chartered Institute of Logistics, Ireland (CILT) in April 2007.				
Renewal Process	Applicants are required to resit examinations in order to renew their certificates after 5 years.				
Compliance/Enforcement Process	The Road Safety Authority (RSA) and An Garda Síochána enforce the licensing provisions of the Road Transport Acts.				
Application Fee (€)	395 (flat rate)				
Renewal Fee (€)	395				
Renewal Frequency (Yrs)	5				

Licensing "Burden"

Application Time (Scale: 1 to 5)	3	Application Fee	2	Application NFC	N/A
Renewal Time (Scale: 1 to 5)	2	Renewal Fee	2	Renewal NFC	N/A
Compliance Time (Scale: 1 to 5)	N/A	Compliance Fee	N/A	Compliance NFC	N/A
Comment	While there is no mandatory training requirement before sitting the exams for the DGSA, candidates will have to take the time to acquire sufficient knowledge to pass the exams. This has been reflected in the "Application Time" section of the burden assessment. This licence is not seen as a significant burden by the sector.				

Summary Information

Ref No.	EL-0016	Activity	Haulage
Sector	H	Licence Title	Road Transport Management Certificate of Professional Competence
Individuals/Organisations who may require Licence		Individuals who wish to act as Road Transport Managers	

Regulatory Information

Issuer	Chartered Institute of Logistics and Transport in Ireland (CILT)
Regulator	Department of Transport, Tourism and Sport
Legislative Driver	Council Directive 98/76
Number	400 Approximate (issued in 2011)

Licensing & Enforcement Process

Description	The Directive sets requirements for the admission to the occupation of road haulage operator and road passenger transport operator and makes provisions for the mutual recognition of formal qualifications within the EU in order to facilitate the freedom of establishment of haulage businesses. In order to apply for a Road Haulage Operators licence companies must be able to demonstrate professional competence. This is accomplished by providing a Transport Management CPC.
Application Process	A Certificate of Professional Competence (CPC) is issued by the Chartered Institute of Logistics and Transport in Ireland (CILT), on behalf of the Department of Transport, Tourism and Sport, to candidates who have passed the examination at the end of a course. The Certificate is proof that the candidate is professionally competent to act as a transport manager. In order to apply for an operator's licence the candidate must meet the requirements of good repute, appropriate financial standing and professional competence.
Renewal Process	There is no renewal process. Once a candidate has obtained their certificate it is valid indefinitely.
Compliance/Enforcement Process	The Department of Transport, Tourism and Sport is responsible for enforcing the Transport Manager CPC. It is not possible to obtain a National or International Road Haulage Operators Licence without have a Transport Manager CPC. The CPC must also be appropriate to the category of licence (i.e. National or International).
Application Fee (€)	144 (flat rate)
Renewal Fee (€)	N/A
Renewal Frequency (Yrs)	N/A

Licensing "Burden"

Application Time (Scale: 1 to 5)	2	Application Fee	3	Application NFC	3
Renewal Time (Scale: 1 to 5)	2	Renewal Fee	N/A	Renewal NFC	2
Compliance Time (Scale: 1 to 5)	N/A	Compliance Fee	N/A	Compliance NFC	N/A
Comment	This is not perceived as particularly burdensome by the sector. The burdens associated with obtaining the certificate are only incurred once.				

Summary Information

Ref No.	EL-0019	Activity	Publican
Sector	H&L Pb	Licence Title	Court Certificate (liquor licence)
Individuals/Organisations who may require Licence		Individuals intending to serve alcohol for consumption	

Regulatory Information

Issuer	District/Circuit Court
Regulator	Courts / An Garda Síochána
Legislative Driver	Section 39 of the Intoxicating Liquor Act 2000
Number	- -

Licensing & Enforcement Process

Description	A Court Certificate is part of the application/change process for a liquor licence. It is required where there has been some change to a liquor licence. The usual circumstances include: where the licence has lapsed for a full Licensing year (12 months) or more; where a new licence is been granted; where a licence has been transferred during the licensing year and/or where the licensed area of the premises has been changed during the previous Licensing year.
Application Process	Applicant applies to the Circuit Court. In considering the application the Court will take account of any concerns that the Local Fire Officer or Garda Superintendent may have. If successful, the applicant must then submit the original Court Certificate to the National Excise Licence Office along with a completed Application Form and the required supporting documentation.
Renewal Process	Unless there has been some change to a licence there is no need to apply for a renewal of a Court Certificate.
Compliance/Enforcement Process	There is no enforcement process for a Court Certificate per se. However, for more information on liquor licence enforcement see Publican's Licence (Ref. EL-0021).
Application Fee (€)	330 (flat rate)
Renewal Fee (€)	N/A
Renewal Frequency (Yrs)	N/A

Licensing "Burden"

Application Time (Scale: 1 to 5)	2	Application Fee	3	Application NFC	4
Renewal Time (Scale: 1 to 5)	N/A	Renewal Fee	N/A	Renewal NFC	N/A
Compliance Time (Scale: 1 to 5)	N/A	Compliance Fee	N/A	Compliance NFC	N/A
Comment	The NFCs incurred for a Court Certificate include legal fees and may also include Architectural Consultant and/or Fire Consultant Fees. The NFC do not include the costs of purchasing an existing publican licence for "extinguishment". The process for obtaining a publican licence or off licence is expensive and onerous.				

Summary Information

Ref No.	EL-0021	Activity	Publican
Sector	H&L Pb	Licence Title	Excise - Publican's Licence (7-Day Ordinary)
Individuals/Organisations who may require Licence		Publicans applying for a "full" publican licence.	

Regulatory Information

Issuer	National Excise Licence Office (NELO)		
Regulator	Courts / An Garda Síochána		
Legislative Driver	Intoxicating Liquor Acts (As amended)		
Number	6,892	Actual (2012)	

Licensing & Enforcement Process

Description	This licence is required where a person intends to serve alcohol for consumption on a premises 7 days per week in accordance with the terms of a publican's licence (7-day ordinary).		
Application Process	To obtain a Publicans Excise Licence from the NELO the applicant must be in possession of a Court Certificate. The applicant then submits the Court Certificate to the NELO. On receipt of a "First Time Application Notice" the applicant must declare possession of a number of documents (tax clearance cert, certificate of incorporation and/or certificate of registration of business name. Following this the applicant can apply for the licence online (via ROS) or in hardcopy.		
Renewal Process	The National Excise Licence Office will issue the licence with a Renewal Notice that will incorporate the applicants Payslip together with a pre-paid envelope approximately two weeks before the Licence falls due for renewal. If there are any objections to the renewal of the licence the licensee may need to go to court to seek renewal.		
Compliance/Enforcement Process	Premises are subject to the relevant legislation and can be inspected by An Garda Síochána to ensure compliance. Objections may be lodged by An Garda Síochána, the Local Fire Officer or members of the public. Objections can be heard in the annual licensing court each year. If there are no objections to a licence the licence can be renewed without having to be heard at the annual licensing court.		
Application Fee (€)	250 to 3,805	Turnover based	
Renewal Fee (€)	250 to 3,805		
Renewal Frequency (Yrs)	1		

Licensing "Burden"

Application Time (Scale: 1 to 5)	3	Application Fee	3	Application NFC	5
Renewal Time (Scale: 1 to 5)	1	Renewal Fee	3	Renewal NFC	2
Compliance Time (Scale: 1 to 5)	3	Compliance Fee	N/A	Compliance NFC	N/A
Comment	The primary burden associated with a Publicans Licence is at the application stage. The costs incurred in having to purchase a Publicans Licence are not included in the burden assessment.				

Summary Information

Ref No.	EL-0024	Activity	Publican
Sector	H&L Pb	Licence Title	Special Exemption Order
Individuals/Organisations who may require Licence		Publicans or holders of an existing "on" licence.	

Regulatory Information

Issuer	District Court
Regulator	Same as issuer
Legislative Driver	Section 5 of the Intoxicating Liquor Act, 1927 (as amended)
Number	64,878 Actual (2010)

Licensing & Enforcement Process

Description	Special Exemption Orders (SEOs) are granted by the District Court to holders of "on licences" (except holders of special restaurant licences) and they permit the sale and consumption of intoxicating liquor in licensed premises beyond normal trading hours (i.e. 2.30 am on weekends and 1.30 am on Bank Holiday Mondays).
Application Process	The applicant must apply (in advance) on a monthly basis to the District Court for any SEOs he/she may require. Each SEO is valid for one night only and the Court fees must be paid for each Special Exemption Order obtained. In addition to the €300 Court Fee an Excise fee of €110 is also payable for each SEO
Renewal Process	There is no renewal process. Each Special Exemption Order is valid for one night only.
Compliance/Enforcement Process	Premises are subject to the relevant legislation and can be inspected by An Garda Síochána to ensure compliance. Objections to Special Exemption Orders may be lodged by An Garda Síochána, the Local Fire Officer and members of the public, among others. Objections to licence applications/renewals are heard in Court.
Application Fee (€)	300 (flat rate)
Renewal Fee (€)	N/A
Renewal Frequency (Yrs)	N/A

Licensing "Burden"

Application Time (Scale: 1 to 5)	5	Application Fee	5	Application NFC	5
Renewal Time (Scale: 1 to 5)	N/A	Renewal Fee	N/A	Renewal NFC	N/A
Compliance Time (Scale: 1 to 5)	N/A	Compliance Fee	N/A	Compliance NFC	N/A
Comment	Each Special Exemption Order incurs an excise fee of €110. The requirement of a Special Exemption Order on a per event basis is seen as a significant burden by the sector.				

Summary Information

Ref No.	EL-0039	Activity	Publican
Sector	H&L Pb	Licence Title	Excise - Publican's Licence (Ordinary) Hotel - 1902 Act (Public Bar)
Individuals/Organisations who may require Licence		Hoteliers	

Regulatory Information

Issuer	National Excise Licence Office (NELO)
Regulator	Courts / An Garda Síochána
Legislative Driver	Licensing (Ireland) Act 1902
Number	562 Actual (2012)

Licensing & Enforcement Process

Description	This licence is required by hotels intending to serve alcohol in their premises to non-residents (i.e. members of the public). It is equivalent to a Publican's Licence (7-day Ordinary) and allows sale of alcohol over a bar.
Application Process	The applicant must complete a 1-page application form and be in possession of the following documentation: Court Certificate (for a new/amended licence); Tax Clearance Certificate; Short Certificate of Incorporation, Certificate of Registration of Business Name and a Fáilte Ireland Certificate. Applications are made to the Revenue National Excise Licence Office and can be paid online.
Renewal Process	The National Excise Licence Office will issue the licensee with a Renewal Notice that will incorporate the applicants Payslip together with a pre-paid envelope approximately two weeks before the Licence falls due for renewal. If there are any objections to the renewal of the licence the licensee may need to go to court to seek renewal.
Compliance/Enforcement Process	Premises are subject to the relevant legislation and can be inspected by An Garda Síochána to ensure compliance. Objections can be heard in the annual licensing court each year. If there are no objections to a licence the licence can be renewed without having to be heard at the annual licensing court.
Application Fee (€)	Turnover 250 to 3805 based
Renewal Fee (€)	250 to 3,805
Renewal Frequency (Yrs)	1

Licensing "Burden"

Application Time (Scale: 1 to 5)	3	Application Fee	3	Application NFC	5
Renewal Time (Scale: 1 to 5)	1	Renewal Fee	3	Renewal NFC	2
Compliance Time (Scale: 1 to 5)	3	Compliance Fee	N/A	Compliance NFC	N/A
Comment	As the licence is similar to a Publican's (7-day ordinary Licence), the primary burden associated with this licence is at the application stage. The costs incurred in having to purchase a Publican's Licence (for extinguishment) are not included in the burden assessment.				

Summary Information

Ref No.	EL-0040	Activity	Hotelier
Sector	H&L Pb	Licence Title	Fáilte Ireland Certification/Registration
Individuals/Organisations who may require Licence		Hotels	

Regulatory Information

Issuer	Tourist Accommodation Management Services Ltd (TAMS) on behalf of Fáilte Ireland.		
Regulator	Tourist Accommodation Management Services Ltd (TAMS) on behalf of Fáilte Ireland.		
Legislative Driver	Section 26 of the Tourist Traffic Act, 1939		
Number	857	Actual (2011)	

Licensing & Enforcement Process

Description	The Fáilte Ireland Hotel Classification Scheme is a mandatory scheme on which all hotels, being classified, must attain the One star minimum entry level requirements in order to comply with the Registration and Renewal of Registration Regulations for Hotels 2003. Some Publican Licences require these certificates (i.e. certain hotel Licences which were granted after the passing of the Intoxicating Liquor Act 1960, by virtue of Section 2 (2) of the 1902 Act.)		
Application Process	Applicants have to complete an application form which should be accompanied by the following: the application fee, evidence of Health Board registration (as required under food hygiene regulations), evidence of compliance with the Fire Services Acts and/or Building Control Acts and evidence of compliance with the Planning and Development Acts.		
Renewal Process	Application for renewal is similar to the application, in that the applicant must demonstrate ongoing compliance with the key requirements specified within the regulations, but is less onerous than an initial application. The prescribed renewal fee must also be paid.		
Compliance/Enforcement Process	Registered premises will be required to adhere to the minimum standards set by law. These are specified within the Registration and Renewal of Registration Regulations for Hotels 2003.		
Application Fee (€)	9.65/17.40 per room (Single/Double)	(function of occupancy and number of rooms)	
Renewal Fee (€)	Similar to application fee		
Renewal Frequency (Yrs)	1		

Licensing "Burden"

Application Time (Scale: 1 to 5)	3	Application Fee	2	Application NFC	N/A
Renewal Time (Scale: 1 to 5)	1	Renewal Fee	2	Renewal NFC	N/A
Compliance Time (Scale: 1 to 5)	N/A	Compliance Fee	N/A	Compliance NFC	N/A
Comment	Fee may also include a training fee ranging from €121.96 (10 to 90 rooms) to €1523.69 (over 150 rooms). The training fee has not been invoked in recent years. Renewal fee rates may vary depending on the grade of hotel registered.				

Summary Information

Ref No.	EL-0041	Activity	Guest House Operator
Sector	H&L Pb	Licence Title	Fáilte Ireland Certification/Registration
Individuals/Organisations who may require Licence		Guest Houses	

Regulatory Information

Issuer	Tourist Accommodation Management Services Ltd (TAMS) on behalf of Fáilte Ireland.		
Regulator	Tourist Accommodation Management Services Ltd (TAMS) on behalf of Fáilte Ireland.		
Legislative Driver	Section 26 of the Tourist Traffic Act, 1939		
Number	262	Actual (2011)	

Licensing & Enforcement Process

Description	The Fáilte Ireland Guest House Classification Scheme is a mandatory scheme on which all guest houses, being classified, must attain the One star minimum entry level requirements in order to comply with the Registration and Renewal of Registration Regulations for Guest Houses 2003.		
Application Process	Applicants have to complete an application form which should be accompanied by the following: the application fee, evidence of Health Board registration (as required under food hygiene regulations), evidence of compliance with the Fire Services Acts and/or Building Control Acts and evidence of compliance with the Planning and Development Acts.		
Renewal Process	Application for renewal is similar to the application, in that the applicant must demonstrate ongoing compliance with the key requirements specified within the regulations, but is less onerous than an initial application. The prescribed renewal fee must also be paid.		
Compliance/Enforcement Process	Registered premises will be required to adhere to the minimum standards set by law. These are specified within the Registration and Renewal of Registration Regulations for Guest Houses 2003.		
Application Fee (€)	10.09 per room (function of number of rooms)		
Renewal Fee (€)	Same as application fee		
Renewal Frequency (Yrs)	1		

Licensing "Burden"

Application Time (Scale: 1 to 5)	3	Application Fee	2	Application NFC	N/A
Renewal Time (Scale: 1 to 5)	1	Renewal Fee	2	Renewal NFC	N/A
Compliance Time (Scale: 1 to 5)	N/A	Compliance Fee	N/A	Compliance NFC	N/A
Comment	Fee may also include a training fee ranging from €121.96 (10 to 90 rooms) to €1523.69 (over 150 rooms). The main burden with registration is the time taken in demonstrating regulation compliance in the initial application. While fees are payable on an annual basis they have not increased in a number of years.				

Summary Information

Ref No.	EL-0042	Activity	Hostel Operators
Sector	H&L	Licence Title	Fáilte Ireland Certification/Registration
Individuals/Organisations who may require Licence		Hostel operators	

Regulatory Information

Issuer	Tourist Accommodation Management Services Ltd (TAMS) on behalf of Fáilte Ireland.		
Regulator	Tourist Accommodation Management Services Ltd (TAMS) on behalf of Fáilte Ireland.		
Legislative Driver	Section 26 of the Tourist Traffic Act, 1939		
Number	112	Actual (2011)	

Licensing & Enforcement Process

Description	All hostels must be registered with Fáilte Ireland and comply with the (I) Holiday Hostels and (II) Youth Hostels Registration and Renewal of Registration Regulations, 2007.		
Application Process	Each application must be in writing and accompanied by the prescribed fee. Applicants will have to demonstrate compliance with the regulations in order to successfully register with Fáilte Ireland.		
Renewal Process	Application for renewal is similar to the application, in that the applicant must demonstrate ongoing compliance with the key requirements specified within the regulations, but is less onerous than an initial application. The prescribed renewal fee must also be paid.		
Compliance/Enforcement Process	Registered premises will be required to adhere to the minimum standards set by law. These are specified within the (I) Holiday Hostels and (II) Youth Hostels Registration and Renewal of Registration Regulations, 2007.		
Application Fee (€)	2.10 per bed	(function of number of beds)	
Renewal Fee (€)	Same as application fee		
Renewal Frequency (Yrs)	1		

Licensing "Burden"

Application Time (Scale: 1 to 5)	3	Application Fee	2	Application NFC	N/A
Renewal Time (Scale: 1 to 5)	1	Renewal Fee	2	Renewal NFC	N/A
Compliance Time (Scale: 1 to 5)	N/A	Compliance Fee	N/A	Compliance NFC	N/A
Comment	The main burden with registration is the time taken in demonstrating regulation compliance in the initial application. While fees are payable on an annual basis they have not increased in a number of years.				

Summary Information

Ref No.	EL-0043	Activity	Holiday Apartments
Sector	H&L	Licence Title	Fáilte Ireland Certification/Registration
Individuals/Organisations who may require Licence		Holiday apartment owners	

Regulatory Information

Issuer	Tourist Accommodation Management Services Ltd (TAMS) on behalf of Fáilte Ireland.		
Regulator	Tourist Accommodation Management Services Ltd (TAMS) on behalf of Fáilte Ireland.		
Legislative Driver	Section 26 of the Tourist Traffic Act, 1939		
Number	203	Actual (2011)	

Licensing & Enforcement Process

Description	All Holiday Apartments must be registered with Fáilte Ireland and comply with the Holiday Camp Registration and Renewal of Registration Regulations, 2008.		
Application Process	Each application must be in writing and accompanied by the prescribed fee. Applicants will have to demonstrate compliance with the regulations in order to successfully register with Fáilte Ireland.		
Renewal Process	Application for renewal is similar to the application, in that the applicant must demonstrate ongoing compliance with the key requirements specified within the regulations, but is less onerous than an initial application. The prescribed renewal fee must also be paid.		
Compliance/Enforcement Process	Registered premises will be required to adhere to the minimum standards set by law. These are specified within the Holiday Camp Registration and Renewal of Registration Regulations, 2008.		
Application Fee (€)	27.93 per unit (function of number of units)		
Renewal Fee (€)	Same as application fee		
Renewal Frequency (Yrs)	1		

Licensing "Burden"

Application Time (Scale: 1 to 5)	3	Application Fee	2	Application NFC	N/A
Renewal Time (Scale: 1 to 5)	1	Renewal Fee	2	Renewal NFC	N/A
Compliance Time (Scale: 1 to 5)	N/A	Compliance Fee	N/A	Compliance NFC	N/A
Comment	The main burden with registration is the time taken in demonstrating regulation compliance in the initial application. While fees are payable on an annual basis they have not increased in a number of years.				

Summary Information

Ref No.	EL-0044	Activity	Caravan Parks
Sector	H&L	Licence Title	Fáilte Ireland Certification/Registration
Individuals/Organisations who may require Licence		Caravan park owners	

Regulatory Information

Issuer	Tourist Accommodation Management Services Ltd (TAMS) on behalf of Fáilte Ireland.		
Regulator	Tourist Accommodation Management Services Ltd (TAMS) on behalf of Fáilte Ireland.		
Legislative Driver	Section 26 of the Tourist Traffic Act, 1939		
Number	93	Actual (2011)	

Licensing & Enforcement Process

Description	All Caravan & Camping Parks must be registered with Fáilte Ireland and comply with the Caravan and Camping Parks Registration and Renewal of Registration Regulations, 2009.		
Application Process	Each application must be in writing and accompanied by the prescribed fee. Applicants for registration shall furnish written evidence from the Fire Authority stating that Fire Authority has no objection to the registration of the park as a Caravan and Camping Park.		
Renewal Process	Application for renewal is similar to the application, in that the applicant must demonstrate ongoing compliance with the key requirements specified within the regulations, but is less onerous than an initial application. The prescribed renewal fee must also be paid.		
Compliance/Enforcement Process	Registered premises will be required to adhere to the minimum standards set by law. These are specified within the Caravan and Camping Parks Registration and Renewal of Registration Regulations, 2009.		
Application Fee (€)	2.10 per pitch (function of number of pitches)		
Renewal Fee (€)	Same as application fee		
Renewal Frequency (Yrs)	1		

Licensing "Burden"

Application Time (Scale: 1 to 5)	3	Application Fee	2	Application NFC	N/A
Renewal Time (Scale: 1 to 5)	1	Renewal Fee	2	Renewal NFC	N/A
Compliance Time (Scale: 1 to 5)	N/A	Compliance Fee	N/A	Compliance NFC	N/A
Comment	The main burden with registration is the time taken in demonstrating regulation compliance in the initial application. While fees are payable on an annual basis they have not increased in a number of years.				

Summary Information

Ref No.	EL-0054	Activity	Restaurant
Sector	H&L Pb	Licence Title	Excise - Special Restaurant Licence
Individuals/Organisations who may require Licence		Restaurants wishing to serve alcohol with meals	

Regulatory Information

Issuer	National Excise Licence Office (NELO)		
Regulator	District/Circuit court		
Legislative Driver	S.I. No. 147/1988 — Special Restaurant Licence (Standards) Regulations, 1988		
Number	380	Actual (2012)	

Licensing & Enforcement Process

Description	A Special Restaurant Licence entitles the Licensee to sell alcohol for consumption on the Licensed premises provided certain conditions are met. "Restaurant" means any premises which are structurally adapted and used for the purpose of supplying substantial meals to the public for consumption on the premises and in which any other business carried on is ancillary and subsidiary to the provision of such meals.		
Application Process	The applicant will be required to be in the possession of the following documents (but may not necessarily have to include them in the application. Valid Court Certificate; Tax Clearance Certificate; Short Certificate of Incorporation (if Licensee is a company); Certificate of Registration of Business Name.		
Renewal Process	The National Excise Licence Office will issue the licensee with a Renewal Notice that will incorporate the applicants Payslip together with a pre-paid envelope approximately two weeks before the Licence falls due for renewal. If there are any objections to the renewal of the licence the licensee may need to go to court to seek renewal.		
Compliance/Enforcement Process	Premises are subject to the relevant legislation and can be inspected by An Garda Síochána to ensure compliance. Objections to Special Restaurant Licences may be lodged by An Garda Síochána, the Local Fire Officer and members of the public, among others. Objections to licence applications/renewals are heard in Court.		
Application Fee (€)	3805	(flat rate)	
Renewal Fee (€)	500		
Renewal Frequency (Yrs)	1		

Licensing "Burden"

Application Time (Scale: 1 to 5)	5	Application Fee	5	Application NFC	5
Renewal Time (Scale: 1 to 5)	2	Renewal Fee	2	Renewal NFC	2
Compliance Time (Scale: 1 to 5)	N/A	Compliance Fee	N/A	Compliance NFC	N/A
Comment	Application burden is similar to that of a Publican Licence (i.e. It involves substantial NFC due to Court legal fees and fees associated with gaining fire approval). Also, the initial licence fee in the first year is quite expensive.				

Summary Information

Ref No.	EL-0055	Activity	Discharges of Fats, Oils and Grease (FOG)
Sector	H&L Pb R	Licence Title	Fats, Oils and Grease Licence (Trade Effluent Licence)
Individuals/Organisations who may require Licence		Food Service Establishments (Pubs, hotels, restaurants, takeaways)	

Regulatory Information

Issuer	Local Authority
Regulator	Same as issuer
Legislative Driver	Local Government (Water Pollution) Act 1977
Number	3,000 Approximately (2012)

Licensing & Enforcement Process

Description	Food Service Establishment (FSE) operators must be licensed to discharge FOG by means of a trade effluent licence issued under the Water Pollution Act. Limits are set by the licence on the amount of FOG that may be discharged to the public drainage network.
Application Process	Initially, premises will be inspected by the Local Authority with advice given to the operator on obtaining a licence. Applicants are required to place an advertisement in the newspaper, stating they are applying for a licence and then should complete a 1-page application form detailing the layout of the premises and particulars of the proposed discharge (inc. site plans).
Renewal Process	There is no renewal process but operators have to pay an annual licence fee to cover enforcement costs (i.e. the cost of providing an inspectorate to advise and assist licensee in achieving compliance). The renewal fee is a flat rate varying from €590 for canteens up to €1630 for hospital kitchens. The fees for pubs, restaurants and supermarkets is €870.
Compliance/Enforcement Process	Once licensed, each FSE will subsequently be visited four times a year to ensure compliance with the limits set in the discharge licence. Local Authorities have begun to use risk based charging which has reduced the fees to some FSEs.
Application Fee (€)	590 to 1630 (flat rate with risk based renewal)
Renewal Fee (€)	590 to 1630
Renewal Frequency (Yrs)	1

Licensing "Burden"

Application Time (Scale: 1 to 5)	2	Application Fee	3	Application NFC	3
Renewal Time (Scale: 1 to 5)	2	Renewal Fee	3	Renewal NFC	N/A
Compliance Time (Scale: 1 to 5)	4	Compliance Fee	N/A	Compliance NFC	4
Comment	Some licensees employ a contractor to manage their traps (i.e. sampling and removal) with associated fees as high as €4,000 per annum. Some form of grease trapping or grease retention equipment must be installed in order to reduce FOG levels in the final discharge. Best Management Practices (BMP) must also be implemented by the FSE to minimise FOG production.				

Summary Information

Ref No.	EL-0056	Activity	Placing of table and chairs in a public place
Sector	H&L Pb R	Licence Title	Street Furniture Licence (Table and Chairs Licence)
Individuals/Organisations who may require Licence		Bars, hotels, restaurants etc.	

Regulatory Information

Issuer	Local Authority
Regulator	Same as issuer
Legislative Driver	Planning and Development Regulations 2001
Number	- -

Licensing & Enforcement Process

Description	Owners of cafés, restaurants, hotels or bars, can apply to local authorities to put tables and chairs on the footpath outside their premises. In order to qualify for this scheme food must be served to the public that can be eaten onsite.
Application Process	Applicants must contact the Street Furniture Unit of their local authority and hold a consultative meeting at the proposed location for the table and chairs. The applicant must then publish a notice in the local newspaper and place a notice in their premises which summarises their application. The applicant must then complete an application form and submit this to the Street Furniture Unit along with a marked up location map, the licence fee and the rates payable for the tables and chairs.
Renewal Process	There is no renewal process, however applicants are required to pay an annual fee that is calculated according to the number of tables, the location of the tables and chairs, and the area in square meters to which the licence applies.
Compliance/Enforcement Process	The licence is granted subject to a list of general conditions. Failure to abide by these conditions may result in the revocation of the licence.
Application Fee (€)	100 Function of table numbers, location and area occupied
Renewal Fee (€)	100
Renewal Frequency (Yrs)	1

Licensing "Burden"

Application Time (Scale: 1 to 5)	5	Application Fee	5	Application NFC	5
Renewal Time (Scale: 1 to 5)	2	Renewal Fee	5	Renewal NFC	1
Compliance Time (Scale: 1 to 5)	N/A	Compliance Fee	N/A	Compliance NFC	N/A
Comment	This is perceived as burdensome by the sector given the cost benefit ratio. The method for calculating the annual fee is also quite complicated. In addition to a flat rate of €100, there is a fee of €125 per table and also an additional fee of up to €500 depending on the location and area occupied. The annual renewal frequency is seen as short.				

Summary Information

Ref No.	EL-0059	Activity	Public Dancing
Sector	H&L Pb	Licence Title	Public Dance Hall Licence
Individuals/Organisations who may require Licence		Dance venue operators	

Regulatory Information

Issuer	District Court
Regulator	Same as issuer
Legislative Driver	Public Dance Halls Act 1935
Number	- -

Licensing & Enforcement Process

Description	In the absence of a Public Singing and Dancing Licence an operator must apply for a Public Dance Hall Licence.
Application Process	The applicant must apply to the District Court for the licence. The applicant must serve notice of the application to the local Garda Superintendent and Local Fire Officer along with placing a notification in the local newspaper. In addition, the applicant must provide evidence of the following: insurance, in-date Fire Certificate and confirmation of the presence of a CCTV system and its availability to An Garda Síochána.
Renewal Process	Same as application. The applicant must re-apply for the licence annually at the annual licensing court and pay the prescribed Court Fee.
Compliance/Enforcement Process	The Gardaí and the Local Fire Officer may object to the granting or renewal of a Public Dance Licence if they see fit. Both organisations may also inspect licensed premises during the course of the year.
Application Fee (€)	335 (flat rate)
Renewal Fee (€)	335
Renewal Frequency (Yrs)	1

Licensing "Burden"

Application Time (Scale: 1 to 5)	3	Application Fee	2	Application NFC	2
Renewal Time (Scale: 1 to 5)	3	Renewal Fee	2	Renewal NFC	2
Compliance Time (Scale: 1 to 5)	N/A	Compliance Fee	N/A	Compliance NFC	N/A
Comment	NFC associated may be high due to Court visits and obtaining fire certificates for premises. This licence is seen as an undue burden by the sector.				

Summary Information

Ref No.	EL-0060	Activity	Public Music and Singing
Sector	H&L Pb	Licence Title	Public Music and Singing Licence
Individuals/Organisations who may require Licence		Music venues, dance halls etc.	

Regulatory Information

Issuer	District Court
Regulator	Same as issuer
Legislative Driver	Public Dance Halls Act, 1935
Number	- -

Licensing & Enforcement Process

Description	No place, whether licensed or not licensed for the sale of intoxicating liquor, shall be used for public dancing unless a public music and singing licence has been granted
Application Process	The applicant must apply to the District Court for the licence. The applicant must serve notice of the application to the local Garda Superintendent and Local Fire Officer along with placing a notification in the local newspaper. In addition, the applicant must provide evidence of the following: insurance, in-date Fire Certificate and confirmation of the presence of a CCTV system and its availability to An Garda Síochána.
Renewal Process	Same as application. The applicant must re-apply for the licence annually at the annual licensing court and pay the prescribed Court Fee.
Compliance/Enforcement Process	The Gardaí and the Local Fire Officer may object to the granting or renewal of a Public Dance Licence if they see fit. Both organisations may also inspect licensed premises during the course of the year.
Application Fee (€)	150 (flat rate)
Renewal Fee (€)	150
Renewal Frequency (Yrs)	1

Licensing "Burden"

Application Time (Scale: 1 to 5)	3	Application Fee	2	Application NFC	2
Renewal Time (Scale: 1 to 5)	3	Renewal Fee	2	Renewal NFC	2
Compliance Time (Scale: 1 to 5)	N/A	Compliance Fee	N/A	Compliance NFC	N/A
Comment	NFC associated may be high due to Court visits and obtaining fire certificates for premises. This licence is seen as an undue burden by the sector.				

Summary Information

Ref No.	EL-0065	Activity	Alcohol manufacture
Sector	Ma F	Licence Title	Excise - Manufacturers Licence (Grouped)
Individuals/Organisations who may require Licence		Manufacturers of products containing alcohol	

Regulatory Information

Issuer	National Excise Licence Office (NELO)		
Regulator	National Excise Licence Office (NELO)		
Legislative Driver	Finance Act (as amended)		
Number	67	Actual (2012)	

Licensing & Enforcement Process

Description	A Manufacturer's Licence is one required by Brewers, Cider Manufacturers, Distillers, Rectifiers/Compounders and manufactures of Methylated Spirits. The Manufacturer's Licence also authorises Wholesale dealing at the premises where the liquor is manufactured, providing the liquor being sold is the produce of the Manufacturer and is sold from that premises.		
Application Process	A manufacturer's licence does not require a Court Certificate. In order to apply for a licence the applicant must complete a one-page application form and submit it to the NELO. On approval, the applicant will be issued with a First Time Application Notice which they can use to obtain their licence. The applicant will have to declare they have the following documentation in their possession: Tax Clearance Certificate, Short Certificate of Incorporation and a Certificate of Registration of Business Name.		
Renewal Process	The issuing of all Licence renewals is automatic provided all relevant criteria are met. Licensees will receive a pre-printed renewal form and a payslip, approximately two weeks before the renewal date. Licensees can use an online facility or renew by hardcopy to the Collector General's Office in Limerick by post. Licensees do not have to submit the documentation as required for the first time application but		
Compliance/Enforcement Process	The licence holder is required to maintain certain documentation up-to-date as specified in both the application and renewal summaries. Licensees cannot hold a Manufacturers licence if not in possession of valid copies of this documentation.		
Application Fee (€)	500	(flat rate)	
Renewal Fee (€)	500		
Renewal Frequency (Yrs)	1		

Licensing "Burden"

Application Time (Scale: 1 to 5)	1	Application Fee	1	Application NFC	1
Renewal Time (Scale: 1 to 5)	1	Renewal Fee	1	Renewal NFC	N/A
Compliance Time (Scale: 1 to 5)	N/A	Compliance Fee	N/A	Compliance NFC	0
Comment	This licence is not a significant burden on the sector. The total of 67 licences applies across the 6 categories of manufacturer and was aggregated together by the study team.				

Summary Information

Ref No.	EL-0071	Activity	Manufacturing (various)
Sector	Ma F	Licence Title	Integrated Pollution Prevention & Control (IPPC) Licence
Individuals/Organisations who may require Licence		Various industrial activities	

Regulatory Information

Issuer	Environmental Protection Agency (EPA)		
Regulator	Same as issuer		
Legislative Driver	IPPC Directive 2008/1/EC		
Number	750	Approximate	

Licensing & Enforcement Process

Description	The purpose of this licence is to achieve integrated prevention and control of pollution arising from certain activities. It lays down measures designed to prevent or, where that is not practicable, to reduce emissions in the air, water and land from industrial activities, including measures concerning waste, in order to achieve a high level of protection of the environment taken as a whole.		
Application Process	Applicants are required to complete a formal application for an IPPC licence in a format as specified by the Environmental Protection Agency (EPA) and submit their application accompanied with the relevant application fee. The application fee payable is dependent upon the activity which the applicant proposes to undertake. The licence application is very detailed in its nature and the applicant is required to provide a considerable amount of information.		
Renewal Process	Licences are indefinite and do not have a specified duration. The Agency may amend the licence conditions from time to time as required by new legislation. If the holder of the licence wishes to make changes to the activity on site, they may have to submit an application for a licence review to the Agency. The licence review process is essentially the same as the licence application process with the exception that the licence review fee is less.		
Compliance/Enforcement Process	The EPA visits each site a number of times per year to undertake site inspections and also sampling of emissions from the site to the surrounding environment. Each year, licensees are required to complete a risk based methodology in order to determine their site enforcement category. The enforcement category is used by the EPA to determine the level of enforcement required at the site and also to help determine the annual fee payable to the EPA to cover enforcement costs.		
Application Fee (€)	3714 to 22855 (function of activity class)		
Renewal Fee (€)	1904 to 16506		
Renewal Frequency (Yrs)	N/A		

Licensing "Burden"

Application Time (Scale: 1 to 5)	5	Application Fee	4	Application NFC	4
Renewal Time (Scale: 1 to 5)	3	Renewal Fee	4	Renewal NFC	3
Compliance Time (Scale: 1 to 5)	4	Compliance Fee	3	Compliance NFC	4
Comment	IPPC licensing is perceived a quite burdensome by the sectors to which it applies. Fees for this licence include annual EPA charges (which can be of a similar magnitude to the application fee for the licence), and NFC costs include monitoring and consultant fees. Annual EPA charges are calculated using a risk based methodology.				

Summary Information

Ref No.	EL-0072	Activity	Manufacturing (various)
Sector	Ma	Licence Title	Greenhouse Gas Permit
Individuals/Organisations who may require Licence	Various industrial activities		

Regulatory Information

Issuer	Environmental Protection Agency (EPA)
Regulator	Same as issuer
Legislative Driver	EU Greenhouse Gas Emissions Trading Directive 2003/87/EC
Number	100 Approximate

Licensing & Enforcement Process

Description	The Directive establishes a scheme for Greenhouse Gas emission allowance trading within the Community in order to promote reductions of greenhouse gas emissions in a cost-effective and economically efficient manner. Facilities which undertake activities listed in the Directive must obtain a Greenhouse Gas Permit from the EPA.
Application Process	The applicant must complete a 6-page application form. Applicants must provide the EPA with historical (or projected) CO2 emission data for the purposes of calculating emission allowances under the EU Emissions Trading Scheme (ETS).
Renewal Process	There is no renewal process but each facility must submit an annual emissions report to the EPA which must have been verified by an independent verifier (who has been approved under the scheme).
Compliance/Enforcement Process	The EPA are responsible for the enforcement of GHG permits. The EPA conduct checks of the annual reported emissions to determine how many allowances must be "surrendered" each year by the facility.
Application Fee (€)	N/A N/A
Renewal Fee (€)	N/A
Renewal Frequency (Yrs)	N/A

Licensing "Burden"

Application Time (Scale: 1 to 5)	4	Application Fee	N/A	Application NFC	4
Renewal Time (Scale: 1 to 5)	N/A	Renewal Fee	N/A	Renewal NFC	N/A
Compliance Time (Scale: 1 to 5)	4	Compliance Fee	N/A	Compliance NFC	4
Comment	The primary burden associated with these permits is the NFC associated with Independent Verification (which can cost up to €10,000 per annum). In addition, a large amount of time can be spent internally by facility staff in complying with the permit. If facilities exceed their CO2 allowance they will have to purchase additional allowances on the EU ETS market, this can be very expensive.				

Summary Information

Ref No.	EL-0078	Activity	Discharge to Sewer
Sector	H&L Pb Ma F W	Licence Title	Application for a Licence/Licence Review to discharge Trade Effluent to a Sewer
Individuals/Organisations who may require Licence		Individuals/companies discharging to sewers.	

Regulatory Information

Issuer	Local Authority
Regulator	Same as issuer
Legislative Driver	Local Government (Water Pollution) Acts, 1977 & 1990 and Local Government (Water Pollution) Regulations 1978 & 1992
Number	- -

Licensing & Enforcement Process

Description	Under the Local Government Water Pollution Acts a person shall not discharge any trade effluent or sewage effluent to any sewer except under and in accordance with a trade effluent licence.
Application Process	The applicant must complete a detailed application form providing details of the applicant themselves and the nature of their business, details of the effluent itself (emission location - including plans, volumes etc.) as well as typical concentrations of the various pollutants present in the effluent discharge.
Renewal Process	N/A
Compliance/Enforcement Process	The Local Authority may visit the site to undertake sampling of the effluent to ensure compliance with any emission limit values specified in the licence.
Application Fee (€)	380 (flat rate)
Renewal Fee (€)	380
Renewal Frequency (Yrs)	3

Licensing "Burden"

Application Time (Scale: 1 to 5)	3	Application Fee	2	Application NFC	3
Renewal Time (Scale: 1 to 5)	3	Renewal Fee	2	Renewal NFC	3
Compliance Time (Scale: 1 to 5)	N/A	Compliance Fee	N/A	Compliance NFC	4
Comment	The main burdens associated with this licence are compiling the application and the NFC associated with compliance. The NFC associated with compliance can arise from the regular monitoring of the effluent, which may have to be carried out in accordance with the licence.				

Summary Information

Ref No.	EL-0079	Activity	Discharge to Water
Sector	H&L Pb Ma F W	Licence Title	Application for a Licence/Licence Review to discharge Trade Effluent to Waters
Individuals/Organisations who may require Licence		Individuals/companies discharging to a water course	

Regulatory Information

Issuer	Local Authority
Regulator	Same as issuer
Legislative Driver	Local Government (Water Pollution) Acts, 1977 & 1990 and Local Government (Water Pollution) Regulations 1978 & 1992
Number	- -

Licensing & Enforcement Process

Description	Under the Local Government Water Pollution Acts a person shall not discharge any trade effluent or sewage effluent to any waters except under and in accordance with a trade effluent licence.
Application Process	The applicant must complete a detailed application form providing details of the applicant themselves and the nature of their business, details of the effluent itself (emission location - including plans, volumes etc.) as well as typical concentrations of the various pollutants present in the effluent discharge.
Renewal Process	N/A
Compliance/Enforcement Process	The Local Authority may visit the site to undertake sampling of the effluent to ensure compliance with any emission limit values specified in the licence.
Application Fee (€)	380 (flat rate)
Renewal Fee (€)	380
Renewal Frequency (Yrs)	3

Licensing "Burden"

Application Time (Scale: 1 to 5)	3	Application Fee	2	Application NFC	3
Renewal Time (Scale: 1 to 5)	3	Renewal Fee	2	Renewal NFC	3
Compliance Time (Scale: 1 to 5)	N/A	Compliance Fee	N/A	Compliance NFC	4
Comment	The main burdens associated with this licence are compiling the application and the NFC associated with compliance. The NFC associated with compliance can arise from the regular monitoring of the effluent, which may have to be carried out in accordance with the licence.				

Summary Information

Ref No.	EL-0080	Activity	Wine retail
Sector	H&L R	Licence Title	Excise - Wine Retailer's On Licence
Individuals/Organisations who may require Licence		Restaurant owners, wine bar operators.	

Regulatory Information

Issuer	National Excise Licence Office (NELO)
Regulator	An Garda Síochána
Legislative Driver	Intoxicating Liquor & Refreshment Houses and Wine Licences Acts, 1860 (as amended)
Number	1,563 Actual (2012)

Licensing & Enforcement Process

Description	<p>A Wine Retailer's On Licence entitles the trading entity named thereon to sell Wine for consumption on or off the premises. This Licence is confined to a person who owns a Refreshment House as per Section 6 of the Refreshment Houses (Ireland) Act of 1860.</p> <p>A Wine Retailer's On Licence does not entitle the holder to sell any other intoxicating liquor, i.e. Spirits, Liqueurs, Beers, etc.</p>
Application Process	The applicant must complete a 1-page application form and submit it to the NELO. On receipt of the application the local Superintendent of An Garda Síochána and the District Court Office will be advised of the application. A statutory period of 30 days must then elapse and if there are no objections to the issue of the Licence, a First Time Application Notice will be issued. The applicant should also be in possession of a Tax Clearance Certificate and a Certificate of Registration of Business Name.
Renewal Process	The issuing of all Licence renewals is automatic provided all relevant criteria are met. Licensees will receive a pre-printed renewal form and a payslip, approximately two weeks before the renewal date. Licensees can use an online facility or renew by hardcopy to the Collector General's Office in Limerick by post.
Compliance/Enforcement Process	Premises are subject to the relevant legislation and can be inspected by An Garda Síochána to ensure compliance.
Application Fee (€)	500 (flat rate)
Renewal Fee (€)	500
Renewal Frequency (Yrs)	1

Licensing "Burden"

Application Time (Scale: 1 to 5)	2	Application Fee	3	Application NFC	1
Renewal Time (Scale: 1 to 5)	2	Renewal Fee	3	Renewal NFC	N/A
Compliance Time (Scale: 1 to 5)	1	Compliance Fee	N/A	Compliance NFC	N/A
Comment	The burden associated with this licence is perceived not to be significant.				

Summary Information

Ref No.	EL-0081	Activity	Wine and Beer Retail
Sector	H&L	Licence Title	Restaurant Certificate
Individuals/Organisations who may require Licence		Restaurants, licensed premises	

Regulatory Information

Issuer	District Court
Regulator	Same as issuer
Legislative Driver	Section 12(1A) of the Intoxicating Liquor Act 1927, Section 26 of the Intoxicating Liquor Act 2000
Number	- -

Licensing & Enforcement Process

Description	Permits the sale of beer in a restaurant when held in conjunction with a wine 'on' licence. Permits the sale of alcohol past normal hours when held in conjunction with a publican ordinary licence.
Application Process	In applying to the District Court the applicant must also notify the Superintendent of An Garda Síochána and the Fire Officer. Provided there are no objections from the above the Court will issue a Restaurant Certificate
Renewal Process	A Restaurant Certificate must be renewed each year in the annual licensing court. Licences are open to objection from An Garda Síochána and the Fire Officer among others.
Compliance/Enforcement Process	Premises are subject to the relevant legislation and can be inspected by An Garda Síochána to ensure compliance. Objections to Restaurant Certificates may be lodged by An Garda Síochána, the Local Fire Officer and members of the public, among others. Objections to licence applications/renewals are heard in Court.
Application Fee (€)	150 (flat rate)
Renewal Fee (€)	150
Renewal Frequency (Yrs)	1

Licensing "Burden"

Application Time (Scale: 1 to 5)	3	Application Fee	2	Application NFC	4
Renewal Time (Scale: 1 to 5)	3	Renewal Fee	2	Renewal NFC	4
Compliance Time (Scale: 1 to 5)	N/A	Compliance Fee	N/A	Compliance NFC	N/A
Comment	The renewal frequency and the associated NFC of obtaining a renewal in Court are seen as burdensome by the sector.				

Summary Information

Ref No.	EL-0083	Activity	Alcohol Retail
Sector	R	Licence Title	Excise - Full Off Licence (Wine, Beer & Spirits)
Individuals/Organisations who may require Licence		Off-licence operators	

Regulatory Information

Issuer	National Excise Licence Office (NELO)
Regulator	Courts / An Garda Siochana
Legislative Driver	Intoxicating Liquor Act (as amended)
Number	1,538 Actual (2012)

Licensing & Enforcement Process

Description	This licence entitles the licensee to sell alcohol to be consumed off the premises.
Application Process	The applicant must be in possession of the following documentation: Court Certificate (for a new/amended licence); Tax Clearance Certificate; Short Certificate of Incorporation and Certificate of Registration of Business Name. Applications are made to the Revenue National Excise Licence Office and can be paid online. For information of the court requirements see Court Certificate
Renewal Process	The issuing of all Licence renewals is automatic provided all relevant criteria are met. Licensees will receive a pre-printed renewal form and a payslip, approximately two weeks before the renewal date. Licensees can use an online facility or renew by hardcopy to the Collector General's Office in Limerick by post.
Compliance/Enforcement Process	Premises are subject to the relevant legislation and can be inspected by An Garda Síochána to ensure compliance. Objections may be lodged by An Garda Síochána, the Local Fire Officer or members of the public. Objections can be heard in the annual licensing court each year. If there are no objections to a licence the licence can be renewed without having to be heard at the annual licensing court.
Application Fee (€)	1500 (flat rate)
Renewal Fee (€)	1500
Renewal Frequency (Yrs)	1

Licensing "Burden"

Application Time (Scale: 1 to 5)	3	Application Fee	3	Application NFC	5
Renewal Time (Scale: 1 to 5)	1	Renewal Fee	3	Renewal NFC	2
Compliance Time (Scale: 1 to 5)	3	Compliance Fee	N/A	Compliance NFC	N/A
Comment	The process for applying for an off licence is similar to that for a Publican's (7-day ordinary Licence), the primary burden associated with this licence is at the application stage. The costs incurred in having to purchase a Publican's Licence or off licence are not included in the burden assessment.				

Summary Information

Ref No.	EL-0091	Activity	Wholesale- Beer, Wine & Spirits
Sector	R Ma F	Licence Title	Excise - Wholesale dealer in beer, wine and spirits
Individuals/Organisations who may require Licence		Wholesalers of beer, wine and spirits	

Regulatory Information

Issuer	National Excise Licence Office (NELO)
Regulator	Same as issuer
Legislative Driver	S.43 & Part A Sch. 1, Finance (1909-10) Act 1910
Number	141 Actual (2012)

Licensing & Enforcement Process

Description	An individual/company requires this licence in order to Wholesale beer, wine & spirits. This licence can be combined with Retailer's Off Licences.
Application Process	The applicant must complete a 1-page application form and be in possession of the following documentation: Court Certificate (for a new/amended licence); Tax Clearance Certificate; Short Certificate of Incorporation and Certificate of Registration of Business Name. Applications are made to the Revenue National Excise Licence Office and can be paid online. The requirement of a court certificate applies on to the wholesale of beer.
Renewal Process	The issuing of all Licence renewals is automatic provided all relevant criteria are met. Licensees will receive a pre-printed renewal form and a payslip, approximately two weeks before the renewal date. Licensees can use an online facility or renew by hardcopy to the Collector General's Office in Limerick by post.
Compliance/Enforcement Process	The licence holder is required to maintain certain documentation up-to-date as specified in both the application and renewal summaries. Licensees cannot hold a retailers licence if not in possession of valid copies of this documentation.
Application Fee (€)	Each licence costs €500 – the total price of a combined licence depends on the number of licences combined.
Renewal Fee (€)	As per the application fee
Renewal Frequency (Yrs)	1

Licensing "Burden"

Application Time (Scale: 1 to 5)	3	Application Fee	2	Application NFC	4
Renewal Time (Scale: 1 to 5)	1	Renewal Fee	2	Renewal NFC	1
Compliance Time (Scale: 1 to 5)	N/A	Compliance Fee	N/A	Compliance NFC	N/A
Comment	The main burden associated with this licence are at the Application stage due to the requirement of a Court Certificate.				

Summary Information

Ref No.	EL-0097	Activity	Hydrocarbon retail
Sector	R	Licence Title	Excise - Auto-Fuel Trader's Licence (With effect from 1 July 2012)
Individuals/Organisations who may require Licence		Revenue - National Excise Licence Office (NELO)	

Regulatory Information

Issuer	National Excise Licence Office (NELO)
Regulator	Same as issuer
Legislative Driver	Mineral Oil Regulations, 2001 (S.I. No. 442 of 2001), Finance Acts (as amended)
Number	1,007 Actual (2012)

Licensing & Enforcement Process

Description	Auto-Fuel Traders who produce, sell, deliver or deal in, or on, any premises mineral oil (i.e. hydrocarbon oil, liquefied petroleum gas and substitute fuel) for use for combustion in the engine of a motor vehicle, are required to hold an Auto-Fuel Trader's Licence.
Application Process	For a first time application the applicant is required to fill out a 1-page application form. If the licence is approved the licensee will receive a "First Time Application Notice" from the NELO. On receipt of this the applicant can apply for the licence online or in hardcopy provided they pay the application fee. In order to gain approval the NELO should be satisfied that all relevant Planning, Fire Safety and Health and Safety legislation have been complied with at the site.
Renewal Process	The issuing of all Licence renewals is automatic provided all relevant criteria are met. Licensees will receive a pre-printed renewal form and a payslip, approximately two weeks before the renewal date. Licensees can use an online facility or renew by hardcopy to the Collector General's Office in Limerick by post.
Compliance/Enforcement Process	Licence conditions state that the premises must be secure and suitable for the transfer and storage of mineral oil. Also, licence holders shall provide safe and secure means of access for Revenue Officers to all parts of the premises and all fuel dispensed at the premises must be dispensed using fuel pumps and meters that accurately measure and record the volume of fuel dispensed.
Application Fee (€)	250 (flat rate)
Renewal Fee (€)	250
Renewal Frequency (Yrs)	1

Licensing "Burden"

Application Time (Scale: 1 to 5)	1	Application Fee	2	Application NFC	4
Renewal Time (Scale: 1 to 5)	1	Renewal Fee	2	Renewal NFC	2
Compliance Time (Scale: 1 to 5)	2	Compliance Fee	N/A	Compliance NFC	4
Comment	While the licence itself is not seen as particularly burdensome by the sector, the requirement to regularly calibrate fuel dispensing pump incurs large NFC (approx. €250 per pump) is. Stations are inspected regularly to ensure compliance. This calibration costs have been taken account of in the Compliance NFC burden assessment.				

Summary Information

Ref No.	EL-0098	Activity	Hydrocarbon retail
Sector	R	Licence Title	Excise - Marked Fuel Trader's Licence (With effect from 1 October 2012)
Individuals/Organisations who may require Licence		Revenue - National Excise Licence Office (NELO)	

Regulatory Information

Issuer	National Excise Licence Office (NELO)
Regulator	Same as issuer
Legislative Driver	Mineral Oil Regulations, 2001 (S.I. No. 442 of 2001), Finance Acts (as amended)
Number	- New licence

Licensing & Enforcement Process

Description	Marked Fuel Traders who produce, sell, deliver or deal in, or keep for sale or delivery, any marked gas oil or marked kerosene to take out a Marked Fuel Trader's Licence. A separate Licence is required for each premises or place from which a trader operates.
Application Process	For a first time application the applicant is required to fill out a 1-page application form. If the licence is approved the licensee will receive a "First Time Application Notice" from the NELO. On receipt of this the applicant can apply for the licence online or in hardcopy provided they pay the application fee. In order to gain approval the NELO should be satisfied that all relevant Planning, Fire Safety and Health and Safety legislation have been complied with at the site.
Renewal Process	The issuing of all Licence renewals is automatic provided all relevant criteria are met. Licensees will receive a pre-printed renewal form and a payslip, approximately two weeks before the renewal date. Licensees can use an online facility or renew by hardcopy to the Collector General's Office in Limerick by post.
Compliance/Enforcement Process	Licence conditions state that the premises must be secure and suitable for the transfer and storage of mineral oil. Also, licence holders shall provide safe and secure means of access for Revenue Officers to all parts of the premises and all fuel dispensed at the premises must be dispensed using fuel pumps and meters that accurately measure and record the volume of fuel dispensed.
Application Fee (€)	250 (flat rate)
Renewal Fee (€)	250
Renewal Frequency (Yrs)	1

Licensing "Burden"

Application Time (Scale: 1 to 5)	1	Application Fee	2	Application NFC	4
Renewal Time (Scale: 1 to 5)	1	Renewal Fee	2	Renewal NFC	2
Compliance Time (Scale: 1 to 5)	2	Compliance Fee	N/A	Compliance NFC	4
Comment	While the licence itself is not seen as particularly burdensome by the sector, the requirement to regularly calibrate fuel dispensing pump incurs large NFC (approx. €250 per pump) is. Stations are inspected regularly to ensure compliance. This calibration costs have been taken account of in the Compliance NFC burden assessment.				

Summary Information

Ref No.	EL-0102	Activity	Food processing
Sector	Pb R Ph Ma F	Licence Title	Registration as a Food Business Operator
Individuals/Organisations who may require Licence		Individuals/organisations involved in the production or processing of food for sale.	

Regulatory Information

Issuer	The Competent Authorities include the HSE, DAFM, Local Authority & the SFPA.
Regulator	Same as issuer
Legislative Driver	Hygiene of Foodstuffs Regulation (EC) No 852/2004
Number	45,000 Approximate (2006 data).

Licensing & Enforcement Process

Description	Individuals or organisations wishing to operate a food business must register as a Food Business Operator (FBO). Failure to do so is an offence. The competent authority will depend on the nature of the business and whether foods of animal origin e.g. meat, poultry, fish etc. are handled or processed. The largest number of registrations are held with the HSE, typical businesses supervised by the HSE include restaurants, caterers, supermarkets and wholesale operators.
Application Process	FBOs must register with a competent authority before commencing trade. This requires contacting the Competent authority and completing a notification form. Food business operators carrying out any stage of production, processing and distribution of food after primary production and its associated operations must put in place, implement and maintain a permanent procedure or procedures based on the HACCP principles and adhere to the relevant legislation.
Renewal Process	There is no renewal process but FBOs are required to adhere to the HACCP principals and any regulations and standards which may apply to their operations. This ongoing compliance requires substantial continued staff effort and maintenance of facilities.
Compliance/Enforcement Process	Competent authority inspections will include an assessment of the food safety hazards associated with the business, with particular attention to the critical control points identified by the business (through HACPP) and an assessment of whether the correct monitoring and verification controls are in place. The frequency with which a business is inspected following registration, depends upon its risk categorisation.
Application Fee (€)	N/A N/A
Renewal Fee (€)	N/A
Renewal Frequency (Yrs)	N/A

Licensing "Burden"

Application Time (Scale: 1 to 5)	2	Application Fee	N/A	Application NFC	4
Renewal Time (Scale: 1 to 5)	N/A	Renewal Fee	N/A	Renewal NFC	N/A
Compliance Time (Scale: 1 to 5)	4	Compliance Fee	N/A	Compliance NFC	4
Comment	Registration as a FBO is free. The main burden associated with FBO registration is regulatory compliance on an ongoing basis.				

Summary Information

Ref No.	EL-0103	Activity	Food processing
Sector	Ma F	Licence Title	Registration as an Approved Food Establishment
Individuals/Organisations who may require Licence	Establishments handling products of animal origin for which hygiene conditions are laid down in Regulation (EC) No 853/2004.		

Regulatory Information

Issuer	The Competent Authorities include the HSE, DAFM, Local Authority & the SFPA.
Regulator	Same as issuer.
Legislative Driver	Regulation (EC) No 853/2004
Number	644 Actual (2012)

Licensing & Enforcement Process

Description	In addition to registration, if a food business makes or handles products of animal origin (meat, fish, live bivalve molluscs, milk and associated products) for which hygiene conditions are laid down in Regulation (EC) No 853/2004, it must be approved by a competent authority. Such premises are generally supervised by the Department of Agriculture, Food and Marine (DAFM), a local authority or the Sea-Fisheries Protection Authority (SFPA) depending on the activity of the business.
Application Process	FBOs must register with a competent authority and seek approval before commencing trade. The applicant must complete a registration form and be subjected to an inspection process before they can be approved. Approval takes into account plans, premises, waste management, processes, HACCP, products and throughput among other things.
Renewal Process	There is no renewal process but approved FBOs are required to adhere to the HACCP principals and any regulations and standards which may apply to their operations. This ongoing compliance requires substantial continued staff effort and maintenance of facilities. An Approved FBO will subjected to more onerous inspection regime.
Compliance/Enforcement Process	Approved food businesses are issued with a health mark and/or an identification mark for products produced/processed. FBOs cannot place on the market, foods of animal origin from approved premises unless they are labelled with the appropriate mark. Approved FBOs are inspected on a frequent basis due to their higher risk category status and certain FBO operations may require ante and post mortem meat inspection by a Veterinary Inspector (VI), this service requires a fee.
Application Fee (€)	N/A N/A
Renewal Fee (€)	N/A
Renewal Frequency (Yrs)	N/A

Licensing "Burden"

Application Time (Scale: 1 to 5)	3	Application Fee	N/A	Application NFC	5
Renewal Time (Scale: 1 to 5)	N/A	Renewal Fee	N/A	Renewal NFC	N/A
Compliance Time (Scale: 1 to 5)	4	Compliance Fee	N/A	Compliance NFC	5
Comment	The NFC costs associated are primarily inspection costs applied by the DAFM per tonne of product processed. Industry is currently in discussions with the Department to agree a flat rate for approved premises.				

Summary Information

Ref No.	EL-0104	Activity	Feed Business Operators
Sector	H R Ma	Licence Title	Registered Feed Business Operator
Individuals/Organisations who may require Licence	Manufacturers, Importers, hauliers and storers of feedingstuffs for animals.		

Regulatory Information

Issuer	Department of Agriculture, Food and Marine (DAFM)
Regulator	Same as issuer
Legislative Driver	Regulation (EC) No 183/2005
Number	2,140 Actual (2012)

Licensing & Enforcement Process

Description	Importers, hauliers and storers of feedingstuffs; manufacturers of additives, premixtures and compound feeds; intermediaries engaged in trade in additives, premixtures, mineral mixtures and nutritional supplements; primary producers of feed materials and the feeding of animals. The above are collectively known as 'Feed Business Operators'. As part of the Regulations Feed Business Operators are required to Register with the Competent Authority (DAFM).
Application Process	To register an establishment must submit an application in the prescribed form to the DAFM.
Renewal Process	There is no renewal process but Feed Business Operators should ensure legislative compliance at all times.
Compliance/Enforcement Process	Feed Business Operators should ensure that all stages of production, processing and distribution under their control are carried out in accordance with the regulations. It is an offence to source and use feed from establishments or operators which are not registered or approved in accordance with the Regulations in order to guarantee full traceability within the system.
Application Fee (€)	N/A N/A
Renewal Fee (€)	N/A
Renewal Frequency (Yrs)	N/A

Licensing "Burden"

Application Time (Scale: 1 to 5)	2	Application Fee	N/A	Application NFC	2
Renewal Time (Scale: 1 to 5)	N/A	Renewal Fee	N/A	Renewal NFC	N/A
Compliance Time (Scale: 1 to 5)	2	Compliance Fee	N/A	Compliance NFC	2
Comment	Registration as a Feed Business Operator is free. The burden associated with registration is low.				

Summary Information

Ref No.	EL-0105	Activity	Feed Business Operators
Sector	R Ma	Licence Title	Registration as an Approved Feed Business Operator
Individuals/Organisations who may require Licence	Manufacturers, Importers, hauliers and storers of feedingstuffs for animals.		

Regulatory Information

Issuer	Department of Agriculture, Food and Marine (DAFM)		
Regulator	Same as issuer		
Legislative Driver	Regulation (EC) No. 183/2005		
Number	816	Actual (2012)	

Licensing & Enforcement Process

Description	Importers, hauliers and storers of feedingstuffs; manufacturers of additives, premixtures and compound feeds; intermediaries engaged in trade in additives, premixtures, mineral mixtures and nutritional supplements; primary producers of feed materials and the feeding of animals. The above are collectively known as 'Feed Business Operators' or FBO's. Feed Business Operators must be approved for intermediaries of all mineral mixtures and manufacturers of compound feedingstuffs.		
Application Process	To register, an establishment must submit an application in the prescribed form to the DAFM and pay the prescribed inspection fee associated with approval. In general the requirements applicable to approval are more stringent than for registration.		
Renewal Process	There is no renewal process but Feed Business Operators should ensure legislative compliance at all times.		
Compliance/Enforcement Process	Approved Feed Business Operators should ensure that all stages of production, processing and distribution under their control are carried out in accordance with the regulations. It is an offence to source and use feed from establishments or operators which are not registered or approved in accordance with the Regulations in order to guarantee full traceability within the system.		
Application Fee (€)	120 to 1100 (function of activity)		
Renewal Fee (€)	N/A		
Renewal Frequency (Yrs)	N/A		

Licensing "Burden"

Application Time (Scale: 1 to 5)	3	Application Fee	1	Application NFC	4
Renewal Time (Scale: 1 to 5)	N/A	Renewal Fee	N/A	Renewal NFC	N/A
Compliance Time (Scale: 1 to 5)	4	Compliance Fee	N/A	Compliance NFC	4
Comment	A once-off fee is payable to cover the inspections fee for approval. The primary burden associated with registration is regulatory compliance on an ongoing basis.				

Summary Information

Ref No.	EL-0106	Activity	Animal By-products Processing
Sector	Ma W	Licence Title	Registration as an Approved Animal By-products (ABP) Premises
Individuals/Organisations who may require Licence	Plants handling or processing animal by-products		

Regulatory Information

Issuer	The Competent Authorities include the HSE, DAFM, Local Authority & the SFPA.		
Regulator	Same as issuer		
Legislative Driver	Regulation (EC) No. 1774/2002		
Number	196	Actual (2012)	

Licensing & Enforcement Process

Description	All premises involved in the treatment of ABP must be approved by the Department of Agriculture Food and Marine (DAFM). ABP are entire bodies or parts of animals or products of animal origin not intended for human consumption. Examples of ABP plants include Storage Plants, Incineration/Co-incineration plants, Processing Plants, Oleo-chemical plants, Biogas Plants, Composting Plants, Petfood Plants; Technical Plants, Specific Users, Collection Centres.		
Application Process	To obtain approval, an establishment must submit an application in the prescribed form to the DAFM. The approval process varies depending on the activity to be carried out and can be quite complex.		
Renewal Process	There is no renewal process but ABP operators should ensure that all processes carried out under their control are carried out in accordance with the regulations.		
Compliance/Enforcement Process	Implementation of ABP Regulations is handled by a number of bodies: the Department of Agriculture Fisheries and Food is the central competent authority, with responsibility for most ABP processing plants and the largest meat plants; the Sea-Fisheries Protection Authority deals with marine ABP; the Local Authority Veterinary Service is responsible for ABP issues in smaller local abattoirs; and the Health Service Executive deals with retail outlets handling ABP, such as butchers' shops and supermarkets.		
Application Fee (€)	N/A	N/A	
Renewal Fee (€)	N/A		
Renewal Frequency (Yrs)	N/A		

Licensing "Burden"

Application Time (Scale: 1 to 5)	3	Application Fee	N/A	Application NFC	4
Renewal Time (Scale: 1 to 5)	N/A	Renewal Fee	N/A	Renewal NFC	N/A
Compliance Time (Scale: 1 to 5)	3	Compliance Fee	N/A	Compliance NFC	4
Comment	This licence can be burdensome. Can often be required with other substantial licences such as IPPC.				

Summary Information

Ref No.	EL-0107	Activity	Storage of Petroleum
Sector	R Ma	Licence Title	Retail/Private Petroleum Store Licence
Individuals/Organisations who may require Licence	Petrol Stations		

Regulatory Information

Issuer	Local Authority, Harbour Authority or HSA
Regulator	Same as issuer.
Legislative Driver	Dangerous Substances (Retail and Private Petroleum Stores) Regulations, S.I. 311 of 1979
Number	- -

Licensing & Enforcement Process

Description	The Dangerous Substances (Retail and Private Petroleum Stores) Regulations requires that all petrol storage facilities must be licensed.
Application Process	To be eligible for the grant of a licence a petrol store must meet the requirements of the Dangerous Substances Regulations. For a first licence, applicants must submit site plans, drawings and particulars of tanks, dispensing pumps, associated equipment and relevant buildings, among other things. All applications must be in writing and accompanied by the appropriate fee.
Renewal Process	At least every 3 years
Compliance/Enforcement Process	The Local Authority, Harbour Authority and the HSA (in the case of a licence to be held by a Harbour Authority) are responsible for the enforcement of the Petroleum Storage Licence conditions.
Application Fee (€)	381 (flat rate)
Renewal Fee (€)	381
Renewal Frequency (Yrs)	3

Licensing "Burden"

Application Time (Scale: 1 to 5)	3	Application Fee	1	Application NFC	4
Renewal Time (Scale: 1 to 5)	1	Renewal Fee	1	Renewal NFC	1
Compliance Time (Scale: 1 to 5)	2	Compliance Fee	N/A	Compliance NFC	2
Comment	The primary burden associated with this licence is at the application stage. This licence is not seen as a significant burden by the sector.				

Summary Information

Ref No.	EL-0112	Activity	Sale of Tobacco
Sector	H&L Pb R	Licence Title	Tobacco Retailer Registration
Individuals/Organisations who may require Licence		Tobacco Retailers (e.g. Pubs, shops)	

Regulatory Information

Issuer	Office of Tobacco Control
Regulator	HSE Environmental Health Officer (EHO)
Legislative Driver	Section 37 of the Public Health (Tobacco) Acts, 2002 and 2004
Number	13,139 Actual (2012)

Licensing & Enforcement Process

Description	All retailers of tobacco products must register with the Office of Tobacco Control (OTC). Retailers must ensure that their tobacco products are stored out of view, within a closed container or dispenser only accessible by the retailer and retail staff. Retailers must display a sign at their premises informing the public that tobacco products may be sold at those premises to those over 18 years of age
Application Process	Applicants are required to complete an 8-page application providing details on the applicant themselves, their premises, and their suppliers. Applicants are also required to provide data protection consent and also a declaration that the information they have provided is accurate. Registration can be completed by hardcopy or online.
Renewal Process	Retailers are required to update their details if any changes occur. This can be done online. There is no requirement to renew the registration aside from this.
Compliance/Enforcement Process	Environmental Health Officers inspect premises on an ongoing basis ensuring the provisions of the Public Health (Tobacco) Acts are adhered to.
Application Fee (€)	50 (flat rate)
Renewal Fee (€)	N/A
Renewal Frequency (Yrs)	N/A

Licensing "Burden"

Application Time (Scale: 1 to 5)	1	Application Fee	1	Application NFC	N/A
Renewal Time (Scale: 1 to 5)	1	Renewal Fee	N/A	Renewal NFC	N/A
Compliance Time (Scale: 1 to 5)	2	Compliance Fee	1	Compliance NFC	N/A
Comment	This registration is not seen as a significant burden by the sector.				

Summary Information

Ref No.	EL-0113	Activity	Public performance of copyrighted music
Sector	H&L Pb R Ph	Licence Title	Public Performance Licence (IMRO)
Individuals/Organisations who may require Licence		Irish Music Rights Organisation (IMRO)	

Regulatory Information

Issuer	Irish Music Rights Organisation (IMRO)
Regulator	Same as issuer
Legislative Driver	Copyright and Related Rights Act 2000
Number	25,000 Approximate (2012)

Licensing & Enforcement Process

Description	IMRO is a registered licensing body under the Copyright and Related Rights Act 2000 whose function is the collection and distribution of royalties arising from the public performance of copyright musical works to composers and music publishers within its organisation.
Application Process	Applicants can apply for an account online. The IMRO tariff for the first year is slightly higher when compared to subsequent years. A number of factors are taken into account when calculating the IMRO tariff, namely: nature of business, floor area, number of attendees etc.
Renewal Process	The renewal process is annual, IMRO send out an invoice for payment based on information supplied during the application process.
Compliance/Enforcement Process	IMRO actively target both licensed & unlicensed users in order to seek payment of tariffs.
Application Fee (€)	Various Complexity based
Renewal Fee (€)	Various
Renewal Frequency (Yrs)	1

Licensing "Burden"

Application Time (Scale: 1 to 5)	1	Application Fee	4	Application NFC	N/A
Renewal Time (Scale: 1 to 5)	1	Renewal Fee	3	Renewal NFC	N/A
Compliance Time (Scale: 1 to 5)	N/A	Compliance Fee	N/A	Compliance NFC	N/A
Comment	Depending on the sector this can be perceived as a substantial burden. Particularly burdensome for hotels, pubs and nightclubs where the annual fees can be high.				

Summary Information

Ref No.	EL-0114	Activity	Public performance of copyrighted music
Sector	H&L Pb R Ph	Licence Title	For the Public Performance of Sound Recordings And Broadcasts as Background Music
Individuals/Organisations who may require Licence		Phonographic Performance (Ireland) Limited	

Regulatory Information

Issuer	Phonographic Performance Ireland (PPI)
Regulator	Same as issuer
Legislative Driver	Copyright and Related Rights Act 2000
Number	- -

Licensing & Enforcement Process

Description	PPI is responsible for the collection and distribution of royalties to record companies, in accordance with the Copyright and Related Rights Acts 2000.
Application Process	Application is initiated by completing a one-page questionnaire and submitting it to PPI. PPI then contact the applicant with the calculated tariff. The tariff is dependent upon a number of factors including the nature of the business, the number of attendees, and also the admission charges to venues. The tariff can be made up of both fixed annual charges and also fees on a per-event basis.
Renewal Process	The tariff is payable on an annual basis.
Compliance/Enforcement Process	PPI licensing staff regularly check premises for music use.
Application Fee (€)	Various Complexity based
Renewal Fee (€)	Various
Renewal Frequency (Yrs)	1

Licensing "Burden"

Application Time (Scale: 1 to 5)	1	Application Fee	4	Application NFC	N/A
Renewal Time (Scale: 1 to 5)	1	Renewal Fee	3	Renewal NFC	N/A
Compliance Time (Scale: 1 to 5)	N/A	Compliance Fee	N/A	Compliance NFC	N/A
Comment	Depending on the sector this can be perceived as a substantial burden. Particularly burdensome for hotels, pubs and nightclubs where the annual fees can be high.				

Summary Information

Ref No.	EL-0116	Activity	Sale of electrical goods
Sector	R Ph	Licence Title	WEEE (Waste Electrical and Electronic Equipment) Registration
Individuals/Organisations who may require Licence		Distributors of electrical goods or batteries (i.e. shops, pharmacies etc.)	

Regulatory Information

Issuer	European Recycler Platform (ERP) , WEEE Ireland or the Local Authority
Regulator	European Recycler Platform (ERP) , WEEE Ireland or the Local Authority
Legislative Driver	WEEE Directive 2002/96/EC
Number	7,797 Actual to date

Licensing & Enforcement Process

Description	EU Directive 2002/96/EC obliges any retailer selling electric or electronic equipment in Ireland, to take responsibility for the treatment and recycling of waste electrical and electronic appliances. Under the regulations retailers are required to register with an approved compliance scheme. This registration is a once-off.
Application Process	Applications can be made online via the ERP or the WEEE Ireland webpages, applications to the Local Authorities can be made via hardcopy. The application form is a short form requiring applicant and business details.
Renewal Process	There is no renewal process; registration is a once-off requirement.
Compliance/Enforcement Process	Register retailers are required to comply with the obligations of the regulations. These include delivery of collected WEEE to an approved collection facility, ensuring that storage and transport of WEEE is in accordance with the regulations, as well as displaying signage in their premises. Information received by the scheme is sent to the EPA where it is then held on the Environmental Enforcement Network website for Local Authorities to access.
Application Fee (€)	0 to 20 (flat rate)
Renewal Fee (€)	N/A
Renewal Frequency (Yrs)	N/A

Licensing "Burden"

Application Time (Scale: 1 to 5)	1	Application Fee	1	Application NFC	N/A
Renewal Time (Scale: 1 to 5)	1	Renewal Fee	1	Renewal NFC	N/A
Compliance Time (Scale: 1 to 5)	1	Compliance Fee	1	Compliance NFC	N/A
Comment	Distributors can register for free with either WEEE Ireland or the ERP. It costs 20 EUR per annum to register directly with Local Authorities. Registration for WEEE is not seen as a significant burden.				

Summary Information

Ref No.	EL-0117	Activity	Sale of video recordings
Sector	R	Licence Title	Retail licences for the sale, etc. of video recordings.
Individuals/Organisations who may require Licence		Shops, supermarkets etc.	

Regulatory Information

Issuer	Irish Film Classification Office (IFCO)
Regulator	Same as issuer
Legislative Driver	Video and Recording Act 1989 (As amended)
Number	1,475 Actual (2011)

Licensing & Enforcement Process

Description	Retailers who intend to sell or rent video recordings must obtain a licence to do so. Licences are applied for to the Irish Film Classification Office (IFCO).
Application Process	Applicants must complete a 2-page application form providing details of the applicant and the proposed business. The application must be accompanied by the prescribed fee.
Renewal Process	Each licence lasts 12 months and must be reapplied for thereafter.
Compliance/Enforcement Process	IFCO is responsible for the enforcement of the licence in accordance with the Video Recordings Act. A licence authorising the sale or letting on hire of video recordings at or from a premises must be displayed in such a position in the part of the premises where the sales or lettings are taking place as to be clearly visible to and easily legible by members of the public.
Application Fee (€)	200 (flat rate)
Renewal Fee (€)	200
Renewal Frequency (Yrs)	1

Licensing "Burden"

Application Time (Scale: 1 to 5)	1	Application Fee	2	Application NFC	N/A
Renewal Time (Scale: 1 to 5)	1	Renewal Fee	2	Renewal NFC	N/A
Compliance Time (Scale: 1 to 5)	1	Compliance Fee	N/A	Compliance NFC	N/A
Comment	The fee associated with this licence is high. The renewals frequency further compounds this.				

Summary Information

Ref No.	EL-0118	Activity	Sale of video recordings
Sector	R	Licence Title	Wholesale licences for the sale, etc. of video recordings.
Individuals/Organisations who may require Licence		Video recording wholesalers	

Regulatory Information

Issuer	Irish Film Classification Office (IFCO)		
Regulator	Same as issuer		
Legislative Driver	Video and Recording Act 1989 (As amended)		
Number	5	Actual (2011)	

Licensing & Enforcement Process

Description	Wholesalers who intend to sell video recordings must obtain a licence to do so. Licences are applied for to the Irish Film Classification Office (IFCO).		
Application Process	Applicants must complete a 2-page application form providing details of the applicant and the proposed business. The application must be accompanied by the prescribed fee.		
Renewal Process	Each licence lasts 12 months and must be renewed by paying the licence fee.		
Compliance/Enforcement Process	IFCO is responsible for the enforcement of the licence in accordance with the Video Recordings Act.		
Application Fee (€)	7000	(flat rate)	
Renewal Fee (€)	7000		
Renewal Frequency (Yrs)	1		

Licensing "Burden"

Application Time (Scale: 1 to 5)	1	Application Fee	4	Application NFC	N/A
Renewal Time (Scale: 1 to 5)	1	Renewal Fee	4	Renewal NFC	N/A
Compliance Time (Scale: 1 to 5)	1	Compliance Fee	N/A	Compliance NFC	N/A
Comment	The fee associated with this licence is very high. The renewals frequency further compounds this.				

Summary Information

Ref No.	EL-0120	Activity	Sale of salmon
Sector	R F	Licence Title	Salmon dealer's licence
Individuals/Organisations who may require Licence		Fish mongers, supermarkets	

Regulatory Information

Issuer	Inland Fisheries Ireland
Regulator	Inland Fisheries Ireland
Legislative Driver	Fisheries (Consolidation) Act, 1959 (As amended)
Number	119 Actual (2010)

Licensing & Enforcement Process

Description	A person may not sell salmon or trout unless they have a salmon dealers licence. It may be applied for in conjunction with a molluscan shellfish dealers licence.
Application Process	Individuals are required to apply to Inland Fisheries Ireland by writing and pay the prescribed fee.
Renewal Process	Each licence lasts 12 months and must be renewed by paying the licence fee.
Compliance/Enforcement Process	Inland Fisheries are responsible for the inspection and enforcement of licence conditions.
Application Fee (€)	135 (flat rate)
Renewal Fee (€)	135
Renewal Frequency (Yrs)	1

Licensing "Burden"

Application Time (Scale: 1 to 5)	1	Application Fee	2	Application NFC	1
Renewal Time (Scale: 1 to 5)	1	Renewal Fee	2	Renewal NFC	1
Compliance Time (Scale: 1 to 5)	1	Compliance Fee	N/A	Compliance NFC	N/A
Comment	The burden associated with this licence is low.				

Summary Information

Ref No.	EL-0122	Activity	Sale of shellfish
Sector	R F	Licence Title	Molluscan shellfish dealer's licence
Individuals/Organisations who may require Licence		Fish mongers, supermarkets	

Regulatory Information

Issuer	Inland Fisheries Ireland
Regulator	Inland Fisheries Ireland
Legislative Driver	Fisheries (Consolidation) Act, 1959 (As amended)
Number	102 Actual (2010)

Licensing & Enforcement Process

Description	A person may not sell molluscan shellfish unless they have a molluscan shellfish dealers licence. It may be applied for in conjunction with a shellfish dealers licence.
Application Process	Individuals are required to apply to Inland Fisheries Ireland by writing and pay the prescribed fee.
Renewal Process	Each licence lasts 12 months and must be renewed by paying the licence fee.
Compliance/Enforcement Process	Inland Fisheries are responsible for the inspection and enforcement of licence conditions.
Application Fee (€)	115 (flat rate)
Renewal Fee (€)	115
Renewal Frequency (Yrs)	1

Licensing "Burden"

Application Time (Scale: 1 to 5)	1	Application Fee	2	Application NFC	1
Renewal Time (Scale: 1 to 5)	1	Renewal Fee	2	Renewal NFC	1
Compliance Time (Scale: 1 to 5)	1	Compliance Fee	N/A	Compliance NFC	N/A
Comment	The burden associated with this licence is low.				

Summary Information

Ref No.	EL-0129	Activity	Collection/transport of waste
Sector	W	Licence Title	Waste Collection Permit
Individuals/Organisations who may require Licence		Waste Hauliers, Waste Facility Operators	

Regulatory Information

Issuer	National Waste Collection Permit Office (NWCPO)		
Regulator	Same as issuer		
Legislative Driver	Waste Management Act 1996 (As amended)		
Number	1,632	Actual (2012)	

Licensing & Enforcement Process

Description	Any Person who proposes to collect waste for the purposes of reward, with a view to profit or otherwise in the course of business is required to hold a Waste Collection Permit.		
Application Process	The application form is a 33-page document. Requires very detailed information regarding the applicant (vehicles, skips etc.) as well as the facilities the applicant wishes to transport waste to.		
Renewal Process	Each permit must be reapplied for after 5 years.		
Compliance/Enforcement Process	The National Waste Collection Permit Office (NWCPO) is responsible for issuing permits and can specify certain permit conditions as they see fit.		
Application Fee (€)	1000 to 5000	Function of collection area	
Renewal Fee (€)	1000 to 5000		
Renewal Frequency (Yrs)	5		

Licensing "Burden"

Application Time (Scale: 1 to 5)	4	Application Fee	3	Application NFC	4
Renewal Time (Scale: 1 to 5)	4	Renewal Fee	3	Renewal NFC	4
Compliance Time (Scale: 1 to 5)	4	Compliance Fee	N/A	Compliance NFC	N/A
Comment	There is a considerable burden associated with applying for this permit, in terms of time, fees and NFCs. There is also a significant time burden in maintaining compliance with the relevant legislation.				

Summary Information

Ref No.	EL-0130	Activity	Operation of a Waste Recovery or Disposal
Sector	W	Licence Title	Waste Certificate of Registration
Individuals/Organisations who may require Licence		Waste Recovery or Disposal Facility Operators	

Regulatory Information

Issuer	Local Authority		
Regulator	Same as issuer		
Legislative Driver	Waste Management (Facility Permit & Registration) Regulations 2007		
Number	176	Actual (2012)	

Licensing & Enforcement Process

Description	An operator of a waste management facility is required to apply for either a waste licence, waste facility permit or certificate of registration depending on the throughput of the facility and the activities undertaken at the facility. The purpose of a waste licensing and permitting is to ensure that any waste management activity is operated in a manner which will not cause environmental pollution. The Certificate of Registration serves to licence smaller scale waste facilities.		
Application Process	The application form is a 65-page document and requires detailed information regarding the applicant and the proposed facility and activities to be undertaken at the facility.		
Renewal Process	The renewal process is similar to the application process.		
Compliance/Enforcement Process	The Environmental Protection Agency (EPA)/Local Authority is responsible for the monitoring and enforcement of waste licensing		
Application Fee (€)	300 to 600	Function of throughput	
Renewal Fee (€)	150 to 300		
Renewal Frequency (Yrs)	N/A		

Licensing "Burden"

Application Time (Scale: 1 to 5)	3	Application Fee	2	Application NFC	2
Renewal Time (Scale: 1 to 5)	N/A	Renewal Fee	N/A	Renewal NFC	N/A
Compliance Time (Scale: 1 to 5)	3	Compliance Fee	2	Compliance NFC	3
Comment	The Local Authority charge an annual fee to cover the costs of inspection and administration of the licence in the range of €100 to €500 depending on the activity. In addition the licensee may also have to undertake their own periodic monitoring which would incur a NFC. The burden associated with this licence is quite substantial.				

Summary Information

Ref No.	EL-0131	Activity	Operation of a Waste Recovery or Disposal
Sector	W	Licence Title	Waste Facility Permit
Individuals/Organisations who may require Licence		Waste Recovery or Disposal Facility Operators	

Regulatory Information

Issuer	Local Authority		
Regulator	Same as issuer		
Legislative Driver	Waste Management (Facility Permit & Registration) Regulations 2007		
Number	419	Actual (2012)	

Licensing & Enforcement Process

Description	An operator of a waste management facility is required to apply for either a waste licence, waste facility permit or certificate of registration depending on the throughput of the facility and the activities undertaken at the facility. The purpose of a waste licensing and permitting is to ensure that any waste management activity is operated in a manner which will not cause environmental pollution. A Waste Facility Permit serves to licence medium scale waste facilities.		
Application Process	The application form is a 48-page document and requires detailed information regarding the applicant and the proposed facility and activities to be undertaken at the facility.		
Renewal Process	The renewal process is similar to the application process.		
Compliance/Enforcement Process	The Environmental Protection Agency (EPA) is responsible for the monitoring and enforcement of waste licensing		
Application Fee (€)	1000 to 2000	Depending on activity class	
Renewal Fee (€)	500 to 1000		
Renewal Frequency (Yrs)	N/A		

Licensing "Burden"

Application Time (Scale: 1 to 5)	4	Application Fee	3	Application NFC	4
Renewal Time (Scale: 1 to 5)	N/A	Renewal Fee	N/A	Renewal NFC	N/A
Compliance Time (Scale: 1 to 5)	4	Compliance Fee	3	Compliance NFC	4
Comment	The Local Authority charge an annual fee to cover the costs of inspection and administration of the licence in the range of €300 to €5000 depending on the extent of the activity. In addition the licensee may also have to undertake their own periodic monitoring which would incur a NFC. The burden associated with this licence is substantial.				

Summary Information

Ref No.	EL-0132	Activity	Operation of a Waste Recovery or Disposal
Sector	W	Licence Title	Waste Licence
Individuals/Organisations who may require Licence		Waste Recovery or Disposal Facility Operators	

Regulatory Information

Issuer	Environmental Protection Agency (EPA)		
Regulator	Same as issuer		
Legislative Driver	Waste Management (Licensing) Regulations 2004 to 2011		
Number	231	Actual (2012)	

Licensing & Enforcement Process

Description	An operator of a waste management facility is required to apply for either a waste licence, waste facility permit or certificate of registration depending on the throughput of the facility and the activities undertaken at the facility. The purpose of a waste licensing and permitting is to ensure that any waste management activity is operated in a manner which will not cause environmental pollution. A Waste Licence serves to licence large scale waste facilities.		
Application Process	The application form is a 48-page document and requires detailed information regarding the applicant and the proposed facility and activities to be undertaken at the facility.		
Renewal Process	The renewal process is similar to the application process.		
Compliance/Enforcement Process	The Environmental Protection Agency (EPA) is responsible for the monitoring and enforcement of waste licensing		
Application Fee (€)	10000 to 35000 Depending on activity class		
Renewal Fee (€)	6000 to 25000		
Renewal Frequency (Yrs)	N/A		

Licensing "Burden"

Application Time (Scale: 1 to 5)	5	Application Fee	4	Application NFC	4
Renewal Time (Scale: 1 to 5)	N/A	Renewal Fee	N/A	Renewal NFC	N/A
Compliance Time (Scale: 1 to 5)	5	Compliance Fee	4	Compliance NFC	4
Comment	The EPA charge an annual fee to cover the costs of inspection and administration of the licence. These fees can cost as much as the initial application fee. In addition the licensee may also have to undertake their own periodic monitoring which would incur a NFC. The burden associated with this licence is very substantial.				

Summary Information

Ref No.	EL-0133	Activity	Shipment of Waste within the EC
Sector	W	Licence Title	Transfrontier Shipment (TFS) Certificate
Individuals/Organisations who may require Licence		Waste Recovery or Disposal Facility Operators	

Regulatory Information

Issuer	National Transfrontier Shipment Office (NTFSO)
Regulator	Same as issuer
Legislative Driver	Regulation (EC) No. 1013/2006
Number	- 0

Licensing & Enforcement Process

Description	Transfrontier shipments of waste within, into and out of the EU, for recovery or disposal operations, are governed by Regulation (EC) No. 1013/2006 on shipments of waste. Under the regulations each shipment of Amber listed waste is subject to notification and consent procedures before shipment can take place and each shipment of Green List waste is subject to general information procedural requirement.
Application Process	For Amber Waste, the applicant must provide notification to the NTFSO before waste may be shipped. This notification requires a lot of information and must be accompanied by a fee and a bond. Once the applicant has received acknowledgment from the NTFSO they must complete a Movement Document and submit it to the NTFSO 3 days before shipment takes place. The information requirements are not as onerous for shipments of Green Waste.
Renewal Process	Each application is a one-off and applies to an individual shipment. The fees associated TFS certificates comprise of an annual fee coupled with a fee per tonne of waste shipped. The tonnage fees vary depending on whether the waste is Amber listed (€2.50 p/t) or Green listed (€0.50 p/t).
Compliance/Enforcement Process	Staff from the National TFS Office are authorised to carry out inspections of any intended consignments of waste prior to dispatch, and any consignments of waste entering the state. On and off-site inspections are carried on throughout the State in order to prevent illegal shipments and to ensure that the shipment, recovery or disposal of waste is managed in an environmentally sound manner for the protection of the environment and human health.
Application Fee (€)	600 Function of waste category
Renewal Fee (€)	600
Renewal Frequency (Yrs)	N/A

Licensing "Burden"

Application Time (Scale: 1 to 5)	3	Application Fee	4	Application NFC	5
Renewal Time (Scale: 1 to 5)	N/A	Renewal Fee	N/A	Renewal NFC	N/A
Compliance Time (Scale: 1 to 5)	N/A	Compliance Fee	N/A	Compliance NFC	N/A
Comment	There is a significant time and fee burden associated with the TFS Certificates. In addition to the fees charged per shipment, there is also a wide range of additional fees which may be charged to operators.				

Summary Information

Ref No.	EL-0134	Activity	Collection and transport of waste
Sector	W	Licence Title	Waste Transfer Form (WTF)
Individuals/Organisations who may require Licence		Waste Recovery or Disposal Facility Operators	

Regulatory Information

Issuer	Waste Regulations Management System (WRMS)
Regulator	Same as issuer
Legislative Driver	Waste Management Act 1996 (As amended); European Communities (Shipments of Hazardous Waste Exclusively within Ireland) Regulations 2011
Number	- 0

Licensing & Enforcement Process

Description	A Waste Transfer Form (WTF), is an identification document that must be used whenever hazardous waste is shipped or transferred within the State.
Application Process	WTFs can now be purchased and completed online by the carrier or consignor on behalf of the waste producer via the online Waste Regulations Management System (WRMS) operated by Dublin City Council (DCC)
Renewal Process	Each application is a one-off and applies to an individual shipment. The fees for WTF certificates are a flat rate of €6 per certificate.
Compliance/Enforcement Process	Dublin City Council (DCC) is designated the Competent Authority for implementing and ensuring compliance with the Regulations. DCC may appoint authorised officers and request any Local Authority or the EPA to cooperate in enforcement activities or incident investigation for the purposes of these Regulations
Application Fee (€)	6 (flat rate)
Renewal Fee (€)	N/A
Renewal Frequency (Yrs)	N/A

Licensing "Burden"

Application Time (Scale: 1 to 5)	2	Application Fee	2	Application NFC	N/A
Renewal Time (Scale: 1 to 5)	2	Renewal Fee	2	Renewal NFC	N/A
Compliance Time (Scale: 1 to 5)	4	Compliance Fee	N/A	Compliance NFC	N/A
Comment	Time spent by companies maintaining and tracking WTFs is considerable and ongoing. The online system is well received by the waste sector.				

Summary Information

Ref No.	EL-0135	Activity	Provision of waste collection skips
Sector	W	Licence Title	Skip Operators Licence
Individuals/Organisations who may require Licence		Waste Recovery or Disposal Facility Operators	

Regulatory Information

Issuer	Local Authority
Regulator	Same as issuer
Legislative Driver	Section 72 of the Road Traffic Act, 1992; Local Authority By-Laws
Number	- 0

Licensing & Enforcement Process

Description	Skip operators are required to obtain a licence to place skips in public places.
Application Process	Applicants are required to register as a Skip Operator and/or apply for permission to place a Skip in a public place. Requirements and fees can vary according to Local Authority jurisdiction.
Renewal Process	N/A
Compliance/Enforcement Process	The relevant Local Authority or An Garda Síochána are responsible for enforcing the conditions of the licence.
Application Fee (€)	10 to 50 Daily Rate for skip deployment
Renewal Fee (€)	N/A
Renewal Frequency (Yrs)	N/A

Licensing "Burden"

Application Time (Scale: 1 to 5)	1	Application Fee	2	Application NFC	N/A
Renewal Time (Scale: 1 to 5)	N/A	Renewal Fee	N/A	Renewal NFC	N/A

Summary Information

Ref No.	EL-0137	Activity	Emission of Organic Solvents
Sector	Ma	Licence Title	Volatile Organic Compound Certification of Compliance
Individuals/Organisations who may require Licence		Coating activities, surface cleaning, printing, dry cleaning etc.	

Regulatory Information

Issuer	Local Authority
Regulator	Same as issuer
Legislative Driver	Emissions of Volatile Organic Compounds from Organic Solvents Regulations 2002 (SI 543 of 2002)
Number	1,400 Approximately

Licensing & Enforcement Process

Description	In accordance with the Solvent Regulations 2002, operators are required to register installations with the Local Authority and also to apply for a Certificate of Compliance.
Application Process	Applicants are required to complete a 3-page application form. Details to be provided include: registration details, copy of company certificate of incorporation (if applicable) and a copy of an Accredited Inspectors Report (AIC).
Renewal Process	Same as application.
Compliance/Enforcement Process	Applicants are assessed by an Accredited Inspection Contractor at least once per year.
Application Fee (€)	50 (flat rate)
Renewal Fee (€)	50
Renewal Frequency (Yrs)	1

Licensing "Burden"

Application Time (Scale: 1 to 5)	2	Application Fee	1	Application NFC	3
Renewal Time (Scale: 1 to 5)	2	Renewal Fee	1	Renewal NFC	3
Compliance Time (Scale: 1 to 5)	2	Compliance Fee	N/A	Compliance NFC	N/A
Comment	The main burden with the Certificate of Approval is the NFC cost associated with the undertaking of an AIC Report. These can be in the region of €500.				

Summary Information

Ref No.	EL-0141	Activity	Mineral Oil Trading
Sector	R Ma	Licence Title	Mineral Oil Tax Warehouse
Individuals/Organisations who may require Licence		Mineral Oil Traders, terminal operators	

Regulatory Information

Issuer	Revenue National Excise Licence Office (NELO)		
Regulator	Revenue/Customs & Excise		
Legislative Driver	Section 109 of the Finance Act 2001		
Number	65	Actual (2012)	

Licensing & Enforcement Process

Description	In order to operate under an excise duty suspension arrangement a company must seek Mineral Oil Warehouse Approval. This requires the premises to be approved as a Tax Warehouse and the company to be approved as an Authorised Warehouse Keeper by Revenue.		
Application Process	Applications for approval of premises as mineral oil tax warehouses should be made in writing to the Revenue District office for the area where the warehouse or installation for which approval is sought is situated. The application form is a 9-page document and applicants should provide their personal/company details as well as an address and detailed plan of the layout of the proposed premises.		
Renewal Process	Same as application.		
Compliance/Enforcement Process	The company are required to operate in accordance with the conditions of the approval which they received from the Revenue and also current legislation. These include providing a bond to the Revenue and adhering to strict controls regarding the import, storage and export of oil product and the maintenance of records of such and the payment of excise.		
Application Fee (€)	N/A	N/A	
Renewal Fee (€)	N/A		
Renewal Frequency (Yrs)	N/A		

Licensing "Burden"

Application Time (Scale: 1 to 5)	2	Application Fee	N/A	Application NFC	2
Renewal Time (Scale: 1 to 5)	N/A	Renewal Fee	N/A	Renewal NFC	N/A
Compliance Time (Scale: 1 to 5)	3	Compliance Fee	N/A	Compliance NFC	N/A
Comment	This is not considered a significant burden.				

Summary Information

Ref No.	EL-0142	Activity	Alcohol trading
Sector	R Ma F	Licence Title	Tax Warehouse
Individuals/Organisations who may require Licence	Alcohol manufacturers, alcohol importers		

Regulatory Information

Issuer	Revenue National Excise Licence Office (NELO)
Regulator	Revenue/Customs & Excise
Legislative Driver	Section 109 of the Finance Act 2001
Number	- -

Licensing & Enforcement Process

Description	In order to operate under an excise duty suspension arrangement a company must seek Tax Warehouse Approval. This requires the premises to be approved as a Tax Warehouse and the company to be approved as an Authorised Warehouse Keeper by Revenue. Companies will have to register on the SEED database (System for the Exchange of Excise Data) and any intra-EU consignment of duty suspended products will have to be administered using the Excise Movement Control System (EMCS).
Application Process	Applications for approval of premises as a tax warehouse should be made in writing to the Revenue District office for the area where the warehouse or installation for which approval is sought is situated. The application form is a 9-page document and applicants should provide their personal/company details as well as an address and detailed plan of the layout of the proposed premises and ensure they have registered with ROS for the EMCS system.
Renewal Process	Same as application.
Compliance/Enforcement Process	The company are required to operate in accordance with the conditions of the approval which they received from the Revenue and also current legislation. These include providing a bond to the Revenue and adhering to strict controls regarding the import, storage and export of oil product and the maintenance of records of such and the payment of excise.
Application Fee (€)	N/A N/A
Renewal Fee (€)	N/A
Renewal Frequency (Yrs)	N/A

Licensing "Burden"

Application Time (Scale: 1 to 5)	3	Application Fee	N/A	Application NFC	3
Renewal Time (Scale: 1 to 5)	N/A	Renewal Fee	N/A	Renewal NFC	N/A
Compliance Time (Scale: 1 to 5)	3	Compliance Fee	N/A	Compliance NFC	N/A
Comment	This is not considered a significant burden.				

Summary Information

Ref No.	EL-0143	Activity	Pharmacist
Sector	Ph	Licence Title	Certificate of Registration - Pharmacist
Individuals/Organisations who may require Licence		Pharmacists	

Regulatory Information

Issuer	Pharmaceutical Society of Ireland (PSI)		
Regulator	Same as issuer		
Legislative Driver	Pharmacy Act 2007; Pharmaceutical Society of Ireland (Registration) Rules 2008		
Number	4,793	Actual (2011)	

Licensing & Enforcement Process

Description	Pharmacists must be registered in the Register of Pharmacists kept by the PSI in order to be able to practise in Ireland. Certificates of registration or continued registration are issued to registrants once their applications and fees have been processed.		
Application Process	Applicants are required to complete an application form and include copies of the following: birth certificate; marriage certificate; passport; pharmacy degree MPharm degree; two recent photographs and a non-refundable application fee.		
Renewal Process	The renewal process is annual and can be completed online where the applicant must provide certain declarations before submitting renewal payment.		
Compliance/Enforcement Process	The PSI inspects retail pharmacy businesses (pharmacies) to assess compliance with the Act and with other pharmacy and medicines legislation, in the interests of patient safety and public protection. In 2011, 892 specialist surveyor visits took place.		
Application Fee (€)	570	(flat rate)	
Renewal Fee (€)	400		
Renewal Frequency (Yrs)	1		

Licensing "Burden"

Application Time (Scale: 1 to 5)	1	Application Fee	2	Application NFC	N/A
Renewal Time (Scale: 1 to 5)	1	Renewal Fee	2	Renewal NFC	N/A
Compliance Time (Scale: 1 to 5)	1	Compliance Fee	N/A	Compliance NFC	N/A
Comment	The burden associated with this registration is perceived to be low. However, if an individual is unemployed, self-registration may prove expensive.				

Summary Information

Ref No.	EL-0144	Activity	Retail Pharmacy Business
Sector	Ph	Licence Title	Certificate of Registration - Pharmacy Business
Individuals/Organisations who may require Licence		Pharmacies	

Regulatory Information

Issuer	Pharmaceutical Society of Ireland (PSI)
Regulator	Same as issuer
Legislative Driver	Pharmacy Act 2007; Pharmaceutical Society of Ireland (Registration) Rules 2008
Number	1,757 Actual (2011)

Licensing & Enforcement Process

Description	Any person wishing to open a retail pharmacy business (pharmacy) must apply to register that pharmacy at least 60 days before it is opened, and have the application processed.
Application Process	The application process includes a new opening inspection before the Pharmacy may operate. Other information to be submitted during application includes: ownership details, personnel details, location information, floor plan and dimensional details, evidence of the insurance or indemnity cover as well as a variety of declarations that the Pharmacy will be operated in accordance with relevant legislation and codes of conduct.
Renewal Process	The renewal process is annual and can be completed online where the applicant must provide certain declarations before submitting renewal payment.
Compliance/Enforcement Process	The PSI inspects retail pharmacy businesses (pharmacies) to assess compliance with the Pharmacy Act 2007 and other legislation in the interests of patient safety and public protection. Inspections include investigation of premises, policies and procedures, register and record investigation, stock inventories etc. Typical inspections take two to three hours.
Application Fee (€)	3500 (flat rate)
Renewal Fee (€)	2250
Renewal Frequency (Yrs)	1

Licensing "Burden"

Application Time (Scale: 1 to 5)	3	Application Fee	4	Application NFC	2
Renewal Time (Scale: 1 to 5)	1	Renewal Fee	4	Renewal NFC	1
Compliance Time (Scale: 1 to 5)	2	Compliance Fee	N/A	Compliance NFC	2
Comment	If a pharmacy moves location temporarily the pharmacy is required to notify the PSI and pay a fee of €1000 on top of their continuing registration fee of €2250. The fees for registration are perceived to be high by the sector.				

Summary Information

Ref No.	EL-0147	Activity	Supervising Pharmacist
Sector	Ph	Licence Title	Certificate of Registration - Supervising Pharmacist
Individuals/Organisations who may require Licence		Supervising Pharmacist	

Regulatory Information

Issuer	Pharmaceutical Society of Ireland (PSI)		
Regulator	Same as issuer		
Legislative Driver	Pharmacy Act 2007; Pharmaceutical Society of Ireland (Registration) Rules 2008		
Number	1,766	Actual (2012)	

Licensing & Enforcement Process

Description	Each pharmacy must have a superintendent pharmacist and a supervising pharmacist, each of whom must have at least three years' appropriate post-registration experience.		
Application Process	Applicants must complete a form nominating a supervising pharmacist and submit this form to the PSI.		
Renewal Process	The PSI must be notified of any changes of details as they arise.		
Compliance/Enforcement Process	The PSI inspects retail pharmacy businesses (pharmacies) to assess compliance with the Act and with other pharmacy and medicines legislation, in the interests of patient safety and public protection.		
Application Fee (€)	85	(flat rate)	
Renewal Fee (€)	N/A		
Renewal Frequency (Yrs)	N/A		

Licensing "Burden"

Application Time (Scale: 1 to 5)	2	Application Fee	1	Application NFC	N/A
Renewal Time (Scale: 1 to 5)	2	Renewal Fee	1	Renewal NFC	N/A
Compliance Time (Scale: 1 to 5)	1	Compliance Fee	N/A	Compliance NFC	N/A
Comment	This is not perceived to be a significant burden by the sector.				

Summary Information

Ref No.	EL-0148	Activity	Pharmacies
Sector	Ph	Licence Title	Registration with the data protection commissioner
Individuals/Organisations who may require Licence		Organisations that process personal data	

Regulatory Information

Issuer	Data Protection Commissioner		
Regulator	Same as issuer		
Legislative Driver	Data Protection Acts 1988 & 2003		
Number	1,075	Actual (2012)	

Licensing & Enforcement Process

Description	Registration is the process by which data controllers and data processors (organisations that process personal data) inform the Data Protection Commissioner of certain details about their processing of personal information.		
Application Process	Applicants are required to complete a 2-page application form detailing the name and address of the individual/company, the nature of the data processed and the person responsible for compliance with the Act. Applicants must pay the registration fee, which is dependent on the number of employees. Applications may also be made online with an associated discount of approx. 10% on the fees.		
Renewal Process	Applicants are required to notify the data protection commissioner of any changes to the nature of the data they hold on an ongoing basis, these notifications incur a fee. Regardless of notifications applicants are required to renew their registration on an annual basis.		
Compliance/Enforcement Process	Authorised officers may enter and examine the premises of a data controller or data processor, to enable the Commission to carry out its functions, such as to pursue an investigation.		
Application Fee (€)	40 to 480	Based on number of employees	
Renewal Fee (€)	40 to 480		
Renewal Frequency (Yrs)	1		

Licensing "Burden"

Application Time (Scale: 1 to 5)	2	Application Fee	3	Application NFC	N/A
Renewal Time (Scale: 1 to 5)	2	Renewal Fee	3	Renewal NFC	N/A
Compliance Time (Scale: 1 to 5)	2	Compliance Fee	N/A	Compliance NFC	N/A
Comment	This is not perceived to be a significant burden by the sector.				

Summary Information

Ref No.	EL-0149	Activity	Contractor Licences
Sector	C	Licence Title	Private Security Authority Licence
Individuals/Organisations who may require Licence		Installers of intruder alarms/door security contractors	

Regulatory Information

Issuer	Private Security Authority (PSA)		
Regulator	Same as issuer		
Legislative Driver	Private Security Services Act 2004		
Number	690	Approximate (2012)	

Licensing & Enforcement Process

Description	Contractor Licences are required by companies, partnerships and sole traders providing security services in Ireland. The following individuals/companies require contractor licences: installers of intruder alarms, door supervisor contractors (as well as other sectors outside the scope of the review such as security guard and cash-in-transit contractors).		
Application Process	Applications for a contractor licence require the following: Completed Application Form, Current Tax Clearance Certificate, Certificate of Incorporation/Business Name, Garda Vetting Form for each of the company principals, Foreign Criminal Record Certificate for company principals who have spent 6 months or more in a foreign jurisdiction, Evidence of attainment of the required standards.		
Renewal Process	Similar to application		
Compliance/Enforcement Process	The PSA have the power to suspend and revoke licences of those who do not comply with the legislation.		
Application Fee (€)	2250 to 22000	Based on turnover and sector	
Renewal Fee (€)	2250 to 22000		
Renewal Frequency (Yrs)	2		

Licensing "Burden"

Application Time (Scale: 1 to 5)	5	Application Fee	5	Application NFC	5
Renewal Time (Scale: 1 to 5)	5	Renewal Fee	5	Renewal NFC	5
Compliance Time (Scale: 1 to 5)	N/A	Compliance Fee	N/A	Compliance NFC	N/A
Comment	Of the 690 licences, approx. 470 are alarm installers and the remaining are door security, security guard and cash-in-transit contractors. This licence is considered a significant burden by electrical contractors.				

Summary Information

Ref No.	EL-0152	Activity	Use of ionising radiation
Sector	Ma F	Licence Title	Radiation Licence
Individuals/Organisations who may require Licence		Industrial Users, industrial Radiography	

Regulatory Information

Issuer	Radiological Protection Institute of Ireland (RPII)		
Regulator	Same as issuer		
Legislative Driver	Radiological Protection Act, 1991 (Ionising Radiation) Order, 2000		
Number	1,743	Actual (2012)	

Licensing & Enforcement Process

Description	Any business or organisation which intends to become involved in storing, using, transporting, or disposing of radioactive materials, irradiation equipment or other sources of ionising radiation, must apply to the RPII for a licence before they acquire the radioactive substance or irradiating apparatus.		
Application Process	Applicants will have to complete an application form and detailed information about their business or practice, and the sources of radiation which they intend to acquire. Applicants will have to appoint a Radiation Protection Advisor (RPA), carry out a Radiation Risk Assessment and put in place Radiation Safety Procedures, specific to the radiation source.		
Renewal Process	Applicant must renew their licence at least 30 days before its expiry date and ensure that all details maintained by the RPII are correct. The renewal frequency varies with the different licence categories and ranges between 1 and 4 years.		
Compliance/Enforcement Process	The RPII routinely carries out inspections to ensure that licensees are in compliance with safety procedures and licensing conditions. Inspections are divided into two parts: Administrative details and Audit of Equipment/Facilities. Inspections of facilities are prioritised by risk. With higher risk sites inspected once per annum. 158 inspections are scheduled for 2012.		
Application Fee (€)	533-740	Flat rate per licence category	
Renewal Fee (€)	299-1525		
Renewal Frequency (Yrs)	1 to 4 (Category dependant)		

Licensing "Burden"

Application Time (Scale: 1 to 5)	2	Application Fee	3	Application NFC	3
Renewal Time (Scale: 1 to 5)	1	Renewal Fee	2	Renewal NFC	1
Compliance Time (Scale: 1 to 5)	2	Compliance Fee	N/A	Compliance NFC	N/A
Comment	NFC associated with this licence include RPA fees.				

Summary Information

Ref No.	EL-0154	Activity	Electronic Communication
Sector	C H Ma W	Licence Title	Business Radio Licence
Individuals/Organisations who may require Licence		Hauliers, construction, waste operators	

Regulatory Information

Issuer	ComReg		
Regulator	Same as issuer		
Legislative Driver	Wireless Telegraphy Act, 1926		
Number	1,826	Actual (2011)	

Licensing & Enforcement Process

Description	Business Radio is a generic term that refers to a variety of Licence types issued by ComReg. These include Business Radio, Temporary Business Radio, Community Repeaters, Paging (Local Area), Mobile Radio Systems (Local Area) and Third Party Business Radio Licences.		
Application Process	Applicants are required to complete a 6-page application form. Information to be provided includes contact details, purpose of licence, technical details (i.e. frequency, equipment type) as well as a declaration by the applicant. The application must also pay the licensing fees which comprise of a €22 processing fee and a €22 fee per piece of station equipment thereafter.		
Renewal Process	Each licence must be renewed on an annual basis.		
Compliance/Enforcement Process	ComReg monitor licence holders on a continual basis to ensure compliance with the licence conditions.		
Application Fee (€)	22	(combination of flat rate fee and amount of equipment)	
Renewal Fee (€)	22		
Renewal Frequency (Yrs)	1		

Licensing "Burden"

Application Time (Scale: 1 to 5)	2	Application Fee	2	Application NFC	N/A
Renewal Time (Scale: 1 to 5)	2	Renewal Fee	2	Renewal NFC	N/A
Compliance Time (Scale: 1 to 5)	1	Compliance Fee	N/A	Compliance NFC	N/A
Comment	The burden associated with this licence is low. The issued number of licences is the total as reported by ComReg, the amount of licences held by businesses within the remit of this review would be expected to be far lower than the total figure.				

Appendix 3 Forfás Board Members

Eoin O’Driscoll (Chairman)

Managing Director, Aderra

Martin D. Shanahan

Chief Executive, Forfás

Mark Ferguson

Director General, Science Foundation Ireland

John Murphy

Secretary General, Department of Jobs, Enterprise and Innovation

Barry O’Leary

Chief Executive, IDA Ireland

Frank Ryan

Chief Executive Officer, Enterprise Ireland

Michael O’Leary

Secretary to the Board, Forfás

Appendix 4 Recent Forfás Publications

Global Entrepreneurship Monitor (GEM) 2011 Global Entrepreneurship Monitor	September 2012
Annual Employment Survey 2011 Forfás	August 2012
National Skills Bulletin 2012 NCC	July 2012
Monitoring Ireland's Skills Supply - Trends in Education and Training Outputs 2012 EGFSN	July 2012
Ireland's Competitiveness Scorecard 2012 NCC	July 2012
Forfás Annual Report 2011 Forfás	July 2012
Key Skills for Enterprise to Trade Internationally EGFSN	June 2010
Sustainability of Research Centres Advisory Science Council	June 2012
The Science Budget 2010-2011 Forfás	June 2012
Annual Business Survey of Economic Impact 2010 Forfás	June 2012
Overview of the Main Infrastructure Issues for Enterprise Forfás	May 2012
Ireland's Productivity Performance, 1980 - 2011 NCC	May 2012
Community Innovation Survey 2008-2010 Forfás, CSO	April 2012
The Irish Enterprise Funding Environment Forfás	April 2012

The Expert Group on Future Skills Needs Statement of Activity 2011 EGFSN	April 2012
Playing our Part: Statement on Horizon 2020 ACSTI	March 2012
Report of the Research Prioritisation Steering Group Research Prioritisation Steering Group, DJEI, Forfás	March 2012
Vacancy Overview 2011 EGFSN	February 2012
Guidance for Higher Education Providers on Current and Future Skills Needs of Enterprise Forfás	February 2012
Ireland's Competitiveness Challenge 2011 NCC	January 2012
Strategy for Science, Technology and Innovation Indicators Forfás	December 2011
Review of Energy Competitiveness Issues and Priorities for Enterprise Forfás	December 2011
South East Region Employment Action Plan Forfás	December 2011
Statistics at a Glance 2011 Forfás	December 2011
Report of the Advisory Group for Small Business Advisory Group for Small Business	November 2011
Review of the Economic Impact of the Retail Cap Forfás	November 2011
Business Continuity Planning in Severe Weather Forfás	November 2011

The publications of Forfás and the advisory groups to which it provides research support are available at www.forfas.ie

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Forfás

Wilton Park House
Wilton Place
Dublin 2

Tel: +353 1 607 3000

Fax: +353 1 607 3030

www.forfas.ie