

## Wheelchair accessible vehicle licences

If you want to operate a wheelchair accessible vehicle, you must have a small public service vehicle (SPSV) licence for that vehicle. These licences are issued by the National Transport Authority to applicants who meet certain conditions and whose vehicles meet the required standards.

It is important you do not purchase a vehicle for use as a wheelchair accessible taxi or wheelchair accessible hackney unless you are sure that it will meet the required standards. Please read this Guide carefully, download and read the Technical Assessor's full Report template and review the Initial Suitability Inspection Manual carefully, see [www.nationaltransport.ie](http://www.nationaltransport.ie)

At Change of Vehicle the vehicle must be under ten years of age. For new licences or to avail of the Wheelchair Accessible Grant Scheme 2015 it must be under six years of age. The vehicle needs only accommodate one passenger plus the person in a wheelchair and seat at least four adult passengers without the wheelchair on board.

Before buying a vehicle, you should check that the vehicle meets certain standards and that this can be verified by a qualified Technical Assessor. *You must obtain several items of documentation from the vehicle manufacturer or converter to support your application. Please note this includes formal test proof.*

A vehicle that was previously licensed as a wheelchair accessible vehicle may not meet the current requirements.

### The Vehicle

The vehicle requirements are summarised here and explained further in the Authority's Initial Suitability Inspection Manual.

The most important thing is that the vehicle must be inspected by a qualified Technical Assessor, who must complete a Technical Assessor's full Report to certify that the vehicle meets all the required standards. In making the assessment, the Assessor will inspect some items and will rely on formal test data for others. **Without this relevant documentation, the Assessor will be unable to certify the vehicle.**

Such test proof can only be obtained from the firm that converted the vehicle originally: it is not possible to perform these (destructive) tests afterwards.

The Technical Assessor's full Report must be on the official template, see website. The qualifications required by the Assessor are on this template. This Report is not simply a visual inspection.

Requirements include:

Criteria	Main requirements (For details and other requirements, see the <i>Initial Suitability Inspection Manual</i> .)	Documentary evidence required
Seat belts	EC approval markings or labels ('e' or 'E' marking).	Y
Wheelchair occupant seat belts	Approval markings or labels (usually ISO standard or 'e' or 'E' marking.)	Y
Wheelchair restraint (tie-down)	Approval markings or labels (usually ISO, or DIN, or FMVSS/SAE standard.)	Y
Seatbelt anchorages	Strength test reports (usually seat belt to seat connection, based on Directive 76/115 EEC, as amended).	Y
In-vehicle* wheelchair and wheelchair occupant restraint anchorages	Strength test report.	Y
In-vehicle* seat and seat belt anchorages	Strength test report (for seat-to-floor connection, usually based on Directive 76/115 EEC, as amended).	Y
Wheelchair Space	Minimum of 700mm width, 1,200mm length, and 1,350mm headroom in vicinity of wheelchair during turning and restraining.	N

Doors	Minimum one wheelchair accessible door, at least 745mm x 1,250mm, and one other door to passenger compartment.	N
External step at nearside door	If floor or integral step of passenger compartment is more than 230mm from the ground, where the door opening is bigger than 1,150mm then an access step is required. Minimum dimensions and other requirements are specified in the Initial Suitability Inspection Manual.	N
Continuous surface access ramp	Maximum slope of ramp 16° capable of supporting 300kg. If detachable, it must be suitable for handling, securely fixed when in use, safely stored when not in use, and permanently marked with the vehicle registration number	N
Seat height and legroom	Specified minimum and maximum for seat height, width and clearance. See Initial Suitability Inspection Manual for details.	N
Internal and entrance lighting	Adequate targeted or localised lighting is required at entrance steps, signage and floor areas and money slots in any dividing screen.	N
Window glass adjacent to licensed seating positions and wheelchair spaces	Must be clear, min. 70% light transmission (no dark tints). The Roman numeral 'V' marking next to the glass approval number means the glass is too dark. See the Initial Suitability Inspection Manual.	N
Handholds	Must be provided in the vicinity of the doors, steps and central pathways. Must be in a colour that contrasts with adjacent surfaces, and approximately circular in cross-section and 35mm in diameter.	N
User Manual	Must cover the vehicle and any specialist equipment in it.	Y
Age	A Wheelchair Accessible Vehicle must be less than 6 years of age at first licensing, less than 10 years for Change of Vehicle.	N
Roadworthiness	An NCT roadworthiness certificate issued for the vehicle no more than 90 days before the date of the Initial Suitability Inspection. (Note: An NCT certificate is not required for a vehicle that is less than 90 days old <b>and</b> that has travelled less than 3,000 kilometres)	Y

\*'In vehicle' tests are destructive tests – they cannot be performed retrospectively. They must have been performed on the same type of bodyshell and the results properly documented and certified. The suppliers of a flooring system may be able to provide the required test data.

### Getting the licence

There are three stages in applying for and obtaining a licence for an SPSV. If you are applying for the Wheelchair Accessible Grant 2015, you will need to have completed the WAV15A Application Form and received a Provisional Grant Offer before proceeding with the below steps.

Stage	You will need
<b>Initial Application</b>	<ul style="list-style-type: none"> <li>• A vehicle that is suitable and properly equipped for operation as a Wheelchair Accessible Vehicle</li> <li>• A completed Form VL1</li> <li>• Technical Assessor's Full Report (dated within last 60 days) complete with supporting documentary proof</li> <li>• The appropriate fee</li> </ul>

<b>Booking your Initial Suitability Inspection</b>	<ul style="list-style-type: none"> <li>• A Conditional licence Offer from the Authority</li> <li>• An NCT roadworthiness certificate for the vehicle issued within last 90 days. To book an NCT roadworthiness test, call the NCTS dedicated SPSV booking line 01 4135 960. The National Transport Authority checks the NCT status directly with NVDF: it can take 48 hours for results to be visible.</li> <li>• An insurance policy covering the use of the vehicle as an SPSV</li> <li>• Tax Clearance confirming that your tax affairs are in order. To get a tax clearance certificate contact your local Revenue office or visit <a href="http://www.revenue.ie">www.revenue.ie</a> The National Transport Authority checks the tax status directly with Revenue: it can take 48 hours for results to be visible.</li> </ul>
<b>Initial Suitability Inspection</b>	<ul style="list-style-type: none"> <li>• If you are applying for a Wheelchair Accessible Taxi licence you will also require a regulation roof sign, a taximeter and printer and official taxi door branding (list of authorised suppliers on the website, <a href="http://www.nationaltransport.ie">www.nationaltransport.ie</a>). The roofsign and taximeter must include the number provided in your conditional licence offer.</li> </ul>

### Initial Application: completing the VL1 Form

Form VL1 – Application for a new SPSV licence is available from the Authority, and can be downloaded from the Authority's website, [www.nationaltransport.ie](http://www.nationaltransport.ie). To complete this form:

<b>Section 1</b>	Fill in your name and contact details
<b>Section 2</b>	Tick the box associated with the type of licence for which you are applying, write in the total fee that you are enclosing with your application (see below).
<b>Section 3</b>	Fill in the vehicle registration number and tick the Yes/No boxes to indicate the type of licence you are applying for. Note that an application cannot be considered unless the Irish vehicle registration is provided here. Tick the box to confirm that you have included or previously sent in the relevant Technical Assessor's full Report (and supporting test data where required). <b>Do not send us original documents</b> , copies are required
<b>Section 4</b>	You need to fill in operational details here, they will be confirmed when you book the Initial Suitability Inspection and you can of course update them thereafter.
<b>Section 5</b>	Read the Terms and Conditions set out in Section 5 and then sign and date the declaration to confirm you understand and accept them.
<b>Section 6</b>	Tick the boxes to confirm that you are enclosing the appropriate fee with your application (bank draft or postal order). The bank draft or postal order must be made payable to "National Transport Authority" with your application.

The fees payable are as follows:

Licence Type	Licence fee	Initial Suitability Inspection Fee	Total Payable
Wheelchair Accessible Taxi or Wheelchair Accessible Hackney	€125	€45	€170

**Submit the form along with the appropriate fee and Technical Assessor's full Report and test data as relevant to:**

SPSV Licensing Section  
PO Box 436  
City North Business Park  
Tuam Road  
Galway

## Your conditional licence offer

The Authority will process your application and respond within 5 to 10 working days. Further vehicle information may be requested.

If the application is successful, the Authority sends you a conditional offer letter.

This conditional offer is valid for 90 days, during which you must complete the remaining steps in the licensing process. The conditional offer provides a provisional licence number enabling the programming of a taximeter and manufacture of a roof sign (wheelchair accessible taxi) and arrangement for insurance for reward.

**A conditional offer is not a licence to operate the vehicle as an SPSV.**

## Booking your Suitability Inspection

Book your Initial Suitability Inspection by calling 0761 064 000.

What you need when making a booking	
Security Questions	Security questions will be asked for on all booking a licence related calls. These will involve standard identification questions such as name, address, telephone number, date of birth and PPSN. This identification will be taken from the details you provided on your VL1 application form.
Tax Clearance	You do not need to provide any additional information regarding your tax clearance when booking but you should keep your PPSN at hand in order to confirm this when requested.
Vehicle Registration certificate	You should keep your vehicle registration certificate at hand in case it is required.
Vehicle ownership	To obtain a vehicle licence, you must own the vehicle to be associated to the licence, or hold the vehicle under a lease agreement or a hire-purchase agreement. You will be asked to declare vehicle ownership status at time of booking.
Insurance	You will need your insurance expiry date and be able to declare that you are insured to operate an SPSV. Your insurance information may be shared with Insurance Federation of Ireland and your insurance disc will be inspected as part of your Initial Suitability Inspection. If your disc is out of date on the day of your inspection, your vehicle will fail its inspection It is the responsibility of the vehicle licence holder to provide insurance for the vehicle. Your name on your insurance should match your name on your licence.
WAV register update	You must confirm the following when booking your inspection appointment <ul style="list-style-type: none"> <li>• Times of operation</li> <li>• Areas of operation</li> <li>• Drivers</li> </ul> This information will be published in the Wheelchair Accessible Vehicle Register.

## The Initial Suitability Inspection

Read the Initial Suitability Inspection Manual (available on the website, [www.nationaltransport.ie](http://www.nationaltransport.ie)) to understand how the inspection works and to ensure you pass first time.

When you present the vehicle, you must bring with you:

- The User Manual
- **Copy** of Technical Assessor's Report/test data
- Your **original** insurance certificate and, if a fleet policy, the schedule listing the vehicle by registration number.

## Exact name match required

It is a requirement that the name on the vehicle licence exactly matches that on the tax clearance certificate, the owner listed on the Vehicle Registration Certificate and the policy holder of the insurance policy. Note that a named

driver is not the same as being the policy holder.

Name on licence application	Name on documents	Suitable for licensing?
James Murphy	Jim Murphy	No
	James Murphy Jnr	No
	James J. Murphy	No
	James Murphy	Yes

### Operating the vehicle as an SPSV

If your vehicle passes the Initial Suitability Inspection the Licensing Inspector records the details on the Register of Licensed SPSVs and applies tamperproof licence discs to the front and rear windows of the vehicle. You will be issued a licence certificate for the vehicle at the inspection centre.

The vehicle may then be operated as an SPSV in the category to which the licence applies.

Operating an SPSV without a current licence and valid tamperproof discs could result in a fine up to €5,000.

**For further information please visit [www.nationaltransport.ie](http://www.nationaltransport.ie) or call 0761 064 000**