

# A-Z OF Licences/Permits

Issued By Government Departments/Relevant Offices In Ireland

This A-Z of licences/Permits provides the following key information:

- Details of the list of licences/permits issued by Government Departments, and Offices under their remit
- Links to online information, and
- Relevant contact details for further enquiries

*For further enquiries regarding the licence/permit, please contact the relevant Unit/Office listed below*

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Title of Licence /Permit	Purpose	Relevant Link to online information on Licence/Permit	Section/Agency/Body which issues Licence/Permit
Radio Officer Licence (RO)	Issued to permit an individual to provide flight information to aircraft	<a href="#">Irish Aviation Authority</a>	Personnel Licensing Division, Regulatory Performance & Personnel Licensing Department, Irish Aviation Authority  Contact – P. Kennedy Email: <a href="mailto:paul.kennedy@iaa.ie">paul.kennedy@iaa.ie</a> (From outside Ireland) Tel: +353 1 603 1490
Radio Spectrum Licensing	Licensing the of use of radio spectrum	<a href="#">Radio Spectrum Licensing</a>	Commission for Communications Regulation <a href="http://www.comreg.ie">www.comreg.ie</a>  Email: <a href="mailto:licensing@comreg.ie">licensing@comreg.ie</a> (From outside Ireland) Tel: +353 1 8049600
Railway Restaurant Car Licence	This licence granted in respect of a car in which passengers can be supplied with meals, authorises the sale by retail to passengers of any intoxicating liquor for consumption in the car.	<a href="http://www.revenue.ie/en/tax/excise/excise-licensing/railway-restaurant-car-licence.html">http://www.revenue.ie/en/tax/excise/excise-licensing/railway-restaurant-car-licence.html</a>	Revenue Commissioners National Excise Licence Office, Email: <a href="mailto:exciselicences@revenue.ie">exciselicences@revenue.ie</a>

Registered Users for Specific Purposes (Article 23 of Regulation (EC) No 1069/2009)	Regulation of registered users of animal by-products	<p>The register of approved and registered establishments is available on the DAFM website</p> <p><a href="http://www.agriculture.gov.ie/agri-foodindustry/">http://www.agriculture.gov.ie/agri-foodindustry/</a>  <a href="http://www.agriculture.gov.ie/agri-foodindustry/animalbyproducts/">http://www.agriculture.gov.ie/agri-foodindustry/animalbyproducts/</a>  <a href="http://www.agriculture.gov.ie/agri-foodindustry/animalbyproducts/euaprovedabplants/">http://www.agriculture.gov.ie/agri-foodindustry/animalbyproducts/euaprovedabplants/</a></p> <p><i>Application form is available on request from the section.</i></p>	<p>Animal By-Products Section, Department of Agriculture, Food and the Marine, (DAFM) Grattan House, Grattan Business Centre, Portlaoise, Co. Laois  (From outside Ireland)  Tel: +353 57 8674400  <a href="#">General contact details</a></p>
Registration and Renewal of Registration for Caravan and Camping Parks	Inclusion in register of approved properties and authorisation to call a premises by the protected title	<a href="http://www.failteireland.ie/Supports/Get-quality-assured/caravan-camping-parks.aspx">http://www.failteireland.ie/Supports/Get-quality-assured/caravan-camping-parks.aspx</a>	<p>Fáilte Ireland (The National Tourism Development Authority)  Contact: John Mulcahy  (From outside Ireland)  Tel: +353 1-8847751  Email:  <a href="mailto:John.Mulcahy@failteireland.ie">John.Mulcahy@failteireland.ie</a></p>
Registration and Renewal of Registration for Guesthouses	Inclusion in register of approved properties and authorisation to call a premises by the protected title	<a href="http://www.failteireland.ie/Supports/Get-quality-assured/Guest-houses.aspx">http://www.failteireland.ie/Supports/Get-quality-assured/Guest-houses.aspx</a>	<p>Fáilte Ireland (The National Tourism Development Authority)  Contact: John Mulcahy  (From outside Ireland)  Tel: +353 1-8847751  Email:  <a href="mailto:John.Mulcahy@failteireland.ie">John.Mulcahy@failteireland.ie</a></p>
Registration and Renewal of Registration for Holiday Apartments	Inclusion in register of approved properties	<a href="http://www.failteireland.ie/Supports/Get-quality-assured/Self-catering.aspx">http://www.failteireland.ie/Supports/Get-quality-assured/Self-catering.aspx</a>	<p>Fáilte Ireland (The National Tourism Development Authority)  Contact: John Mulcahy  (From outside Ireland)  Tel: +353 1-8847751  Email:  <a href="mailto:John.Mulcahy@failteireland.ie">John.Mulcahy@failteireland.ie</a></p>
Registration and Renewal of Registration for Holiday Camps	Inclusion in register of approved properties and authorisation to call a premises by the protected title	<a href="http://www.failteireland.ie/Supports/Get-quality-assured/Holiday-camps.aspx">http://www.failteireland.ie/Supports/Get-quality-assured/Holiday-camps.aspx</a>	<p>Fáilte Ireland (The National Tourism Development Authority)  Contact: John Mulcahy  (From outside Ireland)  Tel: +353 1-8847751  Email:  <a href="mailto:John.Mulcahy@failteireland.ie">John.Mulcahy@failteireland.ie</a></p>
Registration and Renewal of Registration for Holiday Cottages	Inclusion in register of approved properties	<a href="http://www.failteireland.ie/Supports/Get-quality-assured/Self-catering.aspx">http://www.failteireland.ie/Supports/Get-quality-assured/Self-catering.aspx</a>	<p>Fáilte Ireland (The National Tourism Development Authority)  Contact: John Mulcahy  (From outside Ireland)  Tel: +353 1-8847751  Email:  <a href="mailto:John.Mulcahy@failteireland.ie">John.Mulcahy@failteireland.ie</a></p>

Registration and Renewal of Registration for Holiday Hostels and Youth Hostels	Inclusion in register of approved properties and authorisation to call a premises by the protected title	<a href="http://www.failteireland.ie/Supports/Get-quality-assured/Hostels.aspx">http://www.failteireland.ie/Supports/Get-quality-assured/Hostels.aspx</a>	Fáilte Ireland (The National Tourism Development Authority) Contact: John Mulcahy (From outside Ireland) Tel: +353 1-8847751 Email: <a href="mailto:John.Mulcahy@failteireland.ie">John.Mulcahy@failteireland.ie</a>
Registration and Renewal of Registration for Hotels	Inclusion in register of approved properties and authorisation to call a premises by the protected title	<a href="http://www.failteireland.ie/Supports/Get-quality-assured/Hotels.aspx">http://www.failteireland.ie/Supports/Get-quality-assured/Hotels.aspx</a>	Fáilte Ireland (The National Tourism Development Authority) Contact: John Mulcahy (From outside Ireland) Tel: +353 1-8847751 Email: <a href="mailto:John.Mulcahy@failteireland.ie">John.Mulcahy@failteireland.ie</a>
Registration as a Building Surveyor  Persons wishing to use the title "Building Surveyor" in Ireland are required to complete a registration process.	The purpose of the authorisation scheme is the protection of consumers, by ensuring that people using the title "Building Surveyor" have the correct qualifications or experience.  The process is set out in Part 5 of the Building Control Act 2007 (Number 21 of 2007). This legislation was implemented on 1 May 2008 by the Building Control Act 2007 (Commencement) Order 2008 (S.I. No. 50 of 2008). Both the Act and the Commencement Order can be found on <a href="http://www.irishstatutebook.ie">www.irishstatutebook.ie</a> .	<a href="https://registrationbody.scsi.ie/">https://registrationbody.scsi.ie/</a>	The Society of Chartered Surveyors Ireland (SCSI) is the registration body responsible for maintaining a register of persons entitled to use the term "Building Surveyor".  Society of Chartered Surveyors Ireland, 5 Wilton Place, Dublin 2, Ireland, Tel: +Tel: +353 (0)1 676 5500 Fax: +353 (0)1 676 1412 Email: <a href="mailto:info@scsi.ie">info@scsi.ie</a> Web: <a href="http://www.scsi.ie">www.scsi.ie</a>
Registration as a Quantity Surveyor Persons wishing to use the title "Quantity Surveyor" in Ireland are required to complete a registration process.	The purpose of the authorisation scheme is a consumer protection measure, by ensuring that persons using the title of "Quantity Surveyor" have recognised and adequate qualifications.  The process is set out in Part 4 of the Building Control Act 2007 (Number 21 of 2007). This legislation was implemented on 1 May 2008 by the Building Control Act 2007 (Commencement) Order 2008 (S.I. No. 50 of 2008). Both the Act and the Commencement Order can be found on <a href="http://www.irishstatutebook.ie">www.irishstatutebook.ie</a> .	<a href="https://registrationbody.scsi.ie/">https://registrationbody.scsi.ie/</a>	The Society of Chartered Surveyors Ireland (SCSI) is the registration body responsible for maintaining a register of persons entitled to use the term "Quantity Surveyor".  The Society of Chartered Surveyors Ireland, 5 Wilton Place, Dublin 2, Ireland. Tel: +353 (0)1 676 5500 Fax: +353 (0)1 676 1412 Email: <a href="mailto:info@scsi.ie">info@scsi.ie</a> Web: <a href="http://www.scsi.ie">www.scsi.ie</a>

<p>Registration as an Architect</p> <p>Persons wishing to use the title of "Architect" in Ireland are required to complete a registration process.</p>	<p>The purpose of the authorisation scheme is a consumer protection measure, by ensuring that persons using the title of "Architect" have recognised and adequate qualifications.</p> <p>The process is set out in Part 3 of the Building Control Act 2007 (Number 21 of 2007). This legislation was implemented on 1 May 2008 by the Building Control Act 2007 (Commencement) Order 2008 (S.I. No. 50 of 2008). Both the Act and the Commencement Order can be found on <a href="http://www.irishstatutebook.ie">www.irishstatutebook.ie</a>.</p>	<p><a href="http://www.riai.ie/admissions/architects/">http://www.riai.ie/admissions/architects/</a></p>	<p>The Royal Institute of the Architects of Ireland (RIAI) is the registration body under the Act with responsibility for maintaining the statutory register.</p> <p>The Royal Institute of the Architects of Ireland, 8 Merrion Square, Dublin 2, Ireland. Tel. + 353 (0)1 676 1703 Fax + 353 (0)1 661 0948 e-mail: <a href="mailto:info@riai.ie">info@riai.ie</a> web: <a href="http://www.riai.ie">www.riai.ie</a></p>
<p>Registration of a registered veterinary practitioner under the 'Cascade'</p>	<p>For the purpose of purchasing animal remedies from the holder of an 'Animal Remedies Wholesaler's Licence for use in accordance with Regulation 18 of SI 786 of 2007</p>	<p><a href="http://www.agriculture.gov.ie/foodsafetyconsumerissues/veterinarymedicines/veterinarymedicinesforms/">http://www.agriculture.gov.ie/foodsafetyconsumerissues/veterinarymedicines/veterinarymedicinesforms/</a></p>	<p>Veterinary Medicines Section, Department of Agriculture, Food and the Marine, Backweston Administration Building, Stacumny Lane, Celbridge, Co. Kildare</p> <p>(From outside Ireland) Tel: +353 1 505 8662 / +353 1 505 8665 <a href="#">General contact details</a></p>
<p>Registration of establishments or plants handling animal by-products or derived products for purposes outside the feed chain (Article 23 of Regulation (EC) No. 1069/2009)</p>	<p>Regulation of animal by-product establishments or plants</p>	<p>The register of approved and registered establishments is available on the DAFM website</p> <p><a href="http://www.agriculture.gov.ie/agri-foodindustry/">http://www.agriculture.gov.ie/agri-foodindustry/</a> <a href="http://www.agriculture.gov.ie/agri-foodindustry/animalbyproducts/">http://www.agriculture.gov.ie/agri-foodindustry/animalbyproducts/</a> <a href="http://www.agriculture.gov.ie/agri-foodindustry/animalbyproducts/euaprovedabpplants">http://www.agriculture.gov.ie/agri-foodindustry/animalbyproducts/euaprovedabpplants</a></p> <p><i>Application form is available on request from the section.</i></p>	<p>Animal By-Products Section, Department of Agriculture, Food and the Marine, (DAFM) Grattan House, Grattan Business Centre, Portlaoise, Co. Laois</p> <p>(From outside Ireland) Tel: +353 57 8674400 <a href="#">General contact details</a></p>
<p>Registration of food business premises that serve food</p>	<p>The majority of food businesses under the control of the Environmental Health Services (EHS) of the HSE do not require a licence - they merely have to notify the relevant EHS. However, a small number of businesses dealing with food of animal origin are dealt with by the EHS and these require prior approval by the EHS before they can commence trading. It should be noted however, that this requirement is through Department of Agriculture, Food and the Marine legislation.</p>	<p>Environmental Health Services (EHS) of the HSE <a href="http://www.hse.ie">www.hse.ie</a></p>	<p>Relevant EHS district for where the business is situated. See link for details.</p> <p><a href="#">Contact Details</a></p>

<p><b>Regularisation Certificate</b></p> <p>Persons who have commenced or completed building works without a Fire Safety Certificate, where such a certificate is required, are required to obtain a Regularisation Certificate to certify that the building works are in compliance with Part B of the Building Regulations 1997.</p>	<p>The purpose of a Regularisation Certificate is a consumer protection measure and is to certify that the building or building works comply with the requirements of Part B of the Building Regulations 1997.</p> <p>The requirement is set out in Section 6 of the Building Control Act 1991 (Number 3 of 1991) and Part 2 of the Building Control Act 2007 (number 21 of 2007). The process is set out in Part IIIA of the Building Control Regulations 1997 – 2014. Both the Acts and the Regulations can be found on <a href="http://www.irishstatutebook.ie">www.irishstatutebook.ie</a>.</p>	<p><a href="http://www.environ.ie/housing/building-standards/building-regulations/si-496-1997-building-control-regulations-1997">http://www.environ.ie/housing/building-standards/building-regulations/si-496-1997-building-control-regulations-1997</a></p>	<p>Applications are made to individual building control authorities. Information of the Building Control Regulations 1997 – 2014 is available from:</p> <p>Building Standards Section Department of the Environment, Community &amp; Local Government, Custom House, Dublin 1, Ireland. Tel: +353 1 888 2000 Email: <a href="mailto:buildingstandards@environ.ie">buildingstandards@environ.ie</a> Web: <a href="http://www.environ.ie">www.environ.ie</a></p>
<p><b>Regulated Agent Permit</b></p>	<p>To enable companies to move known air cargo and mail on board an aircraft within the European Union.</p>	<p><a href="#">Irish Aviation Authority</a></p>	<p>Aviation Security, Irish Aviation Authority The Times Building D'Olier Street Dublin 2</p> <p>Email: <a href="mailto:AVSEC@iaa.ie">AVSEC@iaa.ie</a></p>
<p><b>Reserved Area Licence</b></p>	<p>A holder of a Lease may apply for a Reserved Area Licence over an area adjacent to a lease. The same terms and conditions apply as for a Petroleum Exploration Licence</p>	<p><a href="#">Reserved Area Licence</a></p>	<p>Petroleum Affairs Division</p> <p>Email: <a href="mailto:padadmin@dcenr.gov.ie">padadmin@dcenr.gov.ie</a></p>
<p><b>Ringing Licence</b></p> <p>Section 32 of the Wildlife Act, 1976 (as amended)</p>	<p>To comply with EU and National Legislation</p>	<p><i>Relevant link to application form:</i></p> <p><a href="http://www.npws.ie/licences/education-and-science/mark-or-ring-birds-wild-animals">http://www.npws.ie/licences/education-and-science/mark-or-ring-birds-wild-animals</a></p>	<p>National Parks and Wildlife Service Wildlife Licensing Unit,</p> <p>Email: <a href="mailto:wildlifelicence@ahg.gov.ie">wildlifelicence@ahg.gov.ie</a></p>
<p><b>Road Passenger Licence under the Public Transport Regulation Act, 2009</b></p>	<p>For the provision of public transport services</p>	<p><a href="#">National Transport Authority</a></p>	<p>National Transport Authority</p> <p>Anneliese Jones (From outside Ireland) Tel: +353 1 8798 357 Email: <a href="mailto:Anneliese.jones@nationaltransport.ie">Anneliese.jones@nationaltransport.ie</a></p>