



DISTRICT COURT LICENSING AND OTHER APPLICATIONS

An tSeirbhís Chúirteanna
Courts Service

APPLICATION	PUBLICATION	LOCAL / DAILY PAPER	NOTICE TO SUPT.	NOTICE TO DISTRICT COURT CLERK.	COURT FEE	EXCISE DUTY	NOTICE TO FIRE AUTHORITY	STATUTORY AUTHORITY	DISTRICT COURT RULES REF.	ADDITIONAL REQUIREMENTS
Confirmation of transfer of on-licence	At least 21 days	Either	21 days	7 days	€150	None	1 month	Sec. 6 Licensing (Irl) Act, 1833 District Court Rules Fire Services Act, 1981	O. 79	
Confirmation of transfer off-licence	At least 21 days	Either	21 days	7 days	€150	None	None	Sec. 6 Licensing (Irl) Act, 1833	O. 79	
Music and singing licence	None	None	14 days	4 days	€150	None	1 month	Public Health Act, 1890 Public Dance Halls Act, 1935 Fire Services Act, 1981		Local authority must have adopted Part IV of the Public Health Act, 1890
Annual dance licence	At least 1 month	Either	1 month	7 days	€335	€155	1 month	Public Dance Halls Act, 1935 Fire Services Act, 1981 Intoxicating Liquor Act, 2000 Licensing (Combating Drugs Abuse) Act, 1997	O. 86	
Exemption for licensed business on Sunday afternoon sec. 16, 25	7 days	Either	10 days	4 days	€150	None	None	Intoxicating Liquor Act, 1960, 1962, and 2000	O. 74	Approval of other licence holders
Limited restaurant cert.	None	None	10 days	4 days	€150	None	None	Intoxicating Liquor Act, 1927 and 1988	O. 69	
Full restaurant cert.	None	None	10 days	4 days	€150	None	None	Intoxicating Liquor Act, 1927 and 1988	O. 69	
Club renewal	More than 21 days	Daily	Notified by District Court Clerk	21 days	€150	€505	1 month	Registration Clubs (Irl) Act, 1904, 1988 and 2000	O. 83	
New wholesale beer dealers licence	None	None	At least 21 days	At least 10 days	€150	None	None	Courts of Justice Act 1924, Courts (Supplemental Provisions) Act, 1961 Licensing (Irl.) Act, 1902	O. 68	
Spirit grocers and/or retail beer dealers and/or wine off-licence consequent on a declaration <i>Note: 3 separate applications with 3 separate fees</i>	At least 21 days	Either	At least 21 days	At least 10 days	€150	None	None	Beer Houses (Irl.) Act, 1864 sec. 9 & 10 Licensing Act (Irl.) 1874 Beer Licensing (Irl.) Act, 1877 Beer Retailers & Spirit Grocer Retail Licensing (Irl.) Act, 1900 sec.15 Intoxicating Liquor Act, 1960 District Court Rules, 1997 Intoxicating Liquor Act, 2000 sec. 6, 7 & 8 Intoxicating Liquor Act, 2008	O. 68	
Above application in other case	At least 21 days	Either	21 days	At least 10 days	€150	None	None	As above	O. 68	
Application under sec. 19 Intoxicating Liquor Act, 1960 (Public Bar in Hotel)	None	None	Not required	48 hours	€150	None	None	Sec. 19(3) Intoxicating Liquor Act, 1960		
Temporary dance licence	None	None	48 hours	48 hours	€150	€25	1 month	Public Dance Halls Act, 1935 Fire Services Act, 1981 Intoxicating Licensing Act, 2000 Licensing (Combating Drugs Abuse) Act, 1997	O. 87	
Special exemption order	None	None	48 hours	48 hours	€300	€110	None	Intoxicating Liquor Act, 1927, 1988, and 2000	O. 71	
Area exemption order - s.10	7 days	Either	7 days	4 days	€750	None	None	Intoxicating Liquor Act, 1962 and 2000		Consent of the majority of licensees in the area
General exemption order	None	None	7 days	4 days	€150	None	None	Intoxicating Liquor Act, 1927, 1960, 1962, and 2000	O. 73	
Occasional licence	None	None	48 hours	48 hours	€150	€110	None	Intoxicating Liquor Act, 1962 and 2000	O. 76	
Club exemptions	None	None	48 hours	48 hours	€150	€110	None	Intoxicating Liquor Act, 1924, 1962, 1988 and 2000	O. 83	
Exemption for special events in clubs	None	None	48 hours	48 hours	€150	€110	None	Intoxicating Liquor Act, 1962, 1988 and 2000	O. 83	
Ad interim transfer	None	None	48 hours	48 hours	€150	None	None	Public Houses (Irl) Act, 1855 sec. 29 Intoxicating Liquor Act, 1960 Intoxicating Liquor Act, 2000	O. 77	
Lottery licence	None	None	28 days	7 Days	€150	None	1 month	Gaming & Lotteries Act, 1956 National Lottery Act, 1986		
Gaming certificate	At least 14 days	Either	28 days	7 days	€150	None	1 month	Gaming & Lotteries Act, 1956	O. 66	Local authority to be served 28 days
Inspection of licensing or club register	None	None	N/A	N/A	€35	None	None			
Objection to renewal of licence	None	None		7 days	€35	None	None	Intoxicating Liquor Act 1960	O. 80	21 days notice to licence holder
Application for removal of disqualification order.	None	None	21 days	4 days	€55	None	None	Road Traffic Act, 1961, 1968, 1994, 2006, 2010	O. 97	

Produced by the Information Office, Courts Service, Phoenix House, 15/24 Phoenix Street North, Smithfield, Dublin 7.

Every effort has been made to ensure the accuracy of the information contained in this chart.

The main statutory provisions are referred to in this chart. There may be other statutory provisions relevant in the area of licensing and other applications.

Updated: October 2013