



## Notes

### Making a declaration of non-use

- A declaration of non-use must be made during the last month of a current vehicle licence or a previously made declaration of non-use and must be furnished to a licensing authority in advance of the commencement of the proposed period of non-use of the vehicle. There are exceptions in the case of a declaration of non-use immediately following registration of a new/imported vehicle or immediately following purchase of a second-hand vehicle (see section 2 below).
- A vehicle can be licensed any time during the declared period of the non-use. This will terminate the declaration of non-use.

### Section 1

- The name and address provided must be those of the registered owner of the vehicle. If the vehicle is licensed to a company or trader, the company or trader name must be the same as on the Vehicle Registration Certificate (VRC).
- The VRC number can be found on the top right hand corner of page 1 of the Vehicle Registration Certificate.

### Section 2

**A declaration of non-use can be made for a minimum of 3 calendar months and a maximum of 12 calendar months.**

Complete:

- Part A when making a declaration of non-use which is to commence following the expiry of a current vehicle licence or declaration of non-use of a vehicle.
- Part B only when making a declaration of non-use of a new/imported vehicle immediately following registration.

**The period of non-use must commence in the month in which the vehicle is registered.**

The declaration must be completed and furnished within 21 days of the date the vehicle was registered – this will be checked against the information provided to the National Vehicle and Driver File by the Revenue Commissioners.

- Part C only when making a declaration of non-use immediately following the purchase of a second-hand vehicle.

**The period of non-use must commence in the month in which the transfer of vehicle ownership took place.**

The declaration must be completed and furnished within 21 days of the date of sale given on the Notification of Transfer of Vehicle Ownership – this will be checked against the information on the Notification submitted to the National Vehicle and Driver File by the seller of the vehicle.

### Section 3

The signature on the application must be that of the registered owner of the vehicle. In the case of companies registered under the Companies Act 1963, the signature must be that of the Managing Director or Secretary. In the case of a private firm, one of the partners' signatures must be inserted.

### DISCLOSURE OF DATA

Computer data based on this document may be subject to disclosure under Section 60 of the Finance Act 1993 (No. 13 of 1993) as amended by Section 86 of the Finance Act 1994 (No. 13 of 1994) and regulations made thereunder. List of disclosees is registered with the Data Protection Commissioner - REF 721/A

### PRIVACY STATEMENT

The Department of Transport, Tourism and Sport (DTTAS) requires customers to provide certain personal data in order to carry out our legislative and administrative functions. The Department will treat all information and personal data that you provide as confidential, in accordance with the General Data Protection Regulation and Data Protection legislation.

Your personal data may be exchanged with other Government Departments or agencies under the remit of DTTAS in accordance with the law. Full details of the Department's data protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available at [www.dttas.gov.ie/dataprotection](http://www.dttas.gov.ie/dataprotection). Details of this policy are also available in hard copy upon request by emailing [dataprotection@dttas.gov.ie](mailto:dataprotection@dttas.gov.ie) or in writing to Data Protection Unit, Department of Transport, Tourism and Sport, Leeson Lane, Dublin D02 TR60.