

First Time Taxing Light Goods Vehicle

Light goods vehicles are vehicles not exceeding 3,500kg Design Gross Vehicle Weight (DGWW).

Article 3 of the Road Vehicles (Registration & Licensing) (Amendment) Regulations 1992 provides that a licensing authority must be satisfied that a vehicle is correctly taxed. In this regard, to tax a vehicle at the Goods rate, all applicants must provide the necessary documentation as requested by the Motor Tax Office.

Please note: if a vehicle is used in any private capacity i.e. for social, pleasure or domestic purposes, it must be taxed at the private rate.

The following documents are required for the first time taxation of a Light Goods Vehicle:

1. Completed RF100 Motor Tax Application Form (available from car dealer if purchased new or NCTS www.ncts.ie if imported)
or Completed RF100A Tax Renewal Form (available at www.motortax.ie) for first time taxing following change of ownership
or Completed RF111 Change of Particulars Application Form if tax class of vehicle has changed to Goods since vehicle was last taxed
2. Completed RF111A Goods Only Declaration Form (available at www.motortax.ie) - stamped and witnessed at Garda Station
3. Original Certificate of Insurance which must state that the vehicle concerned is covered for commercial/business use as part of the registered owner's trade or business.
Please note: the name of the policy holder as detailed on the Certificate of Insurance **must** match the name of the registered owner of the vehicle as it appears on the Vehicle Registration Certificate.
4. Weigh-Masters Certificate and Weight Docket from an Authorised Weighbridge and dated within the past 6 months. This is required where the vehicle has never been taxed in the country before or if the tax class has changed to Goods since the last taxing.
5. Vehicle Registration Certificate (VRC) – only applicable if using RF111 Change of Particulars Form.
6. For Employees – Letter from employer if you are using the vehicle as part of your work.
The letter must be on the employer's headed paper and include their VAT registration number, the vehicle registration number and the employee's name.

The Motor Taxation Office, in its absolute discretion, may require additional information.

Customer Check List

To assist you in making a valid motor tax application for the taxation of a light goods vehicle please refer to the customer check list on the next page.

Please note that if you indicate No (X) in any of the boxes it may not be possible to tax your vehicle at the light goods rate in which case you should consider taxing your vehicle at the private motor taxation rate