

**Comhairle Chontae na Mí
Cáin Mótár**

Teach Buvinda, Bóthar Átha Cliath,
An Uaimh, Contae na Mí, C15 Y291
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Web: www.meath.ie



**Meath County Council
Motor Taxation**

Buvinda House, Dublin Road, Navan,
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Fax: 046 – 9097001
E-mail: motortax@meathcoco.ie
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**Taxing of a Light Goods Vehicle
Customer Check List**

Yes No

- Form RF 100 (Motor Tax application for a Vehicle) completed
(Form RF 100 is used if the vehicle is new and can be obtained from your garage or if the vehicle is imported you will obtain it from the National Car Testing Service)
- or**
- Form RF 100A (Motor Tax Renewal Form) completed
(Form RF 100A is used if it is your first time taxing the vehicle upon a change of ownership to your name)
- or**
- Form RF111 (Change of Particulars) completed
(Form RF111 is used if details relating to you or your vehicle have changed since the vehicle was taxed last)
- Completed Goods Only Declaration Form RF111A – stamped and witnessed by An Garda Síochána
- Original Certificate of Insurance Submitted
- Insurance Certificate must state that the vehicle is covered for commercial / business use in the course of the registered owners trade or business
- The name stated on the Insurance Certificate should match the name of the registered owner as stated on the National Vehicle and Driver File (N.V.D.F.) record / Vehicle Registration Certificate
- Valid Certificate of Road Worthiness (if the vehicle is 1 year old or over)
- Weight Docket and Weigh Master Certificate from an Authorised Weighbridge Submitted.
(Please refer to point 5 of the document titled "Taxing of a Light Goods Vehicle" which details when a Weight docket and Weigh Masters Certificate is required)
- Vehicle Registration Certificate submitted with your motor taxation application (not applicable when registering a vehicle for the first time using motor taxation form RF100 – in which case please write N/A in box).

Important Notes:

The name on the insurance certificate should correspond with the name of the registered owner of the vehicle as it appears on the National Vehicle and Driver File record / Vehicle Registration Certificate. If they do not correspond it may not be possible to process your application.



If you have indicated No in any of the boxes it may not be possible to tax your vehicle at the concessionary rate (goods rate) in which case you should consider taxing your vehicle at the Private motor taxation rate

Please also note that the Motor Taxation Office, in its absolute discretion, may require additional information.



Customer Check List

To renew motor taxation on a Light Goods Vehicle currently registered to you the following is required:-

- | | Yes  | No  |
|--|---|--|
| • Completed application form, i.e. Reminder RF100B or Tax Renewal Form RF100A – forms available at www.motortax.ie | <input type="checkbox"/> | <input type="checkbox"/> |
| • Appropriate Fee. | <input type="checkbox"/> | <input type="checkbox"/> |
| • The vehicle must have a current Certificate of Roadworthiness where it is one year old or more from the date it was first registered. This will automatically show on the N.V.D.F. if tested since October 2013. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Insurance details - Your Certificate of Insurance must state that the vehicle concerned is covered for commercial / business use in the course of the registered owners trade or business. | <input type="checkbox"/> | <input type="checkbox"/> |

Please note that you can renew motor taxation on a Light Goods Vehicle online at www.motortax.ie

The personal information (data) collected on this form, including any attachments, (which may include the collection of sensitive personal data) is collected for the purpose of processing this application and any data collected is subject to Meath County Council's privacy statement which can be found at <http://www.meath.ie/>

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For office use only

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