

**Comhairle Chontae na Mí
Cáin Mótár**

Teach Buvinda, Bóthar Átha Cliath,
An Uaimh,
Contae na Mí, C15 Y291
Fón: 046 – 9097000
Fax: 046 – 9097001
R-phost: motortax@meathcoco.ie
Web: www.meath.ie



**Meath County Council
Motor Taxation**

Buvinda House, Dublin Road, Navan,
Co. Meath, C15 Y291
Tel: 046 – 9097000
Fax: 046 – 9097001
E-mail: motortax@meathcoco.ie
Web: www.meath.ie
Registration No.: 00172770

TAXING OF A LIGHT GOODS VEHICLE

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

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.

You need the following for the first time taxation of your Light Goods Vehicle:

1. Completed Application Form RF100 (If the vehicle is new you will obtain Form RF100 from your garage or if the vehicle is imported you will obtain it from the National Car Testing Service – www.ncts.ie) or Form RF100A (available at www.motortax.ie) if it is your first time taxing the vehicle upon a change of ownership to your name.
2. Completed Goods Only Declaration Form RF111A (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 in the course of the registered owners trade or business. Please note that the name of the policy holder as detailed on the Certificate of Insurance should match the name of the registered owner of the vehicle as it appears on the National Vehicle and Driver File (N.V.D.F.) record / Vehicle Registration Certificate.
4. Weigh-Masters Certificate and Weight Docket from an Authorised Weighbridge

A Weigh-Masters Certificate and Weight Docket from an authorised weighbridge, is required for the first time taxing of a Light Goods Vehicle (L.G.V.) where motor taxation Form RF100 is used, if the vehicle exceeds 1,524 kg unladen weight. (See Note 4 on form RF100 - Motor Tax Application for a Vehicle)

A Weigh-Masters Certificate and Weight Docket from an authorised weighbridge, is required for the first time taxing of a Light Goods Vehicle (L.G.V.) following a change of ownership where motor taxation Form RF100A / B is used, if the vehicle exceeds 1,524 kg unladen weight.

A Weigh-Masters Certificate and Weight Docket from an authorised weighbridge, is required if you are changing the tax class or basis of assessment of the vehicle, if the vehicle weighs more than 1,524 kg. An example of this would be a current owner changing the tax class of a goods vehicle from private to goods. (See Note C4 on Change of Particulars Form RF111)

In all cases a Weigh-Masters Certificate and Weight Docket from an authorised weighbridge, will be required if the unladen weight of the vehicle is not recorded on the N.V.D.F.

Please note that the Weigh-Masters Certificate and Weight Docket must be in date, i.e. dated within 3 months of the receipt of a valid motor taxation application and the registered owner of the vehicle must fully complete Section B of the Weigh-Masters Certificate.

5. Vehicle Registration Certificate (not applicable when registering a vehicle for the first time using motor taxation form RF100).
6. The Motor Taxation Office, in its absolute discretion, may require additional information.



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

- Completed application form, i.e. Reminder RF100B or Tax Renewal Form RF100A – forms available at www.motortax.ie
- Appropriate Fee.

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

Customer Check List

To assist you in the making of a valid motor taxation application for the taxation of a light goods vehicle please refer to the customer check list on page 3 & 4 of this document. 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.



Customer Check List

Taxing of a Light Goods Vehicle

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

Weigh-Masters Certificate and Weight Docket from an Authorised Weighbridge Submitted (if applicable) and dated within the last 3 months (It must be dated within the last 3 months of receipt of a valid motor taxation application) (Please refer to point 4 on page 1 which details when a Weigh-Masters Certificate and Weight docket is required)

Weigh-Masters Certificate – The registered owner of the vehicle must fully complete Section B of the Weigh Master Certificate.

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 note that the Customer Checklist should be read in conjunction with Page 1 & 2 of this document

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 following is required:-

Vehicle currently registered to you the

- Completed application form, i.e. Reminder RF100B or Tax Renewal Form RF100A – forms available at www.motortax.ie
- Appropriate Fee.

Yes ✓ No ✗

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

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