

Dear Licensee,

Renewal of licence

The Property Services (Regulation) Act 2011 (the Act) sets out the provisions regarding the renewal of a licence granted under the Act.

Paragraph 35(2)(b) of the Act outlines that an application for the renewal of a licence must be submitted to the Authority at least 6 weeks before the expiration of your licence. The deadline for receipt of a renewal licence application is set out in the renewal invitation letter issued to you by the Authority.

6 week deadline

The Authority wishes to notify you that with effect from 22nd February 2021, it will be strictly implementing the statutory provisions of paragraph 35(2)(b) of the Act, that licence renewal applications must be received 6 weeks prior to the expiration of your licence. All licence renewal applications with a deadline date of 22nd February and onwards must ensure their licence application is submitted via www.licences.ie on or before the deadline date set out in the renewal invitation.

Licences.ie will not permit you to submit a licence renewal application once the six week period deadline, prior to the expiry of your licence, has passed.

Licence expiry

Failure by you to submit a licence renewal application by the 6 week deadline date outlined in the licence renewal invitation will result in your licence expiring on its expiry date. In the event that there are exceptional circumstances, which justify why you did not submit your licence renewal application 6 weeks prior to the expiration of your licence, representations to the Authority detailing the exceptional circumstances will be considered.

However, where the Authority is not satisfied that there are exceptional circumstances, the licence will expire and all affected Licensees must cease trading. It should be noted that the unavailability of documentation, such as the Accountant's Report, at time of renewal submission will not be considered as an exceptional circumstance.

Key note from this communication

It is vital that you ensure your licence renewal application(s) are submitted **at least six weeks before the expiration of your licence**.

Kind Regards

Maeve Hogan, CEO
25 January 2021