

PSRA NEWSLETTER - MARCH 2016

EMAIL UPDATES

The Authority has commenced sending information via email to all licensees. If you have not received any emails, please send your email address to <u>info@psr.ie</u> stating your licence number and request to be added to the email list.

On-Line Licence Renewal Application Project – Licences.ie

As advised in the Authority's last Newsletter, all licence renewal applications with an expiry date of 5th July 2016 or onwards, must be renewed online at www.licences.ie. Planned countrywide information seminars, locations where applications can be uploaded and a helpdesk will be put in place to ensure the smooth transition from the old manual renewal application process to the new online licence renewal system.

COUNTRYWIDE INFORMATION SEMINARS

Information seminars in relation to the new online licence renewal process for all licensees will be held in Meath, Sligo, Galway, Cork, Laois and Dublin (See Dates Below). These seminars are vital to ensure you are fully aware of the renewal process and is a great opportunity for me as CEO to meet with you, the licensee. Please express your interest in attending a seminar by emailing <u>info@psr.ie</u> and clearly state which seminar venue you wish to attend.

PSRA LOCATIONS FOR UPLOADING APPLICATIONS

The Authority will provide all licensees with an opportunity for direct assistance in the uploading of their application onto Licences.ie and will accommodate this facility in the PSRA Navan office and a central location of Laois. Details to be announced.

HELPDESK

A telephone helpdesk to assist licensees in renewing their licence will also be available from 25th April - 25th May 2016 inclusive. Further details to follow.

Countrywide Information Seminar Dates

Meath - PSRA HQ, Abbey Buildings, Abbey Road, Navan, Co. Meath

Registration 9.00am: Seminar 9.30 am Tuesday 5th April Registration 6.30pm: Seminar 7.00 pm Tuesday 5th April

Sligo - Clarion Hotel, Clarion Road, Sligo

Monday 11th April 2016 Tuesday 12th April 2016 Registration 6.30pm: Seminar 7.00 pm Registration 9.00am: Seminar 9.30 am

Galway - Menlo Park Hotel, Terryland, Galway H91 E98N

Registration 0.000 Registration Tuesday 12th April 2016 Wednesday 13th April 2016

Cork - Clayton Hotel Silver Springs, Clayton Hotel Silver Springs, Tivoli, Cork

Wednesday 13th April 2016 Registration 6.30pm: Seminar 7.00 pm Thursday 14th April Registration 9.00am: Seminar 9.30 am

Laois - Killeshin Hotel, Dublin Road, Portlaoise, Co. Laois

Registration 6.30pm: Seminar 7.00 pm Thursday 14th April 2016 Friday 15th April 2016 Registration 9.00am: Seminar 9.30 am

Dublin - Red Cow Moran's Hotel, Red Cow Complex, Naas Road, Dublin 22

Wednesday 20th April 2016 Registration 6.30pm: Seminar 7.00 pm

Action required by you:-

- email info@psr.ie to indicate the information seminar venue you wish to attend
- email info@psr.ie to be added to the PSRA email list if not already on the list

Additional information will issue by the Authority in due course.

Yours sincerely

Maere Alogan

Maeve Hogan

CEO