

For Office Use Only	
Transaction ID:	

Non Principal Private Residence Registration Form

Fee Details	
NPPR tax year:	
Number of properties:	
Charge:	
Late Payment Fee:	
Total:	



Please Return Form To:
NPPR
PO Box 11654
Dublin 8

Name of Local Authority receiving form:

For Office Use Only

Local Authority Stamp
&
Date

Part 1 - Category of Property Owner

Ownership Category:

Private (i.e. You own or jointly own the property)

Corporate (i.e. You represent a company or organisation)

If you are a private owner / joint owner, please fill in **Part 2** of this form.

If you represent a company or organisation, please fill in **Part 3** of this form.

Tick this box if your correspondence address is not in the Republic of Ireland

Important Note: Cash will not be accepted. Payment is by Cheque, Bank Draft, Postal Order and Credit/Laser card only.

Payment should be made out to: LGCSB NPPR

Part 2 - Details of the Private Property Owner

First name:															
Last name:															
Phone:															
Mobile:															

PPSN of Property Owner: (see Note B)													
Home Address:													
County:													
Country:													

In case you need to contact us at a later date, we ask that you provide us with a security question and answer that only you would know the answer to.

Security Question:

1. What is your Mother's maiden name?
2. What is your place of birth?
3. What was your first pet's name?

Security Answer:

If you wish to receive your PIN by email, enter your email address below:-

Email Address:

Part 3 - Details of Corporate Property Owner

Company name:																				
Contact first name:																				
Contact Last name:																				
Tax Reference Number:																				

Phone:																				
Mobile:																				

In case at a later date we need to identify you we ask that you provide us with a security question and answer that only you would know the answer to.

Tick a Security Question you wish to use:

- 1. What is your Mother's maiden name
- 2. What is your place of birth?
- 3. What was your first pet's name?

Security Answer:

If you wish to receive your PIN by email, enter your email address below:-

Email Address:

Correspondence Address:

Address 1:																				
Address 2:																				
Address 3:																				
Address 4:																				
Address 5:																				
Country:																				

Part 4 - Details of properties to be registered

Address of Non Principal Private Residence:

Address:

County:

Local Authority: (see Note C)

Property type: House Apartment Bedsit

Address of Non Principal Private Residence:

Address:

County:

Local Authority: (see Note C)

Property type: House Apartment Bedsit

Address of Non Principal Private Residence:

Address:

County:

Local Authority: (see Note C)

Property type: House Apartment Bedsit

(If more than 3 properties to be registered– print multiple copies of this page)

Part 5 - Payment details

Cheque or Bank Draft Payment (made payable to: LGCSB NPPR)

Cheque Bank Draft

Bank Sort Code:

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Cheque Number:

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Postal Order Payment (made payable to: LGCSB NPPR)

Postal Order number:

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(Postal order number - 18 digit number displayed under the bar code on top right corner of postal order)

Card Payment Option

Master Card Visa Laser

Cardholder Signature:

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Expiry Date:

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Card Account No.

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Property Owner / Agent Signature:

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Date:

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Important Note: Cash will not be accepted. Payment is by Cheque, Bank Draft, Postal Order and Credit/Laser card only.

Payment should be made out to: LGCSB NPPR

Property Owner Checklist

Before sending this form, please check that:

- your tax reference number or PPSN is on the form;
- you have signed and dated the form;
- you have completed all questions on the form; and
- you have enclosed a cheque, postal order or bank draft for the correct amount and made payable to the LGCSB NPPR or payment card details

Please note that an incomplete form will be returned to you.

Office Use Only - Local Authority Checklist

Before sending this form, please check that:

- If payment is by credit/debit card, that all of the card details have been entered;
- If payment is by cheque, bank draft or postal order ensure that it has been:
 - Received;
 - Signed;
 - Made out to LGCSB NPPR;
 - Made out for correct amount;
- The details of the property owner, NPPR address(es), the associated Local Authority and the payment information have been entered.

Note: If you are processing the data locally and payment has been made by cheque, postal order or bank draft please remember to write the transaction number issued by the NPPR system on the back of the cheque.

In all cases please ensure that you have stamped the back of the cheque, postal order or bank draft.

Notes for Completion of Non Principal Private Residence Registration Form NPPR1

In completing this form, use CAPITAL LETTERS. Write clearly and accurately within boxes. Do not join your writing.

- A** The fees set out below are the current fees at the time of printing. As fees could be subject to change in the future, you are advised to check the up-to-date fees payable at the time of registering the Non Principal Private Residence.

The fee payable in 2009 is **€200** per NPPR (please staple the form together).

Late payment fee

The Act provides that, if a charge is not paid within a month after the last date for payment, a late payment fee will apply for every month or part of month that the €200 charge remains unpaid. For 2009, this means that the late payment fee will apply to all payments made after 31 October 2009. The late payment fee amounts to €20 per month or part of a month. **The late payment fee will continue to roll up as long as the charge remains unpaid and the amount involved can be substantial.**

- B** PPSN (also known as RSI number) is unique to each individual and is used to distinguish between individuals with similar names or addresses. The PPSN is usually identified on tax and welfare statements and P60s. If you do not have a PPSN please contact your local Department of Social and Family Affairs (DSFA) office. If your country of residence is outside Ireland and you do not have a PPSN please leave this blank. **Use of the PPSN is governed by law. The PPSN Code of Practice is available from the DSFA and on their website (www.welfare.ie).**

- C** Please indicate in which local authority area the dwelling is located. The authorities are:
City Councils - Cork, Dublin, Galway, Limerick, Waterford.

County Councils - Dun Laoghaire - Rathdown, Fingal, South Dublin, Carlow, Cavan, Clare, Cork, Donegal, Galway, Kerry, Kildare, Kilkenny, Laois, Leitrim, Limerick, Longford, Louth, Mayo, Meath, Monaghan, Offaly, Roscommon, Sligo, Tipperary (NR), Tipperary (SR), Waterford, Westmeath, Wexford, Wicklow.

- D** The application form must be signed by the owner of the Non Principal Private Residence or by his/ her authorised agent and dated when signed.

Registration data collected by the Non Principal Private Residence (NPPR) will be used in accordance with the provisions of the Local Government (Charges) Act 2009 and any other relevant legislation.