NPPR
Non-Principal Private Residence

NEW CUSTOMER REGISTRATION FORM

NPPR11N

A. PPSN/TRN of Property Owner (See Note A)

If your country of residence is outside the Republic of Ireland **and** you do not have a PPSN/TRN please tick this box ☐

B. OWNER DETAILS (See Note B) **PLEASE USE BLOCK CAPITAL LETTERS**

First Name Surname

Company Name (If Applicable)

Company Contact
First Name Surname

Correspondence Address

County

Country

Phone No

Mobile No

Email Address

C. PROPERTIES TO BE REGISTERED (Non Prinicipal Private Residence) (See Note C)

Property 1 ***PLEASE USE BLOCK CAPITAL LETTERS***

Address

County

Local Authority

Property Type House ☐ Apartment ☐ Bedsit ☐

Was this property your NPPR on the following dates:

31st July 2009 Yes ☐ No ☐ (See note C)
31st March 2010 Yes ☐ No ☐
31st March 2011 Yes ☐ No ☐

Property 2 ***PLEASE USE BLOCK CAPITAL LETTERS***

Address

County

Local Authority

Property Type House ☐ Apartment ☐ Bedsit ☐

Was this property your NPPR on the following dates:

31st July 2009 Yes ☐ No ☐ (See note C)
31st March 2010 Yes ☐ No ☐
31st March 2011 Yes ☐ No ☐

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FOR OFFICE USE ONLY

Account Ref Code:	LA STAMP & DATE	**LOG NUMBER:**
Transaction ID:		

C. PROPERTIES TO BE REGISTERED (*Continued*) *PLEASE USE BLOCK CAPITAL LETTERS*

Property 3 ***PLEASE USE BLOCK CAPITAL LETTERS***

Address

County

Local Authority

Property Type House ☐ Apartment ☐ Bedsit ☐

Was this property your NPPR on the following dates:

31st July 2009 Yes ☐ No ☐ (See note C)

31st March 2010 Yes ☐ No ☐

31st March 2011 Yes ☐ No ☐

Property 4 ***PLEASE USE BLOCK CAPITAL LETTERS***

Address

County

Local Authority

Property Type House ☐ Apartment ☐ Bedsit ☐

Was this property your NPPR on the following dates:

31st July 2009 Yes ☐ No ☐ (See note C)

31st March 2010 Yes ☐ No ☐

31st March 2011 Yes ☐ No ☐

(If more than 4 properties to be registered – please use separate page)

D. PAYMENT DETAILS – Payment must be in EURO (See Note D)

Cheque or Bank Draft Payment ***Made payable to NPPR***

Cheque ☐ Bank Draft ☐

Cheque Number Bank Sort Code Amount €

Postal Order Payment ***Made payable to NPPR***

Postal Order Number Amount €

Card Payment Option

Visa ☐ Mastercard ☐ Laser ☐

Card Number

Expiry Date M M Y Y

Cardholder Name

Cardholder Signature

Amount €

E. SECURITY QUESTION – *Please choose one question* (See Note E)

a) What is your Mother's maiden name? ☐ b) What was your first pet's name? ☐

c) What is your birth place? ☐ d) Where is your company based? ☐

PLEASE USE BLOCK CAPITAL LETTERS

Answer

F. SIGNATURE (See Note F) - *I declare the above information to be correct*

Tick box(es) if you **DO NOT** wish to receive NPPR reminder notifications: By Mobile ☐ By Email ☐

Property Owner/ Agent Signature Date D D M M Y Y

V1.0

Please post completed form to NPPR, PO Box 11654, Dublin 8 or the relevant Local Authority

Notes for Completion of Non Principal Private Residence Registration Form – NPPR11N

If you registered properties in 2009 or 2010 please complete the renewal form NPPR11R

In completing the form, use CAPITAL LETTERS. Write clearly and accurately within the boxes. DO NOT join your writing.

A – PPSN/TRN:

- If your country of residence is outside the Republic of Ireland and you do not have a PPSN/TRN please tick the box to confirm this and please leave PPSN/TRN blank.
- 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. 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).**
- TRN - Any company registered in Ireland automatically becomes liable for tax and therefore has a tax reference number.

B – OWNER DETAILS:

- If you represent a company or organisation please enter the Company Name and contact name for the company.
- Please make sure to enter a correspondence address as when your form is processed a receipt will be posted to this address.
- If the property is jointly owned, liability falls on all co-owners but payment by any one co-owner discharges the liability of all co-owners, please submit details of only ONE owner.

C – PROPERTIES TO BE REGISTERED:

- Please select 'Yes or 'No' beside the question - Was this property your NPPR on the following dates: 31/07/09, 31/03/10 and 31/03/11
  - If you selected Yes for "31/07/09" or "31/03/10" and
    - If 2009 or 2010 liability has not been paid then late penalties will apply OR
    - If 2009 or 2010 liability has been paid then please complete the NPPR11R Non Principal Private Residence Renewal Form.
- Please indicate in which local authority area the dwelling is located. The Local 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, North Tipperary, South Tipperary, Waterford, Westmeath, Wexford, Wicklow.
- If you have more than 4 properties to be registered, please complete form (NPPR Registration Form Additional Properties to be registered) NPPR11A and attach to your Registration Form.

D – PAYMENT DETAILS:

- The fees set out below are the charges payable in respect of the years 2009, 2010 and 2011.The fee payable in 2009, 2010 and 2011 is **€200** per NPPR per year. 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 a late payment fee will apply for each NPPR after October 31st 2009 (Example: if you are paying the 2009 charge on one NPPR in April 2010 the amount due would be €200 + 6 x €20 = €320). For 2010 and 2011, the late payment fee will apply to all payments made after 30th June. The late payment fee is €20 per property per month or part of month.. L**ate payment fees will continue to accumulate as long as the charge remains unpaid and the amount involved can be very substantial.**
- Cash will NOT be accepted. Payment types accepted are Cheque, Bank Draft and Postal Order made payable to 'NPPR'. Credit/Laser Card or Mastercard payment also accepted.
- Only **EURO** payments will be accepted.

E –SECURITY QUESTION:

The security question is designed to protect the information provided by you and it may be requested in the future to verify your identity.

F – SIGNATURE:

The application form must be signed by the owner (or one owner if property is jointly owned) of the Non Principal Private Residence or by his/her authorised agent and dated when signed.

NOTES

- Before sending the form please ensure that you have included the following information:
  - PPSN/TRN
  - Owner name and correspondence address
  - Details of properties to be registered
  - You have signed and dated the form
  - You have enclosed payment
  - Please ensure all loose sheets are stapled together

THE ABOVE INFORMATION IS REQUIRED TO PROCESS YOUR FORM.
INCOMPLETE FORMS WILL BE RETURNED TO YOU

Please post the completed form and payment to: NPPR, PO Box 11654, Dublin 8 or the relevant Local Authority

NOTE: Alternatively to Register Online go to www.nppr.ie

CONTACT: For Liability or Registration Form queries please contact your Local Authority, go to **https://www.nppr.ie/contactus.aspx** for contact details.

NOTE: *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.Only fully completed forms will be accepted*