



# e-LICENSING SYSTEM

## Chief Fire Officers Seminar

18 October 2016

# **Introduction**

## **THE SYSTEM**

- **New on-line computerised licensing system (Circuit & District).**
- **Management of licensing activities.**
- **Significant element of e-Filing of applications**
- **Electronic service of applications**
- **Payment of Court Fees + Excise duty online**
- **Electronic Licensing Register (online)**

# Application Process (Summary)

- **Solicitor Office creates licensing application online.**
- **Once Application created**
  - **Solicitor selects Supt to be served.**
  - **Solicitor selects Fire Officer to be served (if required).**
- **Validation process within the solicitor office**
- **Applicable fees paid**
- **Licensing Application validated (Senior Solicitor)**
- ***The Licensing application is updated to Active.***
- ***End of day procedure on system creates an email notification to the notice parties notifying them of new applications***
- **Email contains link to Courts Licensing system**

# Electronic Service Process

- **Garda, Fire Officers & Local Authorities have agreed to accept eService**
- **New Rules being introduced to facilitate eService**
- **Email notifying Fire Officers of new application(s)**
- **Fire Officers will be registered users of system**
- **Notification email will contain link to the Licensing system**
- **Fire Officer will be in a position to Log On and view application**
- **Fire Officer can update the application details**
  - **Objection**
  - **No objection**
  - **Attending Court.**

# eRegister

- Online Licensing Register.
- Provide same detail as provided in manual registers
- Format of Register currently prescribed in
  - Section 16 Licensing (Ireland) Act 1874
  - Order 82 Rule 1 of the District Court Rules
  - Section 1(1) Registration of Clubs (Ireland )Act 1904 provides for the keeping of a Register of Clubs.
  - Order 83 Rule 2(2) District Court Rules

# ePayment Process

- **Payment made at Application Creation stage by solicitor.**
- **Payment by Recurring Direct Debit Instruction drawn on Client Account.**
- **Alternative – use of Debit/Credit Card drawn on Office Account via a secure 3<sup>rd</sup> Party service**
- **Payment may be made**
  - » **on an individual application basis OR**
  - » **In respect of multiple applications for a single client or multiple clients by use of “Add to Basket” facility**
- **Payment Authorisation via a three step payment Authorisation Process**
  - » **Creator Role (Legal Secretary)**
  - » **Approver Role (Nominated Solicitor)**
  - » **Authoriser Role**

# Where We are Now

- **Development Complete**
- **System implemented in 6 Pilot offices**  
**Donegal, Sligo, Carrick on Shannon**  
**Dundalk, Bray and Wexford**
- **Encountered some issues**
  - **Remedial work underway.**
- **Future Plans**
  - **Rollout to additional Pilot Offices before year end**
  - **Go live with solicitors – February 2017.**

# To Conclude

- **Future enhancements**
- **Any Clarifications or Questions**