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# **HOW TO SUBMIT AN ONLINE NOTIFICATION UNDER SECTION 4 PUBLIC HEALTH (ALCOHOL) ACT 2018 WHEN RENEWING A LICENCE UNDER THE LICENSING ACTS**

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**USER GUIDE VERSION 1**

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**Environmental Health  
Service, Health Service  
Executive**

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## How to submit an online notification under Section 4 Public Health (Alcohol) Act 2018 when renewing a licence under the Licensing Acts

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The Environmental Health Service has recently introduced a secure On-line Portal to enable Licensees to submit Alcohol notifications under Section 4 of the Public Health (Alcohol) Act 2018 to the HSE **when renewing a Licence under the Licensing Acts with Revenue or for 1<sup>st</sup> Applications made directly to Revenue and not requiring a court Certification.**

**See below list of 1<sup>st</sup> time Applications that do not require a Court Certification.**

**Wine Retailers on Licence,**

**Wholesaler Dealers in**

**Spirits, Spirits of Wine, Wine, Wine & Spirits.**

**Manufacturers in**

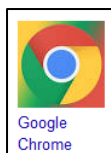
**Cider, Brewer, Compounder of Spirits, Distiller of Spirits, Methylated Spirits, Rectifier of Spirits, Sweet Manufacturer.**

*(**Note:** This portal is **NOT** to be used for notification under Section 4 of the Public Health (Alcohol) Act 2018 if you are applying for **Grant** of a licence under the Licensing Acts or the **Grant or Renewal** under the Registration of Clubs Acts)*

This guide provides information to the user submitting an Alcohol Notification to the HSE via the online portal.

We recommend you use the latest version of Google Chrome as your browser to use the Online Portal.

Google Chrome



**How to submit a notification to the Environmental Health Service/Health Service Executive when renewing a Licence under the Licensing Acts to Revenue or 1<sup>st</sup> time Applications made directly to Revenue and not requiring a Court Certification.**

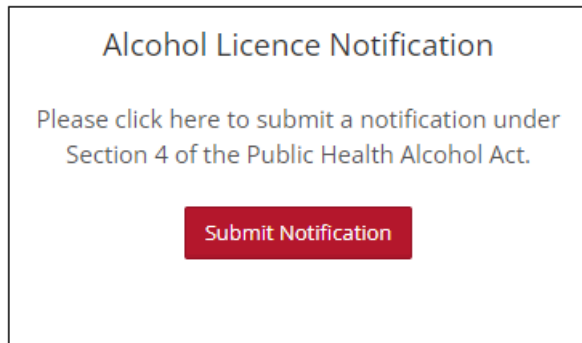
Go to <https://ehonline.hse.ie/> using Chrome.

## How to submit an online notification under Section 4 Public Health (Alcohol) Act 2018 when renewing a licence under the Licensing Acts

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In order to submit an Alcohol Notification, you do not need to register for an EH portal account.

**Step 1.** Click on [Submit Notification](#) in Alcohol Licence Notification on the front page.



# How to submit an online notification under Section 4 Public Health (Alcohol) Act 2018 when renewing a licence under the Licensing Acts

## Step 2. Enter Notification Details

### HSE Environmental Health Service Online

#### Alcohol Licence Notification

Applicant Name

I am

Licence Type

Licence No

Renewal date

Revenue No

Premises Known as

Eircode

\* You can use eircode or start typing your address

Premises Address Line 1

Premises Address Line 2

County

**Applicant Name:** Enter Name of Applicant here.

**I am:** Enter Applicant name or Agent name here.

**Licence Type:** Enter Renewal here.

**Licence no.:** Enter existing Licence number here.

**Revenue no.:** Enter Revenue number here

**Premises Known as:** Enter Name by which Premises is known here e.g. the name over the door.

**Eircode:** Enter your Eircode here. This will populate the remaining address fields or you may enter the address details manually in the fields provided.

**Premises Address Line 1:** Enter the first line of the Premises address here

**Premises Address Line 2:** Enter the second line of the Premises address here

**County:** Enter your County here e.g. Co. Limerick, Co. Clare

# How to submit an online notification under Section 4 Public Health (Alcohol) Act 2018 when renewing a licence under the Licensing Acts

**Step 3.** You must confirm all details entered and tick to indicate that you have read and understood the HSE Privacy Statement and the HSE Data Protection Policy prior to submitting.

## Data Protection and Freedom of Information Notice

### You must read and adhere to the following policies in order to continue with your notification

The HSE will treat all information and data you provide as part of this notification, as confidential and store it securely. When the HSE receives the completed notification, it will make a computer record for the named applicant. The record will contain the relevant information you have supplied. This record will be used and retained by the HSE, solely for the purposes of assessing your notification under Section 4 of the Public Health (Alcohol) Act 2018. The HSE will not disclose (share) to other people or organisations the personal information you have given unless consent has been given by the person authorised to give this consent, or if the HSE is required to do so by law.

☒ I have read and understand the [HSE Privacy Statement](#)

☒ I have read and understand the [HSE Data Protection Policy](#)

Submit

**Step 4. Submit:** Click on 'Submit' to submit the notification.

Once you submit the Notification, a pop-up window will appear with your reference number and a summary of the information which you have submitted.

## HSE Environmental Health Service Online

### Alcohol Licence Notification

Your Renewal Notification has been recorded. This is a notification process only. You will not receive any response or correspondence from the HSE. Please note you do not need documentation from the HSE to proceed with your Renewal Licensing Application.

Reference number: 0000074/2023

Applicant Name:	Mr. Joe Bloggs
I am:	applicant
Licence Type:	renewal
Licence No:	123456789
Renewal date:	01/09/2023
Revenue No:	987654321
Premises Known as:	The Pub
Premises Address Line 1:	Main Street
Premises Address Line 2:	Greenfield
County:	Dublin

Notification to the HSE under Section 4 of the Public Health (Alcohol) Act 2018 for renewal of your licence under the Licensing Acts with Revenue or 1<sup>st</sup> time

## How to submit an online notification under Section 4 Public Health (Alcohol) Act 2018 when renewing a licence under the Licensing Acts

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Applications made directly to Revenue and not requiring a court Certification is now complete.