



**COMHAIRLE CONTAE CILL DARA**

**KILDARE COUNTY COUNCIL**



**Áras Chill Dara, Páirc Uí Dhubhuí, Nás na Rí, Co. Chill Dara**  
**Áras Chill Dara, Devoy Park, Naas, Co. Kildare**  
**Guthán/Telephone: (045) 980200 • Faics/Fax: (045) 980240**

**CASUAL TRADING ACT 1995**  
**APPLICATION FOR A SPECIAL EVENT TRADING LICENCE**  
**NAAS TOWN**

1. Name of Applicant: \_\_\_\_\_  
(Please provide two passport photographs)
2. Full Postal Address: \_\_\_\_\_  
\_\_\_\_\_
3. Telephone Number: Home \_\_\_\_\_ Mobile \_\_\_\_\_
4. E MAIL ADDRESS: \_\_\_\_\_
5. (a) PPS Number (in the case of an individual): \_\_\_\_\_  
(b) Tax Reference Number (in the case of a company): \_\_\_\_\_
6. If the application is in the name of a limited company,  
The registration number, as supplied by the \_\_\_\_\_  
Companies Registration Office
7. First date on which it is intended to engage in casual trading: \_\_\_\_\_
8. Description of goods to be sold: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Size of Stall: \_\_\_\_\_

10. If you were the holder of a previous casual Trading licence, please give:

The licence number: \_\_\_\_\_

And expiry date: \_\_\_\_\_  
(Please forward old licence with this form)

11. Place for which licence is sought: \_\_\_\_\_

12. If you intend using any equipment in connection with your casual trading activity, e.g. cooking facilities, etc, please give details:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. If you propose to engage an assistant who will act as an agent for Casual Trading purposes supply details:

\_\_\_\_\_  
\_\_\_\_\_

I hereby apply to Kildare County Council for a Special Event Trading Licence for the purpose described in this application and in accordance with the provisions of the Casual Trading Act 1995.

**I declare that:**

- (A) I have not been convicted of two or more offences under the Casual Trading Act, 1995, within three years prior to the date on which I intend to commence casual trading.
- (B) The foregoing particulars are correct.
- (C) After trading each day I will take my rubbish away with me.
- (D) I declare that I will not sell alcohol.

I enclose a cheque/bank draft/postal order/cash for **€50**, being the fee fixed under bye-law by the local authority under section 6 of the Casual Trading Act, 1995.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Notes to Applicants

**Please retain these notes for your own information.**

### **1. Public Liability Insurance**

- ❖ All applications for a Casual Trading Licence must be accompanied by evidence of **public liability insurance cover indemnifying Kildare County Council** in the sum of not less than **€6,500,000** against any and all claims whatsoever by any person for damages for personal injuries, loss or damage caused by any act or omission of the licence holder or his/her agents.

### **2.. Payment Options:**

- ❖ Payment in advance by cash/cheque/bank draft/postal order/money order.
- ❖ Cheques are not regarded as payment until they have been cleared. Do not, under any circumstance, send cash through the post.
- ❖ Fees shall be non-refundable in the event of a revocation of a licence.
- ❖ The licence fee will not be refunded in any circumstance.

### **3. Trading Licences for food**

- ❖ Applicants for a trading licence relating to the sale of food (prepared or unprepared) must ensure that it is displayed/stored/kept in accordance with the Food Hygiene Regulations 1950, or any further regulations that may be made in this regard.

#### **❖ Trading of Alcohol**

Kildare County Council do permit the sale of alcohol.

### **5. PPS No. Tax Reference No.**

- ❖ Applications for a casual trading licence must be accompanied by evidence of a PPS number [in the case of an individual] or a tax reference number [in the case of a company].

#### **❖ Tax Clearance Certificate**

All applications must be accompanied by a copy of a valid tax clearance certificate

### **6. Submitting an Application**

- ❖ Applications for casual trading licences should be addressed to:  
Ann Marie Gough, Corporate Services Department, Kildare County Council,  
Áras Chill Dara, Devoy Park, Naas, Co Kildare.

Telephone: 045-980756

E-mail: [agough@kildarecoco.ie](mailto:agough@kildarecoco.ie)

Web: [www.kildare.ie/countycouncil](http://www.kildare.ie/countycouncil)

**Information required to be submitted when applying to Kildare County Council  
for a special event licence**

1. Fully completed application form.  
Please ensure the following details are included:
  - (a) Full Name and Address
  - (b) Daytime contact telephone number
  - (c) PPS Number
  - (d) Description of what you propose to sell
2. Copy of current Public Liability Insurance Certificate/Schedule containing evidence of:
  - (a) Indemnity limit of €6.5m
  - (b) Indemnity to Kildare County CouncilEvidence of renewal of your insurance must be submitted at renewal stage  
(c) Copy of current tax clearance cert
3. If you wish to sell food, a food licence must first be obtained from the Health Service Executive and a copy of same to be submitted with your application
4. **Appropriate Fee:**  
  
The fee for an Event Licence shall be €50 in respect of the particular Event.

**Copies of the Casual Trading Bye-Laws for the Naas can be purchased from the Corporate Services Department for a fee of €5 or can be downloaded from our website [www.kildarecountycouncil/corporateservices/casualtrading](http://www.kildarecountycouncil/corporateservices/casualtrading) free of charge.**

***Please familiarise yourself with the bye-laws prior to submitting your application for a licence.***