



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 CASUAL TRADING LICENCE

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 Casual 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.

I enclose a cheque/bank draft/postal order/cash for **appropriate fee**, 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.

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].

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

Web: www.kildare.ie/county council

**Information required to be submitted when applying to Kildare County Council
to trade in the Slip, Celbridge 2014**

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
 - (e) Measurements of stall including height

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

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 a Licence shall be €350 per annum for Bay type A over 6 meters long.
The fee for a Licence shall be €225 per annum for Bay type B between 3 meters and 6 meters long.
The fee for a Licence shall be €100 per annum for Bay type C up to 3 meters long.

The fee for an Event Licence shall be €50 per day in respect of the particular Event.

Copies of the Casual Trading Bye-Laws for the Slip, Celbridge 2014 can be purchased from the Corporate Services Department for a fee of €5 or can be downloaded from our website www.kildarecountycouncil/corporateservices/casualtrading free of charge. Please familiarise yourself with the bye-laws prior to submitting your application for a licence.