



Comhairle Contae Chill Dara
Kildare County Council

APPLICATION FORM FOR A CASUAL TRADING LICENCE
Casual Trading Bye-Laws 2022 for the Municipal District of Celbridge Leixlip

<u>BEFORE FILLING OUT THIS FORM PLEASE NOTE THE FOLLOWING:</u>	<u>Photograph</u>
<ul style="list-style-type: none">• Please ensure that each section of this application form is fully completed and signed, and enclose proof of identity• Please ensure that all necessary documentation is attached to your application form.• Applications that are incomplete shall not be considered.• The acceptance of an application does not guarantee the granting of a licence.• Selection criteria apply to all applications. See the Council's Casual Trading Selection Policy for more information	<p>Please attach recent passport sized photo and supply one additional copy</p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>
<u>Applications should be submitted to:</u> Casual Trading Section, Kildare County Council, Rathstewart, Athy, Co. Kildare R14 Y163	Contact Us: Telephone: 045-980 657 Email: customerservice@kildarecoco.ie
Applicants are strongly advised to visit locations they propose to apply to trade in, and to consult the relevant Casual Trading Bye Laws before applying.	

Part 1: Trading Location (Please indicate the location(s) and days on you wish to trade)		
Location	Days and times possible	I wish to apply for (please tick)
Celbridge Town, The Slip	Friday 10.00 – 17.00 Bank Holidays 11.00 – 16.00	
William Roantree Park, Adjacent Courtyard Car Park, Leixlip	Saturdays, Sundays and Bank Holidays May- September inclusive. 10.00 – 17.00	
Please include details in relation to the frequency you will be using the pitch: (e.g. weekly, fortnightly, monthly.		
Please contact us with queries before applying as selection criteria apply to all applications. See the Council's Casual Trading Selection Policy for more information .		

Please note clauses 20 and 21 of the Casual Trading Bye Laws which state:

*Casual trading licences shall not be granted for casual trading at the location indicated, during the period of the Celbridge Festival and Leixlip Festival. Please also see article 21 of bye laws.

The Council reserves the right to prohibit Casual Trading on any trading day, or part thereof, in the event that exceptional circumstances arise which necessitate such prohibition and where festivals exist (the particulars of which, where known, will be provided at the time of application). The Council where possible will notify any affected licence holders in advance of any such prohibition taking effect.

Part 2: Trader Details	
Name	
Address	
Trading Name	
Contact Telephone Numbers	
Email address:	
PPS No: (For an individual)	
Tax Reference No: (For a company)	
If application is by a company state the Company Registration Number	
Tax Clearance Cert	<input type="checkbox"/> A valid tax clearance certificate must be provided with all applications

Part 3: Agent Details			
Do you intend to allow an assistant to act as your agent? Please note that an Agent may only trade in the <u>temporary</u> absence of the licence holder and a maximum of two agents will be permitted.			
Agents Name		PPS No:	
Agent's Address:		Phone No:	
Photo of agent to be included			

Part 4: Trading Details
Description of goods to be sold: (A list may be attached if more convenient, along with photos/images)

Part 5: Stall/Vehicle Details		
Trailer/Vehicle:	Dimensions of the Vehicle:	
Stall:	Full Dimensions of the Stall:	
Other: (Please attach photo of proposed stall, Please be advised that the onus is on the trader to provide their own stall and covering)		
Part 6: Fees-Please tick the relevant box related to the size of pitch applied for. Selection criteria may apply where trading pitches are limited. See the Council's Casual Trading Selection Policy for more information		
<input type="checkbox"/>	Up to 3m long x 3m depth	€100 annual fee for each Pitch inclusive of space for pitch vehicle, where permitted
<input type="checkbox"/>	Between 3m long up to 6m long x 3m depth	€200 annual fee for each Pitch inclusive of space for pitch vehicle, where permitted
<input type="checkbox"/>	Between 6m long up to 9m long x 3m depth	€300 annual fee for each Pitch inclusive of space for pitch vehicle, where permitted
To establish if a pitch in which you are interested permits the use of a vehicle please consult the Schedules in our bye laws as not all pitches facilitate the use of one		

Part 7: Food Traders	
HSE Registration Number:	
Do you intend on using any equipment in connection with your staff e.g. generator cooking facilities etc. Please supply details and see the Casual Trading Bye Laws for more details	

Part 8: Insurance Details			
Traders are required to hold current insurance cover indemnifying Kildare County Council to the following limits: Public Liability €6.5 million, Employers Liability €13 million, Product Liability €6.5 million			
Insurance Company:			
Insurance Policy Number		Expiry Date:	

Part 9: To be completed by Non-established supplier supplying goods or services in the State

Irish Vat No:

Part 10: If you were the holder of a casual trading licence previously within Kildare please provide your licence number

Licence Number

Part 11: To be signed by Applicant

I Declare,

1. That 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
2. That all particulars in this application form are correct.
3. That I have read the relevant [Kildare County Council Casual Trading Bye Laws](#) and agree to adhere to the provisions contained therein.

Signature of Applicant

Date

Privacy Rights: For information on how personal data is managed and your privacy rights see our Privacy Statement here:

<https://kildarecoco.ie/YourCouncil/GovernanceandCompliance/CasualTrading/>

Your information is required to process your application for a Casual Trading licence.

The content of the application form is set out in the Casual Trading Act, 1995 (Forms) Regulations, 1996.

If a licence is granted it will be necessary to share your information with statutory bodies i.e. Revenue Commissioners, Minister for Social Welfare and, where issues of non-compliance or investigation regarding alleged criminal matters, with An Garda Síochána.

If the Casual Trading Licence is granted, the information supplied by you will be kept securely for a period of up to seven years.

If you do not provide the personal data required under the Casual Trading Act 1995 and the Casual Trading Bye-Laws Kildare County Council **will not be in a position to process** your application.

Registers of Licences

A local authority is obliged to establish and maintain a register (which shall be known as the Register of Casual Trading Licences) for its functional area, of the casual trading licences granted by it under the Casual Trading Act 1995.

For office use only:

Receipt No:		Licence No		Date	
Amount Paid		Date Issued		Expiry Date	

CHECKLIST

Have you?

	Fully read the Casual Trading Bye Laws for the Municipal District in which you are applying for a licence?
	Fully completed the form? Applications that are incomplete shall not be considered.
	Provided proof of identify (copy passport/ driving licence)
	Provided 2 Passport photos of the applicant
	Provided a passport photo of the agent(s) (Where applicable)
	Attached a copy of public liability insurance policy. Please note that should you be granted a Licence; you will be required to provide a specific indemnity to Kildare County Council on the policy.
	In the case of application for Licence to sell food, copy of letter of registration with the HSE. Contact details for your local EHO can be found here Contact your Environmental Health Officers - HSE.ie
	Provided a valid tax clearance cert and PPS number.
	Provide photographs of your stall and what you intend to sell. These photographs can be emailed to customerservice@kildarecoco.ie
	Please do not include payment with the application, if successful you will be contacted directly to arrange payment