



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 **€100** 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:
Sinead Martin, Corporate Services, Kildare County Council, Athy Municipal District Council, Rathstewart, Athy, Co Kildare R14 Y163.

Telephone: 045-980657

E-mail: customercare@kildarecoco.ie

Web: www.kildare.ie/countycouncil

Information required to be submitted when applying to Kildare County Council to trade in the Market Square Maynooth 2013

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

Copies of the Casual Trading Bye-Laws for the Market Square Maynooth 2013 can be purchased from the Corporate Services Department for a fee of €5 or can be downloaded from our website

<https://kildare.ie/CountyCouncil/YourCouncil/GovernanceandCompliance/CasualTrading/Casual%20Trading%20Maynooth%20ByeLaws%202013.pdf> free of charge.

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