



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

APPLICATION FOR SPECIAL EVENT LICENCE

1. NAME OF APPLICANT: _____

CONTACT ADDRESS: _____

CONTACT: TELEPHONE NO: _____ FAX NO: _____

E-MAIL: _____

2. PROMOTER: _____

CONTACT ADDRESS: _____

CONTACT: TELEPHONE NO: _____ FAX NO: _____

E-MAIL: _____

3. PERSON NOMINATED TO DEAL WITH LOCAL AUTHORITY: _____

ADDRESS FOR CORRESPONDENCE: _____

CONTACT: TELEPHONE NO: _____ FAX NO: _____

E-MAIL: _____

4. BRIEF DESCRIPTION OF EVENT/S PROPOSED: _____

5. VENUE LOCATION/S: _____

6. PROPOSED DATE/S OF THE EVENT/S: _____

7. PROPOSED DURATION OF THE EVENT/S: _____

8. PROPOSED TIME EVENT/S WILL COMMENCE & CONCLUDE: _____

SIGNATURE OF THE APPLICANT/S (OR PROMOTER): _____

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.