



Comhairle Contae Chill Dara
Kildare County Council

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

<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)
Newbridge Market Square	Saturdays 10.00am – 16.30pm	
Newbridge George's Street	Saturdays 10.00am – 16.30pm	
Newbridge Edward Street (1 pitch only, incl vehicle)	Wednesday – Saturday 07.30am – 17.00pm	
Kilcullen Market Square	Sunday 10.00am -15.00pm	
Monasterevin Main Street (1 pitch only, incl vehicle)	Friday, Saturday, Sunday and Bank Holiday Mondays 08.00am- 17.00pm	

Kildare Town, Market Square Weekend*	Saturday, Sunday and Bank Holiday Mondays 10.00am-14.00pm	
Kildare Town, Market Square (incl. Heritage Ctr environs)*	Thursday 08.00am-14.00pm	
Kildare Town, Market Square*	Friday Evening 17.30pm-21.00pm	
Please include details in relation to the frequency you will be using the pitch: (e.g. weekly, fortnightly, monthly.		
<p>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 .</p>		
<p>Please note clauses 20 and 21 of the Casual Trading Bye Laws which state:</p> <p>*Casual trading licences shall not be granted for casual trading at the location indicated, during the period of the Kildare Derby Festival and St. Brigid's Festival. Please also see article 21 of bye laws.</p> <p>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.</p>		

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 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,	
<ol style="list-style-type: none"> 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	
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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 your 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
	Provided 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.