



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 SPECIAL EVENT TRADING LICENCE**  
**NAAS TOWN**

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 Special Event 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.

(C) After trading each day I will take my rubbish away with me.

(D) I declare that I will not sell alcohol.

I enclose a cheque/bank draft/postal order/cash for **€50**, 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:**

- ❖ 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.
- ❖ If application is successful applicant will be contacted to arrange payment.

### 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].

- ❖ **Tax Clearance Certificate**

All applications must be accompanied by a copy of a valid tax clearance certificate.

### 6. **Submitting an Application**

- ❖ Applications for casual trading licences should be addressed to:  
Sinead Martin, Corporate Services, Kildare County Council, Áras Chill Dara,  
Devoy Park, Naas, Co.Kildare

Telephone: 045-980541

E-mail: [customercare@kildarecoco.ie](mailto:customercare@kildarecoco.ie)

Web: [www.kildare.ie/countycouncil](http://www.kildare.ie/countycouncil)

## **Information required to be submitted when applying to Kildare County Council for a special event licence**

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
  
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 an Event Licence shall be €50 in respect of the particular Event.

**Copies of the Casual Trading Bye-Laws for the Naas 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/Signed%20Copy%20of%20Adopted%20Naas%20Casual%20Trading%20Bye%20Laws%202011.pdf> free of charge.**

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