



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:**

- ❖ 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].

6. **Submitting an Application**

- ❖ Applications for casual trading licences should be addressed to:
Casual Trading Section, Corporate Services, Kildare County Council, Áras Chill Dara, Devoy Park, Naas, W91X77F

Telephone: 045-980200

E-mail: customercare@kildarecoco.ie

Web: <https://kildarecoco.ie/Business/CasualTrading/>

Information required to be submitted when applying to Kildare County Council

1. Fully completed application form.
Please ensure the following details are included:
 - (a) Full Name and Address
 - (b) Provided proof of identify (copy passport/ driving licence)
 - (c) Daytime contact telephone number
 - (d) PPS Number
 - (e) Description of what you propose to sell
 - (f) Measurements of stall including height
 - (g) Tax Clearance Details
 - (h) Passport Photograph (This will be placed on the licence)

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 letter of registration 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 of charge.
<https://kildarecoco.ie/Business/CasualTrading/>**

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