



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 Casual Trading Licence for the purpose described in this application and in accordance with the provisions of the Casual Trading Act 1995. I confirm that I have included all relevant supporting documentation as outlined in page 4 of this application.

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.

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].

- ❖ **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:
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 for a special event licence

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
 - (c) Copy of current tax clearance cert

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

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 free of charge. [Casual Trading Bye Laws Naas MD - Kildare County Council \(kildarecoco.ie\)](http://kildarecoco.ie)

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