



## Festival Markets Casual Trading Application for Consideration for Festival Markets

CT3

### BEFORE FILLING OUT THIS FORM PLEASE NOTE THE FOLLOWING:

- This application form is for traders who wish to apply to be considered for Festival Markets.
- Please ensure that each section of this application form is fully completed and signed. Please ensure that all necessary documentation is attached to your application form.
- Failure to complete this form or attach the necessary documentation, or the submission of incorrect information or omission of required information will lead to the invalidation of your application.
- Your application will be kept on file for future festival markets. Please note that not all events will allow casual trading, or numbers of licences may be restricted.
- Festival markets may be organised by a Market Manager on behalf of Cork City Council.
- Festival markets are usually confined to food and/or crafts.

### Applications should be submitted to:

**Property Department,  
Corporate Affairs Directorate,  
Cork City Council,  
City Hall,  
Cork.**

**Opening hours:** 9.00am.to 5.00pm. (Monday to Friday) excluding public holidays. Cash Office closes at 4.00pm.

**Telephone:** 021-4924258, 021-4924259, 021-4924263 **Email:** [property@corkcity.ie](mailto:property@corkcity.ie)

**Website:** [www.corkcity.ie/services/corporateaffairs/property](http://www.corkcity.ie/services/corporateaffairs/property)

### Part 1: Trader Details:

|   |  |
|---|--|
| <b>Name:</b>  |  |
| <b>Address:</b>   |  |
|   |  |
|   |  |
|   |  |
| <b>Trading Name:</b>  |  |
| <b>Contact Telephone Number(s)</b>  |  |
| <b>Email Address:</b>   |  |
| <b>PPS No: (for an individual)</b>  |  |
| <b>Tax Reference No: (for a company)</b>  |  |
| <b>If application is by a company, state the Company Registration Number, as supplied by the Companies Registration Office:</b> |  |

**Part 2: Agent Details:****Do you intend to allow an assistant to act as your servant or agent?**Please note that an Agent may only trade in the **temporary** absence of the licence holder.

|                         |  |                  |  |
|-------------------------|--|------------------|--|
| <b>Agent's Name:</b>    |  | <b>PPS No:</b>   |  |
| <b>Agent's Address:</b> |  | <b>Phone No:</b> |  |
|                         |  | <b>Email:</b>    |  |

**Part 3 : Trading History****Number of years trading****List other markets where you have traded and dates of same:****Description of goods to be sold:**

(Please include full description, and provide photographs of your products and photograph of your stall with your application)

**Are the goods?      Locally produced       Irish Produced       Non-Irish Produced** **Have you won any awards for your goods:****Are you a member of any trade associations/ organisations e.g. Slow Food, Good Food Ireland, Craft Council of Ireland etc.****Part 4 : Food Traders (if applicable)****HSE Registration Number:****All food businesses must be registered with the Health Service Executive (HSE). A copy of the confirmation letter from the HSE is to be submitted with the application.****Is your food ready-prepared or do you prepare and serve on site:****Do you intend using any equipment in connection with your stall e.g. generator, cooking facilities etc. Please supply details.****Any proposed use of equipment must be prior approved by Cork City Council.****Part 5 : Stall Details**

(please provide a photograph of your stall / unit)

|                                       |                              |                          |
|---------------------------------------|------------------------------|--------------------------|
| <b>Dimensions of your Stall/Unit:</b> | <b>Trailer Unit</b>          | <input type="checkbox"/> |
|                                       | <b>Stall:</b>                | <input type="checkbox"/> |
|                                       | <b>Other (give details):</b> | <input type="checkbox"/> |

| <b>Part 6 : Insurance Details</b>   |                          |                     |  |
|---|--------------------------|---------------------|--|
| <b>Traders are required to hold current insurance cover to the following Limits:</b>  |                          |                     |  |
| <b>Public Liability €6.5 million, Employers Liability €13 million, Product Liability €6.5 million.</b>  |                          |                     |  |
| <b>Insurance Policy Number:</b>   |                          | <b>Expiry Date:</b> |  |
| <b>Insurance Company:</b>   |                          |                     |  |
| <b>Copy of current insurance policy to be submitted with the application.</b>   |                          |                     |  |
| <b>Part 7: To be signed by the Applicant</b>  |                          |                     |  |
| <b>I Declare,</b>   |                          |                     |  |
| <ol style="list-style-type: none"> <li>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.</li> <li>2. That all particulars in this application form are correct.</li> <li>3. That I have read the Cork City Council Casual Trading Bye Laws and note the provisions contained therein.</li> </ol> |                          |                     |  |
| <b>Signature of Applicant:</b>  |                          | <b>Date:</b>        |  |
| <b>Attachments:</b>   |                          |                     |  |
| <b>Photograph/s of Product/s:</b>   | <input type="checkbox"/> |                     |  |
| <b>Photograph/s of Stall/ Unit:</b>   | <input type="checkbox"/> |                     |  |
| <b>Copy of HSE Registration (food traders):</b>   | <input type="checkbox"/> |                     |  |
| <b>Copy Insurance Policy</b>  | <input type="checkbox"/> |                     |  |

#### **NOTES**

1. **The acceptance of an application by Cork City Council does not guarantee the granting of a licence.**
2. **This application is for consideration for special event/festival markets only. If you wish to apply for consideration for the Coal Quay Market, please complete the Coal Quay Market Application form (CT1).**
3. **Please note that Cork City Council is obliged to provide the name, address and PPS No for all licence holders to the Minister for Social Welfare and the Revenue Commissioners:** Section 4(11) of the Casual Trading Act, 1995, provides that the local authority concerned shall notify the Minister for Social Welfare of the name and address of a person to whom a casual trading licence was granted and the conditions of the licence. Section 4(2A) of the Casual Trading Act, 1995 (inserted by Section 141 of the Finance Act, 1996(No.9 of 1996) provides that the local authority concerned shall notify the Revenue Commissioners of the name, address and tax reference number of a person to whom a casual trading licence was granted and the conditions of the licence. Section 13 of the Casual Trading Act, 1995 also provides that a local authority may establish and maintain the Register of Casual Trading Licences on computer. In such circumstances, personal data kept in the register is subject to the requirements of the Data Protection Act, 1988(No. 25 of 1988) including an individuals right of access to and verification of data, where appropriate.
4. **Licence holders are to obey all lawful requests of an Authorised Officer of Cork City Council, or a member of the Garda Síochána.**

| <b>For office use only:</b> |  |             |  |                 |  |
|-----------------------------|--|-------------|--|-----------------|--|
| <b>Date Received:</b>       |  | <b>Ack:</b> |  | <b>App Ref:</b> |  |