

Comhairle Cathrach Chorcaí

Cork City Council
Property Department,
Floor 3, New Civic Offices,
City Hall, Cork.

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CT4

Event/Food Market Organisers Application Form - for Special Event Casual Trading Licences under Casual Trading Act 1995

Where a Market or any other form of casual Trading is proposed to be held in conjunction with a Special Event, initial approval for the holding of the market must be obtained by completing this form and submitting same by post to:

- Administrative Officer, Property Department, Cork City Council, Floor 3, New Civic Offices, City Hall, Cork, or alternatively by email to alison_orourke@corkcity.ie

Please note that approval for the holding of a Market must be sought at least 6 weeks prior to an event, and if approved, separate Casual Trading Special Events Licences are required to be applied for and issued to each trader taking part.

Event Details

Name of Event:

Location of Market:

Date/s of Event and Times:

Event Organisers Name/Company Details:

Contact Tel. No:

Email Address:

Market Organisers Information:

Event Organisers Name:

Company Registration No.

Or/ PPS NO.

Contact Tel. No:

Email Address:

Location Approval:

If an area of public roadway/footpath, has the Roads Directorate given approval by way of licence for use of the area concerned (please provide details):

If a public park, or recreational area, has the Recreation and Amenity Directorate given approval to use of the area concerned (please provide details):

Has a Safety Statement been approved (please provide details):

Has Gardaí approval been obtained to hold the event?

If so please provide name and contact number of Garda who granted approval:

Have local business` been informed of the proposed event?

Has Cork Business Association been informed of the proposed Event?

Market Details

Where will the Market be located:

How many Stalls and what size stalls are proposed:

(*please provide a location map for the stalls, showing dimensions and individual locations)

What type of goods are proposed to be sold at the Market:

What procedures are in place for selection of traders?

Insurance Cover will be required for holding of any Market, please provide details of your proposed insurance:

(*Please note Traders are obliged to hold current insurance cover as follows (1) Public Liability €6.5m, (2) Employers Liability €13m and (3) Product Liability €6.5m. Any Policy should have an indemnity to Cork City Council.) The Event Organiser will be required to confirm that all traders Insurance is in order.

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Can other Casual Traders e.g. chip vans, ice-cream vans, sweet sellers be accommodated at or near the event? Advise of location, and number as approved by the Gardaí. Where Casual Trading external to the market is not proposed, reasons for same will need to be provided.

Fee Structure – please provide details of the fees which you propose to charge to traders in the Market:

Will you be providing electricity supply and water supply to the Market? (please provide details):

Additional requirements/ information:

I wish to apply for approval for the holding of a Market/Special Event under the Casual Trading Act as outlined above:

Signature: _____ Date: _____

For Office Use Only:

Recommended: _____ Date: _____
Administrative Officer

Recommended: _____ Date: _____
Senior Executive Officer