



Application Form For A Casual Trading Licence Special Event Casual Trading Licence

CT2

BEFORE FILLING OUT THIS FORM PLEASE NOTE THE FOLLOWING:

- 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.
- Applications must be submitted at least 4 weeks in advance of the event.
- Payment must be made in advance. Please note that payments will not be accepted after 12 noon on the day before an event, or an earlier date if so advised by the City Council.
- Not all events will allow casual trading, or numbers of licences may be restricted. Please contact the Property Department office in advance of application to check if licences are being issued.
- Selection criteria may apply where licence numbers are limited.

Applications should be submitted to:

**Property Department,
Corporate & External 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

Website: www.corkcity.ie/services/corporateaffairs/property

Part 1 : Event Details

Name of the Event:	
Date of Event:	
Location of Event:	
Type of Licence Required:	Sales from a vehicle (€125 per unit per day): <input type="checkbox"/> Sales other than from a vehicle (€25 per unit per day): <input type="checkbox"/>

Part 2: Trader Details

Name:	
Address:	

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

Part 3: 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.

Agent's Name:		PPS No:	
Agent's Address:		Phone No:	
		Email:	

Part 4 : Trading Details

Description of goods to be sold:

Part 5 : Stall/Vehicle Details

Trailer/Vehicle: Dimensions of the Vehicle:

Vehicle Registration No:

Stall: Dimensions of the Stall:

Other: Please give details:

Part 6 : Food Traders

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.

Do you intend using any equipment in connection with your stall e.g. generator, cooking facilities etc. Please supply details.

Part 7 : Insurance Details

Traders are required to hold current insurance cover to the following Limits:

Public Liability €6.5 million, Employers Liability €13 million, Product Liability €6.5 million.

Insurance Policy Number:		Expiry Date:	
Insurance Company:			

Copy of current insurance policy to be submitted with the application.

Part 8: To be signed by the Applicant

I Declare,

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.
2. That all particulars in this application form are correct.
3. That I have read the Cork City Council Casual Trading Bye Laws and note the provisions contained therein.

Signature of Applicant:

Date:

Attachments:

Copy of HSE Registration (food traders):

Copy Insurance Policy

NOTES

1. **The acceptance of an application by Cork City Council does not guarantee the granting of a licence.**
2. **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.
3. **Licence holders are to obey all lawful requests of an Authorised Officer of Cork City Council, or a member of the Garda Síochána.**

For office use only:

Receipt No:

Amount:

Date:

Code I 8713.57600