



Application Form For A Casual Trading Licence

Designated Casual Trading Area

Coal Quay Market: Cornmarket St/Kyle Street

CT1

BEFORE FILLING OUT THIS FORM PLEASE NOTE THE FOLLOWING:

- Please ensure that each section of this application form is fully completed and signed, and 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.
- **Do not include any payment with your application.**
- Please note there is a waiting list for pitches. Applications will be reviewed and shortlisted subject to the City Council's selection criteria. They will be subsequently on a waiting list for pitches. Applications which do not meet Cork City Council's selection criteria will be refused.
- Cork City Council's selection of applications will be based on a number of criteria, including but not limited to experience, quality, product type, overall suitability, market strategy and the current product mix in the market.
- Standard pitch sizes will apply – please ensure you supply details of your stall dimensions.
- Vehicular trading pitches are limited on the street and are currently fully allocated.

Applications should be submitted to:

**Property Department,
Corporate Affairs & International Relations 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, 021-4924334 **Email:** property@corkcity.ie

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

Part 1: 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 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.			
Agent's Name:		PPS No:	
Agent's Address:		Phone No:	
		Email:	
Part 3 : Trading History			
Number of years trading:			
List other markets where you have traded and dates of same: <i>(include details on an extra page if required)</i>			
Description of goods to be sold: <i>(Please include full description, and provide photographs of your products and stall. General descriptions such as "Hot food" or "Bric-A-Brac" are not acceptable.)</i>			
<p style="text-align: center;"> Are the goods? Locally produced <input type="checkbox"/> Irish Produced <input type="checkbox"/> Non-Irish Produced <input type="checkbox"/> </p>			
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:			
Dimensions of your stall: Please find a photograph of your stall:			
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 : 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. Please confirm you have insurance in place.

Insurance Policy Number:		Expiry Date:	
Insurance Company:			

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

Part 6 : Trading Proposal – your preferred days of Trading

Monday	<input type="checkbox"/>	
Tuesday	<input type="checkbox"/>	
Wednesday	<input type="checkbox"/>	
Thursday	<input type="checkbox"/>	
Friday	<input type="checkbox"/>	
Saturday	<input type="checkbox"/>	
(Sunday*)	<input type="checkbox"/>	

***Waiting Lists apply and trading currently operates Monday to Saturday only. If you are interested in Sunday trading, should this become available, please indicate same.**

Part 7: 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:	
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Attachments:

Photograph/s of products:	<input type="checkbox"/>
Photograph/s of stall:	<input type="checkbox"/>
Copy of HSE Registration (food traders):	<input type="checkbox"/>
Copy Insurance Policy	<input type="checkbox"/>

NOTES

1. **The acceptance of an application by Cork City Council does not guarantee the granting of a licence. Each application to trade at the Coal Quay Market is subject to a short-listing procedure. Please therefore ensure that you give full and comprehensive details of your business and products. Should your application be short-listed, you will be placed on a waiting list for available pitches in the market.**
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 Employment Affairs and Social Protection 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. Cork City Council is committed to fulfilling its obligations imposed by the Data Protection Acts 1988 to 2018 and the GDPR. Our privacy statement and data protection policy is available at <https://www.corkcity.ie/en/council-services/public-info/gdpr/> We request that you read these as they contain important information about how we process personal data.

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:				
Date Received:		Ack:		App Ref:
A.O. / M.S.			Initials:	WL Ref: