



Please complete this Application in **Block Letters**

Application Form for a Casual Trading Licence

Relevant legislation Casual Trading Act, 1995

Please attach two Passport photographs of the applicant, both signed on the reverse

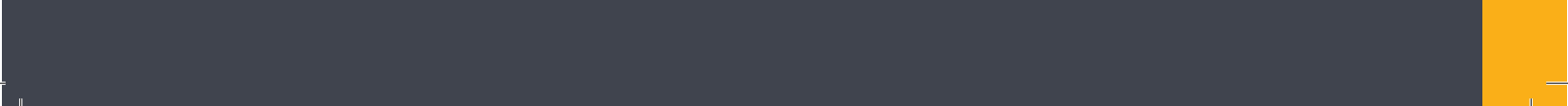
CTL21

Applicants should familiarise themselves with the **Casual Trading Byelaws** which can be found on www.louthcoco.ie/byelaws which give details on fees and other information

- 1 Name of Applicant
- 2 Full Postal Address (please include eircode)
 Eircode
- 3 Telephone Number
- 4 E-mail Address
- 5 P.P.S. Number
- 6 If the application is in the name of a limited company, please provide the **Company Registration Number**, as supplied by Companies Registration Office.

*For applicants wishing to submit an expression of interest, it is not necessary to complete Questions 7, 11, 12 or 13 at this time. This information will be requested if and when required by LCC. **Applicants applying to renew a Casual Trading Licence must complete all questions***

- 7 First date on which it is intended to engage in casual trading
- 8 Description of goods to be sold
- 9 Using a map which can be found on www.louthcoco.ie/byelaws, please illustrate the specific proposed site on which it is intended to trade.



10 Please indicate the day(s) on which you wish to trade, and the proposed hours of trading.

Days Hours

11 **Insurances** | Casual traders are obliged to hold and evidence:

- Employers Liability Insurance (if business has employees) with an indemnity limit of €13million and,
- Public Liability Insurance with an indemnity limit of €6.5million, and
- Product Liability Insurance with an indemnity limit of €6.5million.

Does your business have employees who will be involved in this casual trading? Yes No

All of the above insurances must be noted to indemnify Louth County Council in like manner to the named insured Casual Trader. Please note - all Casual Traders are obliged to indemnify Louth County Council in respect of all claims, costs or demand for injury, illness or death to any person(s) or damage to property arising from the activities of the Casual Trading Licensee.

12 **Litter Management Plan** | It is a requirement of the Casual Trading Licence that you provide a Litter Management Plan to illustrate your disposal method of all litter/refuse generated.

13 Where applicable, **Proof of Registration** with the Environmental Health Section of the HSE (Registration of Food Business Establishment, European Communities (Hygiene and Foodstuffs) Regulations 2006) must be provided.

14 If you were a holder of a **previous Casual Trading Licence**, please quote the following:

Licence number Expiry Date
Issued by

15 **I declare:** 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.

That the foregoing particulars are correct.

Signature Date

I am over 18 years of age

Witness Date

N.B: The acceptance of an application for a Casual Trading Licence by Louth County Council does not guarantee the granting of said licence.

Notes

- An application for a Casual Trading Licence should be made at least 30 days in advance of the first day on which it is intended to trade.
- Casual Trading licences are valid for 12 months
- It is an offence to provide false information in this application
- Upon the grant of a Casual Trading Licence, Louth County Council is required to notify the Minister for Social Welfare in writing of the name and address of the person to whom the licence was granted and the conditions contained in the licence including the duration.
- Section 4 (2a) of the Casual Trading Act, 1995 (inserted by Section 141 of the Finance Act, 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, provides that a local authority may establish and maintain a Register of Casual Trading Licences. In such circumstances, personal data kept on the Register is subject to the requirements of the current data protection legislation, including an individual's right of access to, and verification of, data, when possible.

Application Checklist

Please make sure the following accompany your application

- Photographs
- *Map showing proposed location of trading
- *Litter Management Plan
- *Proof of registration with HSE, where applicable
- *Insurances

**Not required for those applying for a first-time Casual Trading Licence.*

Your Data

In compliance with data protection legislation, and in accordance with the National Retention Policy, the information contained in this application will be placed in the County Archives five years from the end of the calendar year in which the application has been made.

Return to:

Louth County Council

County Hall, Millennium Centre

Dundalk, A91 KFW6

Opening Times

Monday - Friday

9.00am - 5:00pm

t 042 9335457

e info@louthcoco.ie

eolas@contaelu.ie

w www.louthcoco.ie



Comhairle Contae **Lú**
Louth County Council