



SLIGO COUNTY COUNCIL

**APPLICATION FORM FOR AN EVENT LICENCE TO TRADE DURING AN EVENT
OR TO HOLD A MARKET DURING AN EVENT**

Casual Trading Act 1995
Sligo County Council Casual Trading Bye-Laws 2018

PLEASE COMPLETE IN BLOCK CAPITALS

Please tick as appropriate: INDIVIDUAL TRADER MARKET OPERATOR/EVENT ORGANISER

1. Name of Applicant: _____

2. Full Postal Address: _____

3. Eircode: _____

4. Contact No. (s) _____

5. Email: _____

6. (a) PPS No. / Tax Ref No.: _____

7. If a Ltd. Co., the Co. Reg. No. as supplied by the Companies Registration office: _____

8. Name and date(s) of Event: _____

9. Date(s) on which it is proposed to carry out casual trading at event: _____

If an individual trader -

10. Description of goods to be sold: _____

If a Market Operator/Event Organiser -

11. Number of Stalls proposed at Market: _____

12. Description of goods to be sold: _____

13. Size of stall /van/foodcart/s: _____

14. Generator Use: Yes _____ No _____ Type: Diesel _____ Gas _____ Petrol _____

15. Contact Person & No.(s) if different from above: _____

FEES:

- **Individual** Casual Trading Licence during an event:
€50 per stall per day
- Casual Trading Licence for a **Market Operator/Event Organiser**:
€20 per trading stall per day or
€50 per trading stall for 3 days

Note: Applicants are advised that the appropriate fee is not taken until the application has been processed & approved. One licence for each location – If trading in more than one area, payment is required for each location.

If the Market does not proceed, Sligo County Council will refund the Event Licence Fee paid by the Market Organiser / applicant. Market Organisers or traders that breach any condition of trading or have outstanding fees from a previous market event will be refused an Event Trading Licence in the future.

INDIVIDUAL EVENT TRADING LICENCE:

Application to include the following documentation:

1. Evidence of Public Liability Insurance - Specific Indemnity covering Sligo County Council must be contained within the policy document for no less than €6.4 million.
2. Proof of Identity - copy of passport/drivers licence to be submitted.
3. Copy of Certificate of Motor Insurance.
4. Copy of Certificate of Road Worthiness.
5. Copy of HSE Food Registration, *where selling food (if a new food trader, call HSE on 071-91-85478).*
6. Pictures of stall/s & waste receptacles.
7. Waste Management Plan outlining procedure for 3 receptacle waste segregation system including method of waste disposal & facility where it is disposed.
8. Appropriate fee - Complete card payment details on this form. See schedule of fees below.

Note: Applicants are advised that the appropriate fee is not taken until the application has been approved.

MARKET OPERATOR / EVENT ORGANISER:

Completed Application to include the following documentation:

1. **Proof of Identity** – Copy of Passport/Drivers Licence.
2. **Master Public Liability Insurance covering the Market Organiser/Operator** for engaging in Market/Street trading and state the number of stalls policy covers. Specific Indemnity covering Sligo County Council must be contained within the policy document for no less than €6.4 million.
3. **Evidence of valid Public Liability Insurance for each trader-** Specific Indemnity covering Sligo County Council must be contained within the policy document for no less than €6.4 million.
4. **Provisional List of Traders** to include products they will be selling at proposed Market, total number of stalls and dimensions for same.
5. **Copy of Location map** marking area proposed for each stall.
 - a. (Please contact Sligo County Council, Roads Dept if you require copy of same)
6. **Copy of Certificate of Motor Insurance.**
7. **Copy of Certificate of Road Worthiness.**
8. **Copy of HSE Food Registration, where selling food (if a new food trader, call HSE on 071-91-85478)**
9. **A picture of each stall/foodcart** is required.
10. **Risk Assessment/Event Management Plan** to include site specific risk assessment and Health & Safety Statement.
11. **Traffic Management Plan.** (This Requirement will depend on Location of Market)
12. **Waste Management Plan** outlining procedure for 3 receptacle waste segregation system, method of waste disposal & facility where it is disposed.
13. **Appropriate fee** - Complete card payment details on this form. See section on fees.
14. **An Event that requires a Road Closure** must submit their application for Road Closure to Sligo County Council Roads Department at least 6 weeks prior to the start date of the Event.
15. **Other requirements** for Market /Event Organisers are set out in Schedule 1 below.

SCHEDULE 1-

Other Requirements for Market/Event Organiser :

- If location of proposed Event activities /market is in a Sligo County Council Car Park, or on O'Connell Street, Sligo, the Event Organiser will require a Road Closure. The Event Organiser should **contact Sligo County Council Roads Department** not less than six weeks prior to proposed event/market to discuss same.
- **Emergency Access** has to be maintained at all times (need 3 metres)
- **Provide details of Contact Person** for event as required by Emergency Services/ Roads Dept
- **Advise Local Businesses** and GARDAI of Location of Trading and Event
- **Disposal of Refuse:** The Market Organiser must make arrangements for disposal of Litter and Refuse, and suitable agreed location for storage of same if on public property.(Roads Dept Sligo Council Council)
- **Signage** to be agreed – Permission to be sought from **Roads Department Sligo Council** to erect Signage.
- **Sligo Fire Service:** Market Organiser / Festival Organiser must contact Sligo Fire Service and liaise with assigned Fire Officer.
- **Environmental Health Officer:** HSE should to be informed of event as they may inspect food stalls.
071-91-85478
- **Civil Defence Officer** should be contacted at an early stage if large event planned.
- **Sligo County Council is obliged to notify Revenue** of all Traders that Trade at Markets where Casual Trading Event Licences are issued on Public Property within the administrative area of Sligo County Council.

APPLICATIONS MUST BE SUBMITTED NOT LESS THAN 30 DAYS PRIOR TO THE EVENT

Event/Market Organisers are advised to contact Sligo County Council at an early stage of planning for the Event to discuss Trading Event Licence Requirements.