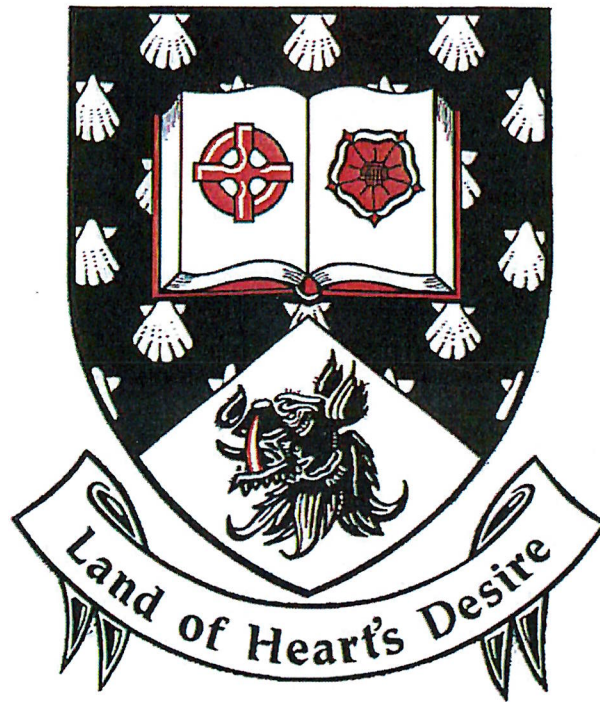


**Comhairle Chontae Shligigh**

**Sligo Council Council**



**Casual Trading Act 1995**

**CASUAL TRADING BYE-LAWS 2018**

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# Arrangements of Bye-Laws

## Section

1. Title
2. Commencement Date
3. Definitions
4. Exemptions
5. Designated Casual Trading Areas/Trading Bays
6. Casual Trading Licence
7. Casual Trading Licences for Events
8. Conditions for Trading
9. Applying for a Licence
10. Noise Nuisance
11. Necessary Works
12. Service of Notices
13. Authorised Officer
14. Offences
15. Repeal of Bye-Laws

## Schedules to Bye-Laws

**Schedule 1 – Designated Casual Trading Areas, Days & Times**

**Schedule 2 – Licence Fees**

**Schedule 3 – Fixed Payment Notice**

**Schedule 4 – List of Associated Documentation**

**Schedule 5 – Maps of Designated Casual Trading Areas and Bays**

### Sligo City Locations:

- A. Market Place
- B. Doorly Park
- C. Cleveragh Park

### Sligo County Locations:

- D. Tubbercurry
- E. Ballymote
- F. Enniscrone
- G. Rosses Point

Sligo County Council in exercise of its powers under Section 6 of the Casual Trading Act, 1995 and part 1 of Schedule 14A of the Local Government Reform Act 2014, hereby makes the following Bye-Laws for the control, regulation, supervision and administration of Casual Trading in its functional area.

## **1. TITLE**

These Bye-Laws may be cited as "Sligo County Council Casual Trading Act 1995, Bye-Laws 2018"

## **2. COMMENCEMENT DATE**

These Bye-Laws shall come into effect on 11<sup>th</sup> July, 2018, on which date Sligo County Council Bye-Laws, made on 7<sup>th</sup> July, 2003, and Sligo Borough Bye-Laws, made on 1<sup>st</sup> July, 2014, shall stand revoked.

## **3. DEFINITIONS**

In these Bye-Laws, except where expressly stated to the contrary, the following words have the meanings hereby respectively assigned to them, that is to say:

"The Act" means the Casual Trading Act, 1995.

"Licence" means a Casual Trading Licence granted by the Council under Section 4 of the Act.

"Trial Licence" means a Casual Trading Licence which allows a Casual Trader to trade temporarily for 4 consecutive market days as specified in their Licence.

"Seasonal Licence" means a Casual Trading Licence which is valid from 1<sup>st</sup> April to 30<sup>th</sup> September each year, both dates inclusive, or 1<sup>st</sup> October to 31<sup>st</sup> March each year, both dates inclusive.

"Trading Area" means land standing designated, as per these Bye-Laws and the schedule attached hereto, as an area where casual trading may be carried on, within the administrative area of County Sligo.

"Trading Bay" means a space(s) or pitch(es) within a designated area, delineated by the Council with paint or other marking, or measurement, on which a stall may be placed.

"Peak Season" means 1<sup>st</sup> April to 30<sup>th</sup> September each year, both dates inclusive.

"Off-Peak Season" means 1<sup>st</sup> October to 31<sup>st</sup> March each year, both dates inclusive.

"The Council" means Sligo County Council.

"Sell, Selling or Sale" includes agreeing to offer to sell or displaying for sale or inviting an offer to buy.

“**Stall**” shall include any wheeled or moveable stall or box, barrow, cart, trailer, or other vehicle conveyance, and any standing structure, booth or enclosure used for Casual Trading.

“**Vehicle**” means and includes every means of conveyance, whether mechanically propelled or not, of persons, market produce or any goods or article.

“**Authorised Officer**” means a person or persons appointed by Sligo County Council under Section 10 of the Act to be an Authorised Officer.

“**Casual Trader**” means a person to whom a licence has been issued to carry out Casual Trading pursuant to the Act and these Bye-Laws, or the licence holders servant or agent acting on the licence holders behalf, if authorised in writing in accordance with these Bye-Laws.

“**Event Casual Trading Licence**” means a Casual Trading Licence granted by Sligo County Council to carry out Casual Trading at an Event or Events specified in the Event Licence pursuant to Section 4 (1) (a) (iii) of the Act.

## 4. EXEMPTIONS

4.1 Casual trading does not include—

- (a) selling by auction (other than by Dutch auction) by the holder of a licence or permit for the time being in force under the Auctioneers and House Agents Acts, 1947 to 1973,
  
- (b) selling to a person at the place where he resides or carries on business,
  
- (c) selling in respect of which it is shown by the seller—
  - (i) that any profits there from are for use for charitable purposes or for other purposes from which no private profit is derived, and
  - (ii) that no remuneration, emolument, gain or profit will accrue to the seller or his servants or agents there from.
  
- (d) selling, during the period 1 May to 30 September in any year, by—
  - (i) the grower (within the meaning assigned to that expression by the Casual Trading Act 1995 (Section 2(3)) Regulations 2004
  - (ii) subject to the condition specified in relation to this subparagraph by those Regulations being satisfied, a servant or agent of the grower of one or more of the following fruits and vegetables, namely
    - (a) strawberries, raspberries, blueberries, gooseberries, blackberries, loganberries, tayberries and currants  
and
    - (b) potatoes having loose skins and which have been harvested prior to maturity

## **5. DESIGNATED CASUAL TRADING AREAS / TRADING BAYS**

- 5.1. Casual Trading shall only be carried out at the locations designated and times specified in the attached Schedule 1 or at areas specified in a Licence issued in respect of a specified event or event under Section 4 (1) (a) (iii) of the Casual Trading Act, 1995.

## **6. CASUAL TRADING LICENCE**

- 6.1. A Person(s) shall not engage in casual trading unless he/she, or the servant or agent of such person as agreed in writing by the Council holds a casual trading licence that is for the time being in force and the casual trading is in accordance with the licence.
- 6.2. A Casual Trading licence shall only be issued by, and at the discretion of, Sligo County Council.
- 6.3. A Casual Trading Licence shall only authorise the person to whom it is issued to engage in Casual Trading, in the Council's functional area, or the servant or agent of such person as agreed in writing by the Council.
- 6.4. Trial Licences permit the holder to trade for 4 consecutive trading days at the designated Casual Trading Area and Bay as specified in the Licence. Such a Licence will be granted to a Casual Trader once within a 12 month period.
- 6.5. A Trial Licence shall only be issued where vacant trading bays exist within a designated Casual Trading Area at the time of application for such a Licence.
- 6.6. Peak Season Licences will start on 1<sup>st</sup> April and expire on the 30<sup>th</sup> September each year, both dates inclusive, and Off Peak Season Licences will start on 1<sup>st</sup> October and end on 31<sup>st</sup> March each year, both dates inclusive.
- 6.7. Period of a Licence
- 6.7.1. A Licence may be issued for a period up to, but not exceeding, 12 months
- 6.7.2. A Trial Licence will be issued for 4 consecutive trading days as per 5.2 of these Bye-Laws
- 6.7.3. A Seasonal Licence shall be issued for a 6 month period as per 5.4 of these Bye-Laws
- 6.8. A Casual Trading Bay/Licence cannot be sub-let or sold.
- 6.9. Applications for a Licence must be accompanied by evidence of a current valid policy of insurance to include public/product liability cover with an Insurer recognised by the Central Bank of Ireland. A person carrying on Casual Trading in the Casual Trading Area shall indemnify The Council against all action, claims or demands whatsoever by any person claiming damages for personal injuries, loss or damage caused by any act, neglect or default of such Casual Trader, his servants, agents or employees in and about the carrying on of such Casual Trading in the Casual Trading Area. Sligo County Council advises that the insurance covers should be in the amount of €6.4m in respect of each and every claim.

6.10. An application for a Licence shall be made in the prescribed form and shall be submitted not less than 30 days before the first day of trading, together with the appropriate fee, as set out in the attached Schedule 2, to Sligo County Council, County Hall, Riverside, Sligo.

6.11. No goods other than those of the nature specified in the Licence shall be sold.

6.12. A Licence fee shall not be refunded in the event of a Licence being revoked.

## **7. EVENT CASUAL TRADING LICENCES**

7.1. An Event Casual Trading Licence may be issued to a person wishing to engage in Casual Trading during an event. Such Licences will prescribe the location for trading and will be subject to the regulations and conditions as specified by the Council. The Council shall determine the extent of Casual Trading at any event or events.

7.2. All applications for a Casual Trading Event Licence must be made not less than 30 days prior to the Event. Applications made outside of these timeframes may not be processed. An Event that requires a Road Closure must be submitted at least 6 weeks prior to the start date of the event

7.3. The Council may approve / refuse an application for an Event Casual Trading Licence during an event within the County of Sligo.

7.4. Fees must be submitted with the Casual Trading Event Licence Application Form. If the market does not proceed or a Casual Trading Event Licence is refused the Council will refund the event Licence fee paid. Persons that breach any condition of trading or have outstanding fees from a previous market event will be refused a Licence in the future.

## **8. CONDITIONS FOR TRADING**

8.1. Stalls must be of the highest quality, properly maintained and presented, and suitably equipped for the particular service which it proposes to provide. No makeshift or aesthetically unsuitable structure/unit will be allowed.

8.2. The Casual Trader shall trade only at locations and within the Trading Bay(s) allotted to him/her on the days and within the times and period specified in a Licence.

8.3. During the days and hours as specified in Schedule 1, no vehicle or objects shall be parked in the Casual Trading Area by the Casual Trader unless said vehicle or objects are for the specific purpose of carrying on Casual Trading and are contained within the Trading Bay allocated. There shall be no overnight parking of trading vehicles.

8.4. No Casual Trader shall occupy the Casual Trading Area for the purpose of the sale of any goods more than half an hour before the opening time specified in Schedule 1 or occupy or allow any goods belonging to him/her to be in the Casual Trading Area more than half an hour after the closing time specified in Schedule 1.

- 8.5. The Casual Trader shall not display goods beyond the boundaries of his/her Stall either on the ground or hanging over the sides of the Stall, or deposit or cause to be deposited any goods or articles outside the Trading Bay.
- 8.6. The allocation of a trading space by a licence shall not confer upon the trader any tenancy or right to occupy or transfer the said space
- 8.7. The Council shall not be responsible for any property belonging to any person deposited or left in any part of the Trading Area. The Council shall not be responsible for any loss, damage or injury caused by the negligence of any Casual Trader, his/her agents, employees or customers.
- 8.8. No Casual Trader shall obstruct or hinder any other person in the proper use of the Trading Area or any article provided by the Council for use therein.
- 8.9. No person shall bring or convey to or from the Casual Trading Area or stand in the Casual Trading Area any goods belonging to him/her in such a manner as to obstruct free passage through the marketplace or any of the immediate approaches thereto for any longer time than is reasonably necessary for the loading and unloading of goods.
- 8.10. A person engaged in Casual Trading shall not obstruct or cause to be obstructed the entrance to any premises in the vicinity of the place where Casual Trading is taking place.
- 8.11. No person shall place or park any vehicle whatsoever in the Casual Trading Area on a market day so as to obstruct or hinder the market and any vehicles so placed shall be removed.
- 8.12. A person engaged in Casual Trading shall not cause or do any act or thing which interferes with the free flow of traffic or which would create a traffic hazard.
- 8.13. Each Casual Trader is responsible for keeping the area around their Stall and any avenue, passage, footway or roadway within the vicinity of the Stall free of litter. The removal of waste generated by each Stall is the responsibility of the Casual Trader.
- 8.14. Every Casual Trader using a Stall/Trading Bay in the Casual Trading Area shall:
  - 8.14.1. cause the Stall/Trading Bay to be properly cleansed immediately before and after the sale of goods for the day and
  - 8.14.2. as often as is necessary and when directed by The Council or its agent during any day on which the Stall is used for the sale of goods cause all waste from his/her Stall to be placed in a suitable or sufficient receptacles to be provided by him/her and must be kept at all times of trading within the allotted Trading Bay and shall be emptied regularly so as to avoid the creation of litter and
  - 8.14.3. cause the Casual Trading Area and a radius of at least 50 metres to be kept free of litter arising from the Casual Trading business as approved by licence and
  - 8.14.4. comply with Waste Management Act 1996, as amended and Sligo County Council Waste Management Bye Laws 2013 and
  - 8.14.5. fully comply with the terms of the Litter Pollution Act 1997, as amended
  - 8.14.6. submit a Waste Management Plan with all applications outlining procedure for 3 receptacle waste segregated system, i.e. general, recyclable and food waste.
  - 8.14.7. use compostable products where possible.

8.15. A Casual Trader in charge of a Stall shall not cause or suffer;

8.15.1. Any fish to be trimmed, gutted or cleaned at or about his/her Stall.

8.15.2. Any fowl, or feathered game to be plucked at or about his/her Stall.

8.16. Food, prepared or unprepared, shall not be made available for sale, displayed, stored or kept in any other manner except in accordance with The Food Hygiene Regulations for the time being in force or any further Regulations that may be made in that regard

## 9. APPLYING FOR A LICENCE

9.1. Trading Bays will be offered on a first come first served basis.

9.2. Where Trading Bays are available in a Trading area an individual applying for a Licence shall furnish to The Council, the information requested in the form prescribed, together with such further information as The Council may request for the purposes of the exercise of its powers and functions under The Act and, if an individual fails to comply with this article, The Council may refuse to grant the individual a Licence.

9.3. Where demand exceeds supply of Trading Bays only **ONE** Trading Bay per Casual Trading Area will be allocated to a Casual Trader.

9.4. The Council shall consider the following criteria when assigning a particular trading bay within the Casual Trading area:

- (a) the proper operation of the casual trading area
- (b) traders that are artisan producers and are proposing to sell goods which have been grown, crafted or manufactured by the applicant
- (c) the clustering of complimentary traders in one area
- (d) the provision of variety of goods to the general public where possible
- (e) the health, safety and wellbeing of the public attending the casual trading area
- (f) the health, safety and wellbeing of all traders in the casual trading area

9.5. The following must be submitted to the Council when applying for a Casual Trading Licence to trade at the areas specified in Schedule 1 of these Bye-Laws and also when applying for an Event Casual Trading Licence to trade an event within the functional area of the Council.

- 1. Fully completed Application Form
- 2. Evidence of Public Liability Insurance
- 3. Tax Clearance Registration Number (TCAN)
- 4. 2 passport photographs of licence holder
- 5. Copy of Certificate of Motor Insurance
- 6. Copy of Certificate of Road Worthiness
- 7. Copy of HSE Food Registration, *where selling food*
- 8. Photographs of stall
- 9. Waste Management Plan
- 10. Appropriate fee – see Schedule 3



## **10. NOISE NUISANCE**

- 10.1 A person engaged in Casual Trading in a designated area shall not be permitted to use a loud speaker or public address system and shall refrain from causing any nuisance or disturbance.

## **11. NECESSARY WORKS**

- 11.1 No trader or any other person shall interfere with or obstruct any officer, servant or agent of Sligo County Council, or any other provider of public utilities engaged in the carrying out of any works of maintenance or improvement in any part of the Designated Areas, even when such work is carried out during trading hours. Sligo County Council reserves the right to prohibit casual trading on any trading day, or part thereof, in the event that exceptional circumstances arise which necessitate such prohibition. The Council will notify any affected licence holders in advance of any such prohibition taking effect.

## **12. AUTHORISED OFFICER**

- 12.1. The Council may appoint an Authorised Officer or Officers for the purposes of managing and controlling the Casual Trading Area.
- 12.2. Casual Trader shall comply with the lawful requests and directions by an Authorised Officer or by a member of the Garda Siochana.
- 12.3. An Authorised Officer appointed by The Council may:-
- 12.3.1. enter, inspect and examine any place where he/she has reasonable cause to believe that Casual Trading is being engaged.
  - 12.3.2. require any person whom he/she has reasonable cause to believe to be engaging in Casual Trading:-
    - (i) to produce, if it is not being displayed, a Casual Trading Licence authorising such trading and to permit the officer or member of the Garda Siochana to examine the Licence, and
    - (ii) if he/she fails, neglects or refuses to produce such a licence or in a case in which it is not being displayed, to furnish to the officer his name and address and, if he/she is the servant or agent of another person, the name and address of the other person.
  - 12.3.3. make such examination and inquiry as may be necessary to ascertain whether the provisions of The Act or of these Bye-Laws are being complied with,
  - 12.3.4 require any person whom he/she has reasonable cause to believe to be engaging in Casual Trading in contravention of The Act to give such information as is in his/her power to give as to the ownership of any goods being sold in the course of such trading.

- 12.4. A person shall not obstruct or interfere with, or give false information to the Authorised Officer or member of the Garda Siochana in the performance of functions under these Bye-Laws.

### **13. SERVICE OF NOTICES**

- 13.1 Where a notice in relation to any provision of these Bye-Laws is required to be served on or given to a person, it shall be addressed to him or her and shall be served on or given to him or her in one of the following ways:-

- 13.1.1. where it is addressed to him or her by name, by delivering it to him or her;
- 13.1.2. by leaving it at the address at which he or she ordinarily resides or, to the address most recently received by The Council from the Casual Trader for correspondence purposes or, in a case in which an address for service has been furnished, at that address;
- 13.1.3. by sending it by post in a prepaid registered letter addressed to him or her at the address at which he or she ordinarily resides or, to the address most recently received by The Council from the Casual Trader for correspondence purposes or, in a case in which an address for service has been furnished, at that address;
- 13.1.4. where the address at which he or she ordinarily resides cannot be ascertained by reasonable inquiry and the notice or copy is so required or authorized to be given or served in respect of any Allotted Pitch by delivering it to some person over the ages of 16 years employed, or otherwise engaged in connection with the carrying out of the Casual Trading to which the notice related, on the Allotted Pitch or by affixing it in a conspicuous place on or near the allotted pitch;

- 13.2 For the purposes of this section, a company registered under the Companies Acts, 1963 to 2006, shall be deemed to be ordinarily resident at its registered office, and every other body corporate and every unincorporated body shall be deemed to be ordinarily resident at its principal office or place of business.

### **14. OFFENCES**

- 14.1 A person who contravenes any provision of these Bye-laws shall be guilty of an offence. A person guilty of an offence shall be liable on summary conviction to fines as outlined in Section 14 of the Act, or by an amendment thereto.

Any person who contravenes a provision of these Bye-Laws or of any licence or condition or conditions of any licence granted under these bye-laws shall be liable to an on-the-spot fine of €75 for a breach of these bye-laws and the said fixed payment must be paid within 21 days of the date of service of such Fixed Payment Notice for such person to avoid a prosecution.

The fixed penalty notice shall state:

The date of the offence

The nature of the offence

The name and address of the person believed to have committed the offence.

The notice shall be served by ordinary pre-paid post or be delivered by hand.

## 15. REPEAL OF BYE-LAWS

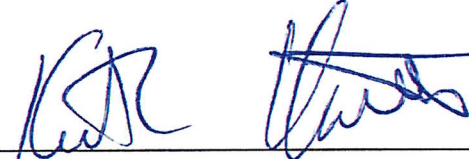
15.1 From and after the date of confirmation of the Bye Laws, the Sligo County Council Casual Trading Act 1995 Bye Laws 2008 and the Sligo Borough Council Casual Trading Bye-Laws 2015 shall be repealed.


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Sligo County Council Casual Trading Bye-Laws 2018 shall come into operation on the 11<sup>th</sup> July, 2018.

**MADE AND ADOPTED UNDER THE COMMON SEAL OF SLIGO COUNTY COUNCIL**

This 11<sup>th</sup> day of June 2018

  
\_\_\_\_\_  
Dep. Cathaoirleach

  
\_\_\_\_\_  
Chief Executive

  
\_\_\_\_\_  
Director of Services

**SCHEDULE 1**

**DESIGNATED CASUAL TRADING AREAS, DAYS & TIMES**

<b><u>Sligo City Locations:</u></b>		<b><u>Sligo County Locations:</u></b>	
<i>Non Seasonal</i>		<i>Non Seasonal</i>	<i>Seasonal</i>
A. Market Place		D. Tubbercurry	F. Enniscrone
B. Doorly Park*		E. Ballymote	G. Rosses Point
C. Cleveragh Park*			

**MARKET PLACE**

**Location:** Trading Bays at Market Place outlined in Red and numbered 3, 3A, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18 as shown on Map **SCC/CT/2018/01**.

**Days/Times:** Fridays and Saturdays, 8.00 am - 7.00 pm

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**DOORLY PARK**

**Location:** Trading Bay at Doorly Park outlined in Red and numbered 1 as shown on Map **SCC/CT/2018/02**.

**Days/Times:** Fridays, Saturdays and Sundays, 8.00 am - 7.00 pm  
\* *Height Restrictions apply at this location – 2.1 metres*  
\*\* *Park trading restricted to non alcoholic drinks/ice-cream/health food vendors only. (No fast food trading will be authorised)*

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**CLEVERAGH PARK**

**Location:** Trading Bays at Cleveragh Park outlined in Red and numbered 1 and 2 as shown on Map **SCC/CT/2018/03**.

**Days/Times:** Fridays, Saturdays and Sundays, 8.00 am - 7.00 pm  
\* *Height Restrictions apply at this location – 2.1 metres*  
\*\* *Park trading restricted to non alcoholic drinks/ice-cream/health food vendors only. (No fast food trading will be authorised)*

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**BALLYMOTE**

**Location:** Ballymote at Lord Edward Street (3 No. Bays) and Emmett Street (2 No. Bays). Outlined in red and Numbered 1 – 5 as shown on **SCC/CT/2018/04**.

**Days/Times:** Thursdays, 8.00 am – 7.00 pm and Saturdays, 8.00 am – 1.00 pm

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## SCHEDULE 1

### DESIGNATED CASUAL TRADING AREAS, DAYS & TIMES

#### TUBBERCURRY

**Location:** Wolfe Tone Sq, Tubbercurry on R294 side. Outlined in Red and numbered 1 – 6 as shown on **Map SCC/CT/2018/05**.

**Days/Times:** Thursdays and Fridays, 8.00 am – 7.00 pm,

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#### ENNISCRONE

**Location:** Area on beach marked 3 as shown on **Map SCC/CT/2018/06**. - At a distance of 250m from the stream west along the second beach, and the area between the dunes and the High Water Mark.

**Licence Period:**

*Peak Season:* 1<sup>st</sup> April – 30<sup>th</sup> September each year, both days inclusive.

*Off Peak Season:* 1<sup>st</sup> October – 31<sup>st</sup> March each year, both days inclusive.

**Days/Times:** Monday – Sunday, 8.00 am – 10.00 pm during peak season  
Monday – Sunday, 8.00 am – 6.00 pm during off peak season

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#### ROSSES POINT

**Location:** Rosses Point - Car Park Area at Beach. Outlined in Red and numbered 1 – 5 as shown on **Map SCC/CT/2018/07**.

**Licence Period:**

*Peak Season:* 1<sup>st</sup> April – 30<sup>th</sup> September each year, both days inclusive.

*Off Peak Season:* 1<sup>st</sup> October – 31<sup>st</sup> March each year, both days inclusive.

**Days/Times:** Monday – Sunday, 8.00 am – 10.00 pm during peak season  
Monday – Sunday, 8.00 am – 6.00 pm during off peak season

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## SCHEDULE 2

### SCHEDULE 2 - LICENCE FEES

#### Market Place

1 & 2 car parking space (s) – to be allocated by Council upon approval of application

3 car parking spaces – Trading Bay No's: 3A, 7, 8

4 car parking spaces – Trading Bay No's : 3, 4, 5, 6, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18

Bay Size	Market Place Fees	
	6 month Licence	12 month Licence
1 car parking space	€80	€150
2 car parking spaces	€160	€300
3 car parking spaces	€235	€450
4 car parking spaces	€315	€600

#### Doorly Park, Cleveragh Park, Tubbercurry, Ballymote

6 month Licence	12 month Licence
€285	€545

#### Enniscrone, Rosses Point

Off Peak Season 1 <sup>st</sup> October – 31 <sup>st</sup> March	Peak Season 1 <sup>st</sup> April – 30 <sup>th</sup> September
€270	€450

#### Market Place, Doorly Park, Cleveragh Park, Tubbercurry, Ballymote,

Trial Licence	€40
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#### Casual Trading during Events

##### Casual Trading Licence to trade during an Event in Sligo County and City

An application for a Casual Trading Licence for an individual to carry on Casual Trading at an event or events mentioned at Section 6 shall pay a fee of **€50 per day per trading stall**.  
(There are no reduced fees if trading for half a day or part of a day)

**SCHEDULE 3 – FIXED PAYMENT NOTICE**

**FIXED PAYMENT NOTICE FOR THE PURPOSES OF  
SECTION 6 OF THE CASUAL TRADING ACT, 1995.**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

It is alleged that you have contravened the provisions of a Bye-Law made under Section 6 of the Casual Trading Act, 1995 entitled Sligo County Council Casual Trading Bye-Laws 2018.

Details of alleged contravention:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

On \_\_\_\_\_ within the administrative area of Sligo County Council.

During the period of 21 days beginning on the date of this notice, you must pay the sum of €75, accompanied by this notice, to Sligo County Council. If you are making such a payment you must ensure that your payment is accompanied by a copy of this notice.

A prosecution in respect of the alleged contravention will not be instituted during said period and if the sum of €75 is paid during that period, no prosecution will be initiated at any time.

Signed: \_\_\_\_\_  
**Authorised Person**

Date: \_\_\_\_\_

**You are entitled to disregard this notice and defend a prosecution**

**SCHEDULE 4 – ASSOCIATED DOCUMENTATION**

**APPLICATION FORMS**

CT A – APPLICATION FORM FOR A CASUAL TRADING LICENCE

CT B – APPLICATION FORM FOR AN EVENT CASUAL TRADING LICENCE



**MAPS OF DESIGNATED CASUAL TRADING AREAS AND BAYS**

**Drawing No.**

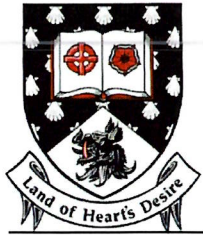
**Sliigo City Locations:**

- |                   |                |
|-------------------|----------------|
| A. Market Place   | SCC/CT/2018/01 |
| B. Doorly Park    | SCC/CT/2018/02 |
| C. Cleveragh Park | SCC/CT/2018/03 |

**Sliigo County Locations:**

- |                 |                |
|-----------------|----------------|
| D. Ballymote    | SCC/CT/2018/04 |
| E. Tubbercurry  | SCC/CT/2018/05 |
| F. Enniscrone   | SCC/CT/2018/06 |
| G. Rosses Point | SCC/CT/2018/07 |





# SLIGO COUNTY COUNCIL

## APPLICATION FORM FOR A CASUAL TRADING LICENCE

Casual Trading Act 1995

Sligo County Council Casual Trading Bye-Laws 2018

Location for which licence is sought (please tick one):

Market Yard Sligo

Ballymote

Doorly Park Sligo

Enniscrone

Cleveragh Park Sligo

Rosses Point

Tubbercurry

One licence application per location to be submitted.

1. Name of Applicant: \_\_\_\_\_

2. Full Postal Address: \_\_\_\_\_

3. Eircode: \_\_\_\_\_

4. Contact No/s: \_\_\_\_\_

5. Email: \_\_\_\_\_

6. PPS No. (if an individual): \_\_\_\_\_ Tax Ref. No. (if a Company): \_\_\_\_\_

7. If a Ltd. Company, the Company Registration No. as supplied by the Companies Registration office: \_\_\_\_\_

8. Type of licence you wish to apply for: \_\_\_\_\_  
(6 month, 12 month, Off-peak, Peak, Trial)

9. Size of stall/van/foodcart: \_\_\_\_\_

10. Description of goods to be sold: \_\_\_\_\_

11. Preferred Trading Day/s: \_\_\_\_\_  
(some locations have specified trading days – see reverse for details )

12. Generator Use: Yes \_\_\_\_\_ No \_\_\_\_\_ Type: Diesel \_\_\_\_\_ Gas \_\_\_\_\_ Petrol \_\_\_\_\_

13. If you were a holder of a previous Casual Trading Licence please quote the following:

Licence Number: \_\_\_\_\_ Expiry Date \_\_\_\_\_

### CARD PAYMENT OPTION

Card Type: Master Card  Visa Credit  Visa Debit

Card No:

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CCV:

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Card Expiry:

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Card Holder's Name:

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Card Holder's Address:


Please charge my card by the following amount: € \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

## DECLARATION – PLEASE SIGN & DATE

**TO SLIGO COUNTY COUNCIL:**

**I Declare: (a)** 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. **(b)** that the foregoing particulars are correct.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Completed 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 processed & approved. One licence for each location – If trading in more than one area, payment is required for each location.**

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### Schedule of Fees

<b>Market Place: Trading Hours Fri/Sat 8 – 7pm</b>	<b>6 month licence</b>	<b>12 month licence</b>
1 car parking space	€80	€150
2 car parking spaces	€160	€300
3 car parking spaces	€235	€450
4 car parking spaces	€315	€600

*1 & 2 car parking space (s) – to be allocated by Council upon approval of application*

*3 car parking spaces – Trading Bay No's: 3A, 7, 8*

*4 car parking spaces – Trading Bay No's : 3, 4, 5, 6, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18*

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<b>Doorly Park (Trading hours Fri/Sat/Sun 8-7pm)</b>	<b>6 month licence</b>	<b>12 month licence</b>
<b>Cleveragh Park (Trading hours Fri/Sat/Sun 8-7pm)</b>	€285	€545
<b>Tubbercurry (Trading hours Thurs/Fri 8-7pm)</b>		
<b>Ballymote (Trading hours Thurs 8-7pm/Sat 8-1pm)</b>		

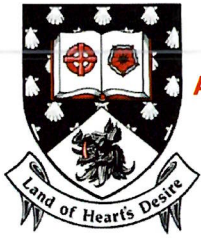
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<b>Enniscrone, Rosses Point:</b>	<b>Off-Peak 1 Oct-31 Mar</b>	<b>Peak 1 April- 30 Sept</b>
<b>Trading Hours</b>	<b>Mon-Sun 8am-6pm</b>	<b>Mon-Sun 8am-10pm</b>
	€270	€450

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<b>Where Vacant Bays Exist</b>	<b>Trial Licence</b>
	€40

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## 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: \_\_\_\_\_

**CARD PAYMENT OPTION**

Card Type:      Master Card         Visa Credit         Visa Debit         |

Card No:                                                

Card Holder's Name:

Card Holder's Address:

Please charge my card by the following amount: € \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

**DECLARATION – PLEASE SIGN & DATE**

**TO SLIGO COUNTY COUNCIL:**

I Declare: **(a)** 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. **(b)** that the foregoing particulars are correct

Signature: \_\_\_\_\_      Date: \_\_\_\_\_

NOTE: **Please see over leaf for full requirements and information that must be submitted with application.**

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

## 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.

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## 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.

