



SLIGO COUNTY COUNCIL

APPLICATION FORM FOR A CASUAL TRADING LICENCE TO HOLD A MARKET OR TRADE 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. Contact No. (s) _____

4. Email: _____

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

(b) Access No: _____

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

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

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

If an individual trader -

9. Description of goods to be sold: _____

If a Market Operator/Event Organiser -

10. Provisional Number of Stalls proposed at Market (If more than one market location please specify number at each location):

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

TO SLIGO COUNTY COUNCIL:

I Declare: (a) That I have not been convicted of two of 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 and I enclose a cheque/bank draft/postal order/money order/cash for €_____ being the fee fixed in the Sligo County Council Casual Trading Bye-Laws 2018 under the Casual Trading Act 1995.

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

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 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 a Casual Trading Licence in the future.

The following must be submitted with application -

INDIVIDUAL CASUAL TRADING LICENCE:

1. **Completed Application form.**
2. **2 Passport photographs**
3. **Proof of Identity** - Passport/Drivers Licence.
4. Evidence of **Public Liability Insurance** covering Market/Street trading
5. In the case of licences to sell food, a copy of **HSE registration** and a photograph of the unit will also be required.
6. Valid Tax Clearance Certificate.
7. Appropriate Fee.

MARKET OPERATOR / EVENT ORGANISER:

1. **Completed Application form**
2. **2 Passport photographs** of the Market Operator/ Event Organiser
3. **Proof of Identity** - Passport/Drivers Licence
4. **Master Public Liability Insurance covering the Market Organiser/Operator for engaging in Market/Street trading** and state the number of stalls policy covers.
The Public Liability Insurance should have a minimum level of cover of €6.35 million and must have wording included on policy indemnifying Sligo County Council against claims for the dates of trading during the event.
5. **Provisional List of Traders** to include products they will be selling at proposed Market, total number of stalls and dimensions for same.
6. **Copy of Location map** marking area proposed for each stall.
(Please contact Sligo County Council, Roads Dept if you require copy of same)
7. **Current Valid Public Liability Insurance for each trader** that intends engaging in Casual Trading as part of the Market. Each Traders Public Liability Insurance Policy must state that it covers market/street trading and that Sligo County Council is indemnified on the policy.
8. In the case of licences to sell food, a **copy of HSE registration for each Trader** and a photograph of the unit will also be required.

9. **Risk Assessment/Event Management Plan** to include site specific risk assessment and Health & Safety Statement.
10. **Traffic Management Plan**. (This Requirement will depend on Location of Market)
11. **Valid Tax Clearance Certificate**
12. **Appropriate Fee**
13. **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.
14. 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** in event 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. 071 914 5132
- **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 Casual Trading Event Licence Requirements.