

# Dún Laoghaire-Rathdown County Council

## Application Form for a Casual Trading Licence

Please read the notes overleaf before completing this form

PLEASE COMPLETE IN BLOCK CAPITALS

1. Applicant's name: \_\_\_\_\_
2. Trading as: \_\_\_\_\_
3. \*Full postal address: \_\_\_\_\_
4. \*Telephone/Mobile No: \_\_\_\_\_
5. \*Email Address: \_\_\_\_\_
6. Occupation \_\_\_\_\_
5. (a). RSI No. (in the case of an individual): \_\_\_\_\_  
(b). Tax Reference No. (in the case of a company): \_\_\_\_\_
6. If application is in the name of a limited company, the Company Registration Number, as supplied by the Companies Registration Office: \_\_\_\_\_
7. Date you wish to start engaging in casual trading: \_\_\_\_\_
8. Is this request for:
  - Day
  - Special Event
  - Annual Licence
  - Other
9. What will be sold (full description of goods): \_\_\_\_\_  
\_\_\_\_\_
10. Where do you want to sell/You must specify location of your stall (**a sketch map AND Google map of location must be provided**): \_\_\_\_\_
11. What is the size, width & length of your vehicle/stall:  
Size:  Width:  Length:
12. If you held a previous casual trading licence please quote:  
Licence No. \_\_\_\_\_ Expiry Date \_\_\_\_\_

**To Dún Laoghaire Rathdown County Council: -**

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 the foregoing particulars are correct and I undertake to pay the appropriate fee under Bye-Laws made by the Local Authority under section 6 of the Casual Trading Act, 1995.

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

**NB. The acceptance of an application by Dún Laoghaire Rathdown County Council cannot guarantee the granting of a licence and can/may be refused. Applicants are required to produce public liability indemnity insurance and have Dún Laoghaire Rathdown indemnified**

**This note is not part of the Instrument and does not purport to be a legal interpretation: -**

The purpose of these Regulations is to prescribe the form of application for a casual trading licence in accordance with Section 4 of the Casual Trading Act, 1995.

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 and Section 4(2A) of the Casual Trading Act, 1995 (inserted by section 141 of the Finance Act, 1996 (No. 9 of 1966) 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. In such circumstances personal data kept in the Register is subject to the requirements of the Data Protection Act, 1988 (No. 25 of 1988) including individual's right of access to and verification of data, where appropriate.

**Check list make sure you have included the following with this Application Form:**

- **Appropriate Fee**   
**Application Fee (non-refundable) €63**  
**Annual Licence €380**  
**Special Event €32 per day**  
**All Other €63 per month**
- **Map of Proposed Trading Location**
- **Public Liability Insurance with Dún Laoghaire Rathdown County Council indemnified**
- **Tax Clearance Certificate**