



# Comhairle Chontae Dhún na nGall/ Donegal County Council

## APPLICATION FORM FOR A CASUAL TRADING LICENCE Casual Trading Act, 1995

*Please read the notes over leaf before completing this form  
Please complete in Block Capitals*

|    |   |                 |  |                |  |
|----|---|-----------------|--|----------------|--|
| 1  | Name of Applicant   |                 |  |                |  |
| 2  | Full Postal Address   |                 |  |                |  |
|    | Eircode   |                 |  |                |  |
| 3. | Telephone Number  |                 |  |                |  |
| 4. | Occupation  |                 |  |                |  |
| 5. | (a) PPS No. (in the individual)   |                 |  |                |  |
|    | (b) Tax Reference No. (in the case of a company) <b>Tax clearance certificate must accompany the application</b>          |                 |  |                |  |
| 6. | Limited Company,- Registration Number,  |                 |  |                |  |
|    | Name(s) and address(es) of directors  |                 |  |                |  |
|    |   |                 |  |                |  |
|    |   |                 |  |                |  |
| 7. | First date on which it is intended to engage in casual trading  |                 |  |                |  |
| 8. | Is the application for  | General licence |  | Events licence |  |
|    |   |                 |  |                |  |
| 9. | <b>If the application is for a licence to trade at an event(s) specify:</b>   |                 |  |                |  |
|    | Name of event:  |                 |  |                |  |
|    | Address of where event takes place:   |                 |  |                |  |
|    | Dates for which licence is sought:  | From            |  | To             |  |
| 10 | <b>If the application is for a General licence:-</b>  |                 |  |                |  |
|    | Specify Designated area in which trading is to take place   |                 |  |                |  |
|    | In the event that the requested area has been filled, please specify if you wish to be considered for an alternative area |                 |  |                |  |

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|     |  |  |
|-----|--|--|
|     | Specify No of Plots required   |  |
|     | Specify days trading will take place   |  |
| 11. | Description of the goods to be sold:   |  |
| 12  | What height is your stall/ vehicle <i>(Please note that the maximum height permissible under the Bye laws is 2m)</i>             |  |
| 13  | <b>Do you propose to engage an assistant who will act as an agent for Casual Trading purposes: If so please supply details:-</b> |  |
|     | Name   |  |
|     | Address  |  |
|     | PPS No   |  |
| 14  | <b>If you were a holder of a previous Casual Trading Licence please quote the following:</b>                                     |  |
|     | Licence Number:  |  |
|     | Expiry Date:   |  |

**I DECLARE/ CONFIRM:-**

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 foregoing particulars are correct and I enclose a cheque/bank-draft/postal order/money order/cash for €\_\_\_\_\_ being the fee fixed under bye-laws by Donegal County Council under Section 6 of the Casual Trading Act, 1995.
3. That I will not sub let any of the plots which are allocated to me

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

**Please submit the following documents:-**

- **One Passport Photograph per plot required**
- **Public liability insurance**
- **Tax Clearance Certificate (This is compulsory)**

**Completed form to be returned to County House, Lifford, Co. Donegal**

| FOR OFFICIAL USE ONLY    |      |              |  |
|--------------------------|------|--------------|--|
| Date Received            |      | Amt Paid     |  |
| Licence Type             |      | Receipt. No. |  |
| Licence to commence from | From | To           |  |
|                          |      |              |  |

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|          |  |
|----------|--|
| Location |  |
|----------|--|

### NOTES

1. An application for a Casual Trading Licence to engage in casual trading in County Donegal shall be made on the attached form and sent to Donegal County Council, County House, Lifford, Co. Donegal
2. An application for a Casual Trading Licence shall be made **not less than 30 days** before the first day on which it is intended to engage in the casual trading area to which the application relates.
3. Where an application is made to renew a licence the subsequent licence will run from the day following the expiration of the old licence
4. It is an offence to give false information to a local authority in relation to an application for the grant of a Casual Trading Licence
5. The fees for licences are as follows:-

| <b>County Council Area Fee per year</b>     |   |                   |
|---|---|-------------------|
| (a)   | Where the licence is sought for one trading space on one specified day per week   | €250.00           |
| (b)   | For that trading space (at (a) above) for each additional day per week for which the licence is granted   | €125.00           |
| (c)   | For each additional licence sought by the same applicant for another trading space in the same casual trading area for one day per week         | €125.00           |
| (d)   | In respect of the licence for the space specified at paragraph (c) for each additional day per week for which the licence is sought and granted | €125.00           |
|   | Events Licence per day  | €32.00            |
| <b>Letterkenny Former Town Council Area</b> |   |                   |
|   | <b>Daytime</b>  | <b>Night time</b> |
| Per Year                                    | €1000.00  | €3000.00          |
| Seasonal - per 3 months                     | €300.00   | €800.00           |
| Events Licence per day                      | €150.00   |                   |
| <b>Buncrana Former Town Council Area</b>    |   |                   |
| Per Year                                    | €1500.00  |                   |
| Events Licence per day                      | €150.00   |                   |
| <b>Bundoran Former Town Council Area</b>    |   |                   |
| Per Year                                    | €1280.00  |                   |

5. The Council may refuse to grant a Casual Trading Licence to a person if:-
  - (a) The person fails to furnish a completed application form for a casual trading licence.

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- (b) The person fails to pay the appropriate fee with the said application form.
6. The Council may refuse to grant a casual trading licence to a person who has been convicted of an offence in relation to the importation, possession or sale of goods committed while he was the holder of a casual trading licence or an offence under the Casual Trading Act, 1995, (other than an offence under Section 5 thereof) during the period of 3 years before the date of application for the licence.
  7. The Council shall not grant a Casual Trading Licence to a person who was convicted of two or more offences (each offence being either an offence in relation to the importation, possession or sale of goods) committed while the person was the holder of a Casual Trading Licence or an offence under the Casual Trading Act, 1995, (other than an offence under Section 5 thereof) if two, at least, of the convictions occurred less than 3 years before the first day on which the person proposes to engage in casual trading to which the application for the licence relates.
  8. The Council shall not grant a Casual Trading Licence unless the application for the licence contains the applicants tax reference number.
  10. A Casual Trading Licence, if not previously revoked, shall continue in force for such period not exceeding 12 months as may be specified in the licence
  11. Upon the grant of a Casual Trading Licence the Local Authority shall furnish details of the licence to the Minister for Social Welfare and to the Revenue Commissioners.

N.B. IT SHOULD BE NOTED THAT IT MAY NOT BE POSSIBLE TO FACILITATE TRADERS AT LOCATIONS WITHIN DESIGNATED TRADING AREAS DUE TO PLOTS ALREADY ASSIGNED

An application for an events trading Licence will not be granted if it has not been applied for, 30 days before the first trading day