



Casual Trading Licence Application Form

Casual Trading Act, 1995

An application for an event's trading Licence will not be granted if it has not been applied for 30 days before the first trading day.

Fully completed application form & supporting documentation to be returned to the Planning Authority by email only to planning@donegalcoco.ie
Incomplete applications will not be processed and will be returned.

It should be noted that it may not be possible to facilitate traders at locations within designated trading areas due to plots already assigned.

Name of Applicant:	
Full Postal Address:	
Eircode:	
Email Address:	
Contact Number:	
Applicant's PPS Number:	
Tax Reference Number: <i>(in the case of a company):</i>	

First date on which it is intended to engage in casual trading:				
Is the application for a General or Events Licence?	General Licence		Events Licence	
New Licence or Renewal: <i>Where an application is made to renew a licence, the subsequent licence will run from the day following the expiration of the old licence.</i>	New		Renewal	



If the application is for a licence to trade at an <u>Event(s)</u> please specify:		
Name of Event:		
Address of where event takes place:		
Dates for which event licence is sought:	From	To
If the application is for a <u>General Licence</u>, please specify.		
Designated area in which trading is to take place:		
In the event that the requested trading area has been already assigned, please specify if you wish to be considered for an alternative plot:	Yes	No
Number of Plots required:		
Specify the days, trading will take place:		
Description of the goods to be sold:		
What height is your stall/vehicle: <i>(Please note that the maximum height permissible under the Bye Laws is 2 meters)</i>		
If you were a holder of a previous Casual Trading Licence, please quote the following:		
Licence Number:		
Expiry Date:		



Do you propose to engage an assistant who will act as an agent for Casual Trading purposes: If so, please supply details:	
Name:	
Address:	
PPS No:	

Receipt Number for Fee Paid:	
Amount Paid:	
<i>See section below for fee details</i>	

I DECLARE/ CONFIRM:	
<ol style="list-style-type: none">1. I have not been convicted of an offence under the Casual Trading Act, 1995, within three years prior to the date on which I intend to commence casual trading.2. The foregoing particulars and supporting documentation are correct as it is an offence to give false information to a local authority in relation to an application for a Casual Trading Licence.3. The fee has been paid in full. Payment can be made by card in advance by ringing the cash office on 074 91 53900. (Fee fixed under byelaws by Donegal County Council under Section 6 of the Casual Trading Act, 1995).4. I will not sublet any of the plots which are allocated to me.	
Signature of Applicant:	
Date:	

Documents to accompany the full completed application form.

- **Required:** One Passport Sized Photograph per plot required.
- **Required:** A copy of a valid passport / driving licence
- **Required:** Appropriate Fee.
- **Required:** Public liability insurance to a minimum value of €6.5 million, Donegal County Council must be indemnified on the insurance policy (*further details below*).
- **Required:** Tax Clearance Certificate.
- **Required:** PPSN or Tax Reference Number.
- **Required:** If you are employing an agent to work on your stall you need to submit a copy of their valid passport / driving licence, their tax clearance certificate and an up-to-date photo of the agent for the licence.



Advice to Applicant

1. Completed form and accompanying documentation to be submitted to the Planning Authority by email only via planning@donegalcoco.ie Incomplete forms will not be processed and will be returned.
2. 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/she was the holder of a casual trading licence and/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.
3. A Casual Trading Licence, if not previously revoked, shall continue in force for such period not exceeding 12 months or as may be specified in the licence.
4. Upon the grant of a Casual Trading Licence the Local Authority shall furnish details of the licence to the **Dept. of Social Protection and to the Revenue Commissioners.**
5. **Insurance Details:**
 - (a) A Casual Trading Licence **will not** be granted if the applicant cannot provide details of their Public Liability Insurance showing a minimum limit of €6.5 million and that Donegal County Council is indemnified on the Public Liability Insurance Policy.
 - (b) Insurances are to be on an insurer's headed paper.
 - (c) Insurances are to be in date and cover the full period for which the licence is being sought.
 - (d) The business description noted in the policy schedule shall reflect the activities of the applicant.

Fee Details

County Council Area - Fee per year		
(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 sought	€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
Letterkenny Former Town Council Area		
Period		Nighttime
Per Year		€3,000.00
Seasonal - per 3 months		€800.00
Events Licence per day		€150.00
Buncrana Former Town Council Area		
Per Year		€1,500.00
Events Licence per day		€150.00
Bundoran Former Town Council Area		
Per Year		€1,280.00