



Comhairle Contae an Chláir
Clare County Council

Telephone 065 – 6821616

APPLICATION FORM FOR CASUAL TRADING LICENCE
Casual Trading Act, 1995

PLEASE READ THE NOTES OVERLEAF BEFORE COMPLETING THIS FORM
PLEASE COMPLETE IN BLOCK CAPITALS

- (1) Name of applicant: _____
- (2) Full Postal Address: _____
- (3) (a) Telephone Number: _____ (b) Email: _____
- (4) (a) PPS No. (in the case of an individual): **or** Tax Reference No. (in the case of a company) _____
(b) Tax Clearance Access No: _____
- (5) If the application is in the name of limited company, the Company Registration Number, as supplied by the Companies Registration Office: _____
- (6) (a) Casual Trading Application or Event Trading Application
(b) Location (Town) _____
(c) No. of Trading Bays/Car park Spaces required : _____
(d) Please specify required day (s) of the week : _____
- (7) Description of goods to be sold (Bric a Brac is not sufficient): _____
If serving food, please submit a copy of your HSE Registration certificate **Yes/No**
- (8) Please submit your Public Liability Insurance for trading in public places specifically indemnifying Clare County Council to a minimum of €6.5m **Yes/No**
- (9) If you are an existing Casual Trader please state location and no. of trading bay: _____
- (10) **Please enclose a photograph & dimensions of your stall.**

DECLARATION BY APPLICANT

- I have read the Casual Trading Bye-Laws under the Casual Trading Act, 1995 and I will fully abide by the law and the bye-laws.
- I have not been convicted of two or more offences under the Casual Trading Act 1995, within 3 years prior to the date on which I intend to commence casual trading.
- The information given by me above is correct and I am aware of the Annual Licence Application Fee and:
 - Enclose herewith cheque/bank draft/postal order/money order/cash in the amount of €_____, being the required Annual Licence Fee.
 - or**
 - Enclose herewith completed standing order form agreeing to pay by monthly instalments I also enclose €_____ i.e. one months payment in advance.

DATA PROTECTION

Please tick that you have read and accepted Clare County Council's Privacy Statement (attached herewith) in relation to the sharing of data under the Data Protection Act and agree to same.

Yes

Signature: _____

Date: _____

Notes to Applicants and Checklist before submitting your application.

Before submitting your Casual Trading Licence Application, please refer to the following checklist to ensure you have a fully completed and valid application. Please also refer to the Privacy Statement attached.

A. Public Liability Insurance

All applications for a Casual Trading Licence must be accompanied by evidence of public liability insurance cover, specifically indemnifying Clare County Council. Minimum limit of indemnity is €6.5 m.

B. TWO PASSPORTS SIZE PHOTOGRAPHS

N.B Where an agent is to act on behalf of the applicant please arrange to submit

1: A letter to the local authority seeking permission and

2: Two passport size photographs of the proposed agent.

C. Dimensions and photograph of your stall.

D. Tax Clearance Certificate

A current Tax Clearance Certificate must be held by interested applicants.

This Certificate can be obtained from the Office of the Revenue Commissioners.

E. PPS NO./TAX REFERENCE NO.

PPS Number (individual) or Tax Reference Number (company) must be provided on your application form. Your access code from Revenue must be included for us to confirm tax clearance.

F. Trading Licences For Food

Applicants for a Casual Trading Licence relating to the sale of food must hold a certificate from the Health Service Executive under the Food Hygiene Regulations and a copy of same must accompany the application.

G. Submitting Application

All Casual Trading Licence application forms must be fully completed and accompanied with public liability insurance, tax clearance cert and the relevant fee. All forms should be addressed to:

Economic Development

Clare County Council, New Road, Ennis, Co. Clare.

Email: casualtrading@clarecoco.ie

Phone:(065)6821616

Grant/Refusal

The Council reserves the right to grant or refuse a Casual Trading Licence. Only goods listed on the licence and approved by Clare County Council shall be sold from the stall of a casual trading licence holder.

DIMENSIONS OF STALLS, TRADING BAYS & FEES

COUNTY AREA:

- **€400 for a 2 car-space Bay, €600 for a 3 car-spaced Bay & €800 for a 4 car-space Bay (Max Size) represents the annual Casual Trading fee.**
- **€50 per day is the fee for an Event Casual Trading licence.**
- *Cheques are not regarded as payment until they have been cleared and if applicants wish to have licenses issued without delay, fees should be paid in cash. Do not send cash through the post.*
- *Fees shall be non-refundable in the event of a revocation of a licence.*
- *The licence fee will not be refunded in any circumstance.*

ENNIS TOWN:

- *The maximum height permitted per stall is 2.4m.*
- *The following fees are payable to Clare County Council in respect of an application for a Casual Trading Licence on an annual basis:*
 - *Bay Type A – Dimensions 4.8m x 4.8m - **€660** for one trading bay per year for one day a week*
 - *Bay Type B - Dimensions 9.6m x 2.4m - **€660** for one trading bay per year for one day a week*
 - *Bay Type C - Dimensions 4.8m x 2.4m - **€396** for one trading bay per year for one day a week*
- *The fee for an Event Licence is **€50** per bay per day*
- *The fee for a Casual Trading Licence for a special event is **€50** per stall per day. Fees will not be refunded in any circumstances.*

KILRUSH TOWN: (Horse Fairs & Christmas Trees only)

- *€50 for a 2 car-space Bay for one Fair, €200 for a 2 car-spaced Bay for 4 Fairs*
- *€75 for a 3 car-space Bay for One Fair, €300 for a 3 car-spaced Bay for 4 Fairs*
- *Four spaces together are €100 for One Fair and €400 for the year.*
- *One Car Space Measurement. Bay Type A – Dimensions 4.8m x 4.8m*

Payment Options:

- *Payment in advance by cash/cheque/bank draft/postal order/money order made **payable to Clare County Council***
- *Standing Order for annual licences only – monthly instalments, in which case a month's payment in advance is required.*

PRIVACY STATEMENT

Please refer to Clare Co. Council's Privacy Statement which can be accessed through the following link: [https://www.clarecoco.ie/\[info\]/privacy-statement/](https://www.clarecoco.ie/[info]/privacy-statement/)

1. The identity and the contact details of the Data Controller
 - Clare County Council, Áras Contae an Chláir, New Road, Ennis, Co. Clare. Tel: 065 6821616,
 - Email: info@clarecoco.ie, Website: www.clarecoco.ie
 - [https://www.clarecoco.ie/\[info\]/privacy-statement/](https://www.clarecoco.ie/[info]/privacy-statement/)

2. The contact details of the Data Protection Officer

- Data Protection Officer: Telephone: 065 6846405, Email: DPA@clarecoco.ie

3. The purposes and legal basis for the processing

The contact details that you provide will be processed by Clare County Council for the purpose of regulation of Casual Trading under The Casual Trading Act 1995.

4. The recipients or categories of recipients of the personal data

The information you provide will be used by Clare County Council for the purpose of administration and regulation of Casual Trading Licences under the Casual Trading Act 1995 and any amendments thereunder. Under this legislation data must be shared with the Revenue Commissioners.

5. The Application Form will be held for 5 years and archived thereafter in accordance with the National Retention Policy for Local Authority Records.

The National Records Retention Policy for Local Authority Records can be accessed at the following link:

<https://www.lgma.ie/en/publications/corporate/national-retention-policy-for-local-authority.pdf>

6. Details on rights of access to and rectification/deletion of personal data. Rights to object to or restrict processing and the right to data portability

Please refer to Clare Co. Council's Privacy Statement which can be accessed through the following link: [https://www.clarecoco.ie/\[info\]/privacy-statement/](https://www.clarecoco.ie/[info]/privacy-statement/)

7. The right to lodge a complaint with the supervisory authority

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