

## KILKENNY COUNTY COUNCIL

### **Application form for a Special Event Licence – Casual Trading Act, 1995.**

1. Name of Applicant: \_\_\_\_\_
2. Full Postal Address: \_\_\_\_\_  
\_\_\_\_\_
3. Telephone Number: \_\_\_\_\_ Mobile Phone Number: \_\_\_\_\_
4. Occupation: \_\_\_\_\_
5. (a) RSI Number (in case of an individual): \_\_\_\_\_  
(b) Tax Reference Number (in case of a company): \_\_\_\_\_
6. If application is in the name of a limited company, please give the company's Registration Number as supplied by the Companies Registration Office: \_\_\_\_\_
7. Event for which licence is sought: \_\_\_\_\_
8. Date(s) of Event: \_\_\_\_\_

**Note:** *Application for a Special Event Licence must be submitted at least 30 days prior to the date of the event.*

9. Indicate trading hours for which licence is required: \_\_\_\_\_
10. Will trading be carried out on private property: YES/NO (Delete as appropriate)

***If yes, letter of permission from landowner must accompany your application.***

11. Please give details of exact location of where you wish to set up your stall, e.g. Street, etc.  
\_\_\_\_\_

12. Please give description of good to be sold:  
\_\_\_\_\_

13. If you are currently the holder of a Casual Trading Licence, or have previously held one please indicate licence number(s) and expiry date.  
\_\_\_\_\_

**To Kilkenny County Council, I, \_\_\_\_\_ (the applicant), declare**

- 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;
- That on being granted a Special Event Licence, I shall report to the local Gardai on arrival and comply with their parking arrangements;
- That the particulars I have supplied are correct. I enclose a cheque/bank draft/postal order/money order in the sum of €25.00 being the fee fixed by Kilkenny County Council.

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

***PLEASE SEE NOTES OVERLEAF.***

## **NOTES RELATING TO COMPLETION OF APPLICATION FORM**

1. Application for Special Event Licence must be submitted at least 30 days prior to the date of the event.
2. A fee of €25.00 per event shall be made payable to Kilkenny County Council in respect of an application for a Special Event Licence.
3. All applications for a Special Event Licence must be accompanied with evidence of Public Liability Insurance indemnifying Kilkenny County Council in the sum of not less than €6.4 million.
4. Applications for a Special Event Licence relating to the sale of food must be accompanied with a copy of a Food Staff Licence from the Health Service Executive.
5. If the 'event' is being held on private property the application must be accompanied with the written consent of the landowner.

### **NOTE (For Information Only)**

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 is 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 1996)) 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 an individual's right of access to and verification of data, where appropriate.