

Roinn Comhshaoil agus Iompair, Oifigí na Cathrach, Bloc 4 Urlár 0, An Ché Adhmaid, BÁC 8
Environment and Transportation Department, Block 4 Floor 0 Civic Offices,
Wood Quay, Dublin 8. Tel: 2222165 Fax: 2222366 Casualtrading@dublincity.ie

Licence Fee €

ECDAI

Narrative – Applicants Name
Location of Trading



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council

Receipt No:	Licence No:
Date:	Date Issued:
Amount Paid:	Expiry Date:

Application Form for a Designated Area Casual Trading Licence CASUAL TRADING ACT 1995

PLEASE READ OVERLEAF BEFORE COMPLETING THIS FORM.

PLEASE COMPLETE IN BLOCK CAPITALS

<p><u>Applicants Details:</u></p> <p>Name of Applicant: _____</p> <p>Full Postal Address: _____ _____</p> <p>Mobile No: _____</p> <p>E-Mail: _____</p> <p>Date of Birth: _____</p> <p>PPS No/ Tax Reference No(CRO): _____</p>	<p>Photograph of Applicant:</p> <div style="text-align: center;"></div> <p>See Conditions 2 and 3</p> <hr/> <p>Public Liability Insurance:</p> <p>Name of Insurance Company:</p> <p>_____</p> <p>Insurance Renewal Date:</p> <p>_____</p>
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<p>Trading Details:</p> <p>Location of Trading: _____ Pitch No. _____</p> <p>Goods to be sold: _____</p> <p>Date of Commencement of Trading: _____</p> <p>If you were the holder of a previous Casual Trading Licence please quote the following:</p> <p>Licence Number: _____ Expiry Date: _____</p>

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.**
- 3. That I have read and agree to abide by the conditions of the Licence**

Signature: _____ **Date:** _____

I enclose a cheque/bank draft/postal order/money order made payable to Dublin City Council for the fee fixed under Bye-Laws by the Local Authority under Section 6 of the Casual Trading Act, 1995.

N.B.: The acceptance of an application by Dublin City Council does not guarantee the granting of a licence.

CONDITIONS OF CASUAL TRADING LICENCE

1. Only the Licence Holder or Agent may engage in Casual Trading at the location specified in the licence.
2. A Licence holder shall furnish to Dublin City Council the names, addresses of persons acting as his/her servant/agent.
3. Two photographs of the applicant and one photograph of the Servant/Agent are required. It will be necessary to submit photographs every two years.
4. Trading shall be confined to the allocated location for the specified times and days and no goods or articles shall overhang a stall or be deposited on the street except inside the allocated pitch.
5. The licence holder must prominently display the number of the licence at his or her trading place in such a way as to be clearly visible and easily legible to members of the public.
6. If requested the Licence Holder shall produce his/her licence on demand to any person.
7. The Licence Holder or Agent must trade within one metre of the stall.
8. The Licence Holder shall be present at all times where practicable. It is acceptable that the licence holder be absent during holiday periods or due to illness but this absence must be advised to Dublin City Council as soon as is practically possible and within at least within 2 months of ceasing trading (E-mail: casualtrading@dublincity.ie). A medical certificate is required for a prolonged period of absence.
9. Dublin City Council reserves the right to re-allocate any pitch that has been left unoccupied by a licence holder for a period of 2 months without reasonable explanation to Dublin City Council.
10. Where nominated Agents are in place only two people may operate the stall at any one time.
11. No goods other than those specified in the licence may be sold.
12. The licence holder shall not sell counterfeit goods and must be able to produce a paper trail identifying the provenance of goods clearly identifying where stock came from.
13. The licence holder will clearly identify all goods that are sold as "seconds" at the point of sale.

14. Traders in foodstuffs must comply with the requirements of the HSE Environmental Health Officer in relation to the statutory control of food.
15. **Disposal of Waste**
 - a. The removal of waste generated at each trading location is the responsibility of the trader.
 - b. The licence holder shall provide a suitable container/receptacle for refuse which must be kept at times of trading within the allotted pitch.
 - c. The licence holder shall not allow litter to accumulate in the vicinity of the allocated pitch during trading hours.
 - d. At the end of trading each day, the licence holder shall clean the allocated pitch, arrange for the removal and proper disposal of waste generated.
 - e. Under the Waste Management Act 1996 traders have two options to dispose of their waste –
 - 1) Arrange for a private waste disposal company to do it or
 - 2) Arrange to dispose of the waste in an alternative proper manner.
 - f. Traders must comply with their responsibilities under the Waste Management legislation and Dublin City Council's Bye Laws. Failure to do so may result in prosecution.
16. **Stalls**
 - a. A licence holder shall at his or her own expense provide a stall/unit, the specifications of which, must be agreed with Dublin City Council.
 - b. Stalls must be maintained to a good standard of appearance and repair.
 - c. Stall and other articles must be removed from the street after the hours of trading specified on the licence, unless otherwise agreed with Dublin City Council.
 - d. Dublin City Council reserves the right to remove any stall or like receptacle found in a trading place outside of trading hours and/or goods or articles left outside the allocated pitch at any time.
 - e. Dublin City Council reserves the right to re-allocate any pitch which has been left unoccupied by a licence holder for a period of two months without reasonable explanation to Dublin City Council.
17. The licence holder shall not obstruct any business, premises, footpath, public road or public right of way.
18. The licence holder shall not conduct trading in a manner that causes or is likely to cause offence.
19. Dublin City Council reserves the right to suspend trading in order to facilitate works to a roadway, footpath, other infrastructure, on adjoining sites or for other operational reasons and where possible to relocate existing traders in or adjacent to the works into other available designated trading pitches within the City Council's administrative area. This will be done following consultation with traders.
20. The licence holder must have Public Liability Insurance in place at all times, indemnifying Dublin City Council to the value of €6.4m in the case of any one accident.
21. The licence holder must have a current valid tax clearance certificate in place at all times.
22. The licence holder must give two months notice if surrendering a pitch.
23. While occupying a trading place a licence holder must obey all lawful requests of an Authorised Officer or a member of An Garda Síochána.

24. The licence may be revoked at any time if any condition of the licence has been or is being contravened.
25. A person who contravenes any of the conditions of the licence shall be guilty of an offence and shall be liable on summary conviction to a fine not exceeding €1,270.

Casual Trading and Event Trading –GDPR

Reasons for requesting your personal information

- Your information is required in order to process your application for a Casual Trading/Event Trading licence.
- Your information is collected to process requests for a Casual Trading/Event Licence. The legal basis is provided for under the Casual Trading Act 1995 and the Casual Trading Bye-Laws 2013.
- **If your application is successful it may be necessary to share your information with the statutory bodies i.e. An Garda Síochána, Revenue Commissioners, Minister for Social Welfare.**
- If the Casual Trading/Event Licence is granted, the information supplied by you will be kept securely for a period of up to seven years.
- If you do not provide the personal data required under the Casual Trading Act 1995 and the Casual Trading Bye-Laws 2013, Dublin City Council will not be in a position to process your application.

For more information on the Dublin City Council Privacy Statement please click on <http://www.dublincity.ie/privacy-statement>

If you would like more information on section 4 (11) of the Casual Trading Act, or would like to read it please click

<http://www.irishstatutebook.ie/eli/1995/act/19/section/4/enacted/en/html#sec4>

If you would like more information on Casual Trading, Act, 1995 (inserted by section 141 of the Finance Act, 1996) please click

<http://www.irishstatutebook.ie/eli/1996/act/9/section/141/enacted/en/html>

If you would like more information on section 13 of the Casual Trading Act 1995 (Register of Casual Trading Licences on computer) please click <http://www.irishstatutebook.ie/eli/1995/act/19/section/13/enacted/en/html#sec13>

Applicant Signature: _____ **Date:** _____



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Environment and Transportation Department, Civic Offices, Wood Quay, D8
Tel: 222 2165 Fax: 222 2366

Application Form For Agents

PLEASE COMPLETE IN BLOCK CAPITALS

Agent No.1 Details

Name of Agent: _____

Full Postal Address:

Date of Birth: _____

Telephone Number: _____

1 Photograph of Agent (No.1)

P.P.S. No. (In the case of an individual)

To Dublin City Council (Agent No.1)

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 as an Agent.
2. I have read and understand GDPR guidelines set out over leaf

Signature _____ Date: _____

Agent No.2 Details

Name of Agent: _____

Full Postal Address:

Date of Birth: _____

Telephone Number: _____

1 Photograph of Agent (No.2)

P.P.S. No. (In the case of an individual)

To Dublin City Council (Agent No.2)

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 as an Agent.
2. I have read and understand GDPR guidelines set out over leaf

Signature _____ Date: _____

E Tax Clearance Certificates

Since December 2015, the Revenue Commissioners have changed how they issue Tax Clearance. All Tax Clearance is now given online. We can now only verify your status online.

As your status may change, we need to access your Tax Clearance details each time you apply for a Licence. To do this we need both your PPS number and your TCAN number (this is given to you after you register online). We also need your permission to verify your status. Please note that failure to give us authorisation will result in any application for a Licence not being accepted.

Please complete and sign the section below

Name (Print): _____
PPS number: _____
TCAN number: _____
Signature: _____
Date: _____
