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## ECSTP

Narrative Details:-

Applicants Name, Event Date, Event Location

**Environment and Transportation Department,**

Application checked by (initials):

**DATE STAMP**

**Civic Offices, Wood Quay, Dublin 8.**

**Tel: 222 2165 Fax: 222 2366** [**casualtrading@dublincity.ie**](mailto:casualtrading@dublincity.ie)

# Casual Trading Event Licence

**FOR OFFICIAL USE ONLY**

|  |  |
| --- | --- |
| **Receipt No:** | **Licence No:** |

**PLEASE READ OVERLEAF BEFORE COMPLETING THIS FORM – PLEASE COMPLETE IN BLOCK CAPITALS.**

1. **APPLICANT DETAILS**

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| **Name of Applicant:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Full Postal Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| 1. **P.P.S No. / Tax Reference No:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** 2. **Date of Birth:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** 3. **Telephone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. **Email**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**B. EVENT TRADING DETAILS**

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| 1. **Location of event**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. **Goods to be sold:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. **Date(s) of event:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. **Hand Burger Bar (Under 10 Foot) Trailer(over 10 Foot)** 5. **Post**  **Collection** |

**Checklist for Applicant:**

* Fully completed application form
* Two passport photographs of applicant or digital photo taken and held in the office
* Proof of ID: Passport/Drivers Licence
* Tax Clearance Cert
* Payment of €25 or payment of €38 for Croke Park and Aviva Stadium
* Payment must be made to DCC ten days in advance of event.

**To Dublin City Council**

**I declare:-**

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| --- | --- |
| 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 and I enclose a cheque/bank draft/postal order/money order/cash for the fee fixed under bye-law by the local authority under section 6 of the Casual Trading Act, 1995. |
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**Signed: Date:**

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

\*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 was 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.

**EXPLANATORY NOTE**

(This note is not part of the Instrument and does not purport to be a legal interpretation.)

The purpose of these Regulations is to prescribe the form of application for a casual trading licence in accordance with Section 4 of the Casual Trading Act, 1995.

Casual Trading and Event Trading –GDPR

1. Dublin City Council is the data controller
2. The DPO’s (Data Protection Officer) details are [dataprotection@dublincity.ie](mailto:dataprotection@dublincity.ie) and 01 2223775
3. The data subject’s rights are:
   * + - The right to access the personal data that we hold about you, together with other information about our processing of the personal data.
       - The right to require us to rectify any inaccuracies in your personal data.
       - The right to require us to erase your personal data.
       - The right to request that we no longer process your personal data for particular purposes.
       - The right to object to our use of your personal data or the way in which we process it.
       - The right to receive your personal data, which you provided to us, in a structured, commonly used and machine-readable format or to require us to transmit that data to another controller.
4. Make a complaint to the DPC:

* If you are not satisfied with the outcome of the response you received from Dublin City Council in relation to your request, then you are entitled to make a complaint to the Data Protection Commission who may investigate the matter for you.
* Contact details - Lo Call Number: 1890 252 231 or [infor@dataprotection.ie](mailto:infor@dataprotection.ie)
* Postal address – Data Protection Commission, Canal House, Station Road, Portarlington, Co. Laois. R32 AP23.

1. Reasons for requesting your personal information

* This information is requested in order to issue a Casual Trading/Event Trading licence.
* The information is requested in accordance with the Casual Trading Act 1995 and the Casual Trading Bye-Laws 2013.
* It may be necessary from time to time to pass you contact information on to trusted third parties in order to assist with the processing of your application, such as our statutory partners, e.g. An Garda Siochána, as long as those parties agree to keep this information confidential.
* The information supplied by you will be kept securely for a period of up to seven years.
* If the personal data is not given a Casual Trading/Event Trading licence cannot be issued as it is a requirement under the Casual Trading Act 1995 and the Casual Trading Bye-Laws 2013.

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