# *Completed application form & supporting documentation to be returned to the Planning Authority by email only to planning@donegalcoco.ie*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | **Name of Applicant** |  | | | | | | | |
|  | **Full Postal Address** |  | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
| **Eircode** |  | | | | | | | |
| 2. | **Email address** |  | | | | | | | |
| 3. | **Telephone Number** |  | | | | | | | |
| 4. | **Occupation** |  | | | | | | | |
| 5. | **(a) PPS No. (of the applicant)** |  | | | | | | | |
| **(b) Tax Reference No. (in the case of a company) Tax clearance certificate must accompany the application** |  | | | | | | | |
| 6. | **Limited Company Registration Number.**  **Name(s) and address(es) of directors** |  | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
| 7. | **First date on which it is intended to engage in casual trading** |  | | | | | | | |
| 8. | **Is the application for** | **General licence** | |  | | **Events licence** | | |  |
| 9. | **If the application is for a licence to trade at an event(s) please specify:** | | | | | | | | |
| **Name of event:** |  | | | | | | | |
| **Address of where event takes place:** |  | | | | | | | |
| **Dates for which event licence is sought:** | **From** |  | | | | **To** |  | |
| 10 | If the application is for a General licence 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** | | | |  | | | | |
| **No of Plots required** |  | | | | | | | |
| **Days trading will take place** |  | | | | | | | |
| 11. | **Description of the goods to be sold:** |  | | | | | | | |
| 12 | **What height is your**  **stall/*vehicle (Please note that the maximum height permissible under the Bye Laws is 2m)*** |  | | | | | | | |
| 13 | **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** |  | | | | | | | |
| 14 | **If you were a holder of a previous Casual Trading Licence please quote the following:** | | | | | | | | |
| **Licence Number:** |  | | | | | | | |
| **Expiry Date:** |  | | | | | | | |
| 15 | **Receipt No for fee paid** |  | | | | | | | |
|  | **Amount Paid (See Notes page for fees)** |  | | | | | | | |

I DECLARE/ CONFIRM:-

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.
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 bye-laws by Donegal County Council under Section 6 of the Casual Trading Act, 1995).
4. I will not sub let any of the plots which are allocated to me.

### Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Documents to accompany this application form:**

* **One Passport Sized Photograph per plot required.**
* **Public liability insurance to a minimum value of €6.5 million, Donegal County Council must be indemnified on the insurance policy.**
* **Tax Clearance Certificate (This is compulsory). PPSN only details do not suffice. See** [**www.ros.ie**](http://www.ros.ie) **for more information.**

**Completed form and accompanying documentation to be submitted to the Planning Authority by email only via planning@donegalcoco.ie**

#### NOTES

1. An application for a Casual Trading Licence to engage in casual trading in County Donegal shall be made on the prescribed form and sent to the Planning Authority by email via planning@donegalcoco.ie
2. An application for a Casual Trading Licence shall be made **not less than 30 days** before the first day on which it is intended to engage in the casual trading area to which the application relates.
3. Where an application is made to renew a licence the subsequent licence will run from the day following the expiration of the old licence.
4. It is an offence to give false information to a local authority in relation to an application for a Casual Trading Licence.
5. The fee for a licence is as follows:-

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| --- | --- | --- | --- | --- |
| **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** | | | | |
|  | | **Daytime** | **Night time** | |
| Per Year | | €1,000.00 | €3,000.00 | |
| Seasonal - per 3 months | | €300.00 | €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 |  | |

6. The Council may refuse to grant a Casual Trading Licence to a person if:

(a) The person fails to furnish a fully completed application form for a casual trading licence.

(b) The person fails to pay the appropriate fee with the said application form.

1. 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.
2. The Council shall not grant a Casual Trading Licence unless the application for the licence contains the applicants tax reference number.

9. 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.

10. 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.

11. **Insurances:** 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 PL Insurance Policy.

Insurances are to be on an insurers headed paper.

Insurances are to be in date and cover the full period for which the licence is being sought.

The business description noted in the policy schedule shall reflect the activities of the applicant.

N.B. IT SHOULD BE NOTED THAT IT MAY NOT BE POSSIBLE TO FACILITATE TRADERS AT LOCATIONS WITHIN DESIGNATED TRADING AREAS DUE TO PLOTS ALREADY ASSIGNED

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