



FINGAL COUNTY COUNCIL, OPERATIONS DEPT., GROVE ROAD, BLANCHARDSTOWN, DUBLIN 15.

E-mail: [CasualTrading@fingal.ie](mailto:CasualTrading@fingal.ie)

Casual Trading Act, 1995  
Casual Trading Bye-Laws 2021

## Designated Area Casual Trading Licence Application Form

**Incomplete applications will be returned**

*PLEASE READ THE BYE-LAWS BEFORE COMPLETING THIS FORM*

- Please ensure that each section of this application form is fully completed and signed, and that all necessary documentation is attached to your application form. Failure to complete this form or attach the necessary documentation, or the submission of incorrect information or omission of required information will lead to the invalidation of your application.
- Do not include any payment with your application.
- Applications which do not meet Fingal County Council's selection criteria will be refused. Fingal County Council's selection of applications will be based on a number of criteria, including but not limited to experience, quality, product type, overall suitability, market strategy, and waste management plan.
- Please ensure you supply detail of your stall dimensions.

### SECTION 1: Trader Details

Name of Applicant:	
Address:	
Telephone Number:	
Email:	
Date of Birth:	
Trading Name:	
PPS No/Tax Reference No:	
Tax Clearance Certificate/ TCAN No:	

<b>If application is by a company, state the Company:</b>	
<b>Registration Number, as supplied by the Companies Registration Office:</b>	

**SECTION 2: Trading History**

Number of years trading: \_\_\_\_\_

List of where you have traded and dates of same. (Include details on an extra page if required):

Trading Area/Market	Dates of Trading

Description of goods to be sold:

(Please include full description including photographs of your products.

General descriptions such as "Hot Food" or "Crafts" are not acceptable.)

Good to be Sold	Locally Produced?	Irish Produced?	Non-Irish Produced?

Have you won any awards for your goods?:

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Are you a member of any trade associations/organisations e.g. Slow Food, Good Food Ireland, Craft Council of Ireland etc.:

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Dimensions of your stall:

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### SECTION 3: Food Traders (If Applicable)

HSE Registration Number: \_\_\_\_\_

**All food businesses must be registered with the Health Service Executive (HSE). A copy of the confirmation letter from the HSE is to be submitted with the application.**

Is your food ready-prepared or do you prepare and serve on site: \_\_\_\_\_

Do you intend using any equipment in connection with your stall e.g. cooking facilities etc. If so, please supply details:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Any proposed use of equipment must be prior approved by Fingal County Council**

### SECTION 4: Insurance/Unit Requirements

Traders are required to hold current insurance cover to the following limits and have diesel generators. Please confirm you have these in place or will seek them prior to commencing trading.

**Circle Appropriate.**

Public Liability €6.5 million:	YES	NO
Employers Liability €13 million:	YES	NO
Product Liability €6.5 million:	YES	NO
Diesel Generator:	YES	NO

Proof of above insurance & equipment will be requested prior to the granting/renewal of any Casual Trading Licence.

Fingal County Council **must be indemnified** on each insurance policy.

## SECTION 5: Insurance Details

If already held, please provide details of your Public Liability Insurance

Insurance Company:	
Policy Number:	
Expiry Date:	

## SECTION 6: Trading Proposal

Please select designated areas you are applying for in order of preference to a maximum of 3.

Please see the list of designated areas on [www.fingal.ie/casual-trading.ie](http://www.fingal.ie/casual-trading.ie)

Area	Goods Type	Order of Preference
		1
		2
		3

If this is a renewal application, please tick here:

**Please include the following in your application.**

- Completed application form.
- Proof of identity – Passport/drivers licence.
- In the case of licences to sell food, a copy of HSE registration and a photograph of the unit to be used will also be required.
- Photograph of the stall to be used.
- Waste Management Plan, outlining procedure for receptacle waste segregated system (general/recyclable/food waste).

**The following procedure is in place:**

1. Completed Application form is submitted.
2. Site Inspection/Assessment
3. Successful Applicants will be issued letter/email, invoice and request for insurances.
4. On receipt of payment and insurances, licence for designated area will be issued
5. Any refund request is at the discretion of the Council.

## DECLARATION

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 submitted are correct
3. That I have read Fingal County Council's Casual Trading Bye Laws 2021 and note the provisions contained therein.

<b>SIGNATURE</b>	
<b>PRINT NAME</b>	
<b>DATE</b>	